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

DECEMBER 21, 2020
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – December 7, 2020
   B. Accept Resignation from Fire Fighter Renee Wedan
   C. 2021 Agreement for Residential Recycling Program with Anoka County
   D. Police Department - Surplus Property (Vehicle Forfeiture) Resolution 2020-52
   E. Replacement of the UV Bulbs at the Wastewater Treatment Plant
   F. Police Department Policy Updates
   G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
   A. Schedule City Council Worksession with City Administrator
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Reports – Public Works Monthly Reports
    B. Councilmember Reports -
    C. Upcoming Events –
       Jan 4 City Council Meeting – 6:00 pm, Zoom meeting
       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
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-275

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
DECEMBER 7, 2020

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

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

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

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

4. **CONSENT AGENDA**
A. City Council Minutes – November 16, 2020
B. City Council Minutes - Special Meeting – November 12, 2020
C. Annual Business License Renewals for 2021 – Resolution 2020-45
D. Police Department Policy Amendments/Updates
E. Charter Commission – 2020 Annual Report
F. Accept the GFOA – 2020 Distinguished Budget Presentation Award
G. Letter of Credit Reduction – Rivers Edge 2nd, 3rd and 4th Addition
H. Surplus Property-Police Department – Resolution 2020-46 (Forfeited Vehicles)
I. ~~Fire Department Vehicle Replacement~~
J. Transfer from Water Fund to Street Fund ($861,800.35) Resolution 2020-51
K. Pay Estimate #6 for $27,025.50 to Kuechle Underground Inc. for the 2020 Street Reconstruction & Watermain Improvement
L. Payment of Claims $337,594.28 (Checks 78393-78478)

Councilmember Robinson had asked to pull Item I. from the consent agenda.
MOTION BY ROBINSON SECOND BAUER APPROVING THE CONSENT AGENDA ITEMS A-H AND J-L.
Ayes: Muehlbauer, Bauer, Udvig, Feldman and Robinson.
Nays: None
Motion carried 5-0.

I. <u>Fire Department Vehicle Replacement</u>

Mayor Feldman asked Fire Chief Dave Schmidt to explain need to replace the 2013 Dodge Charger which is used as a Duty Officer squad.

Chief Schmidt stated the Duty Officer squad has a blown head gasket. This vehicle is a 2013 Dodge Charger and was a retired squad from the police department in 2016. It has 102,000 miles on it and the bus garage quoted the repair at $1,500 if there is no further mechanical damage to the engine or cracked cylinder heads. The fire department is asking for approval to purchase a new Dodge Journey utilizing the Gambling Fund for the purchase of this vehicle. This vehicle would then be under a five year warranty.

Robinson stated he spoke with Chief Schmidt earlier today. Like how staff is open and honest with the city council. Just want the public to be aware of what we are doing. Robinson asked the use of the Duty Officer squad.

Chief Schmidt said this vehicle is used by the officers as a quick response vehicle. The officers rotate the use of the vehicle on a weekly basis. The officers in uniform would go directly to the call and don't have to report to the fire station. With the addition of the Dodge Journey that was purchased with CARES Act monies we would have three vehicles in rotation. I currently drive another retired police vehicle, a Tahoe. Maybe in the future we could have two duty officers on call. It would also give the fire fighters more flexibility.

Robinson said I like that we are able to use Gambling Funds for this purchase.
Udvig stated she trusts the Chief's judgement on the need of this vehicle.
Muehlbauer asked when do you think you will need to replace this one. Chief Schmidt said I am hoping to put this vehicle on a ten-year rotation.
Bauer asked if we would be using the vehicle in a rotation to keep the miles down. Chief Schmidt said he would talk about that with the officers. Bauer said if we take on Nowthen it would be a lot more movement.
Feldman said you need a vehicle you can count on. If starting new it should last ten years. Also, the money is coming from the Gambling Fund and not the General Fund. Money the City collects from establishments on gambling proceeds is set aside for fire department expenses. Feldman asked Police Chief Todd Schwieger about the wear and tear of police vehicles. Chief Schwieger stated police vehicles are driven more excessive than a regular vehicle, they are driven pretty hard at times.
Chief Schmidt stated we are not sure if we are going to donate this vehicle to a at risk youth organization or what we will do. We will check the current value.
Feldman said I asked Chief Schmidt to check out the 2011 Dodge Journey that is on the forfeiture list. Chief Schmidt stated he did look at it. That vehicle has 211,000 miles, rusted and front-end problems. Not be of interest at this time.
Bauer asked they check with the bus garage regarding donating.

MOTION BY ROBINSON SECOND BAUER APPROVING THE FIRE DEPARTMENT TO PURCHASE A 2020 DODGE JOURNEY REPLACING THE 2013 DODGE

CHARGER WITH A PROJECTED COST OF $26,767.97 UTILIZING THE GAMBLING FUND AND TO DECLARE THE 2013 DIDGE CHARGE AS SURPLUS PROPERTY WITH A VALUE OF LESS THAN $1,000.

Ayes: Muehlbauer, Udvig, Feldman, Bauer and Robinson.
Nays: None
Motion carried 5-0.

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

Councilmember Udvig left the Zoom meeting at 6:20 pm for another meeting but will be back later in the meeting.

7. **PUBLIC HEARING**

A. Presentation on 2020 Proposed Budget - Public Input

Finance Director Darcy Mulvihill gave a power point presentation on the 2021 Proposed Budget. Mulvihill stated the Council had set a maximum levy of $4,234,590 in September. This levy includes $186,000 for the future new City Hall/ Fire Station. The preliminary tax rate is 50.218% which is a drop from 2020 tax rate of 50.543%. The General Fund budget is balanced at $4,703,070 on the revenue side and the expenditure side. The fund balance will be at 66.7% of revenues with the estimated 2020 balance. This is above the State Auditor's recommended guidelines of 35% to 50%. The proposed budget is also posted on the City's website. Mulvihill also showed in the presentation how a change in your home valuation will affect your property taxes.

Feldman stated so if your value goes up your homestead exclusions go down. I like that it is a balanced budget.

Robinson stated good report and nice presentation. Levy going up about $250,000; $10,000 in Capital Equipment, $186,000 for building improvements-new city/fire station, $60,000 for street improvements. We need to put money away for future projects. If I saw anything unjust, I would speak up. We are very prudent in what we are doing.

Bauer agreed good report and we are planning for the future. That is what the majority of the increase plus we are using the increased home values. We need to keep working on our road projects. I have also been wanting to cut the budget by 5%, it's not that easy.

Muehlbauer asked if the Nowthen Fire Contract was factored in this budget. Mulvihill said it was not. Muehlbauer said I see the future city hall/fire station as more of a seven-year project. But agree with putting money aside so we don't end up like we did with our wastewater plant. We are also recapturing revenue with our growth in valuation. I know it is an increase in the Levy but unfortunately, we have to do this.

Feldman said if what we are doing now would have been done earlier, things just were not planned properly. Every city needs to spend money but we are doing it by planning and spending wisely. What you see on the tax statement, we only get a portion of the overall amount. Also, we balance our budget.
Mayor Feldman opened up the meeting for public input on the 2021 Proposed Budget at 6:45 pm.
City Administrator Joe Kohlmann asked if any of the viewers wanted to comment on the budget. Mayor Feldman said we can wait a little bit to see if anyone wants to comments. Just a note that on the consent agenda item where we approved the transfer from water fund to street fund, of the $861,800.35 to be transferred $496,207 are special assessments. With no public input Mayor Feldman closed the public hearing at 6:45 pm.

1. <u>Certifying Taxes Payable in 2021 – Resolution 2020-47</u>
MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2020-47 A RESOLUTION CERTIFYING TAXES PAYABLE IN 2021.
Ayes: Muehlbauer, Bauer, Robinson, and Feldman.
Nays: None
Motion carried 4-0.

2. <u>Adopting a Budget for 2021 – Resolution 2020-48</u>
MOTION BY ROBINSON SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-48 A RESOLUTION ADOPTING A BUDGET FOR 2021.
Ayes: Robinson, Bauer, Muehlbauer, and Feldman.
Nays: None
Motion carried 4-0.

B. <u>MS4 – Annual Opportunity for Public Input</u>
City Engineer Craig Jochum reported the Storm Water Pollution Prevention Program (SWPPP) is required by the National Pollutant Discharge Elimination System (NPDES) General Permit for discharges of stormwater associated with small Municipal Separate Storm Sewer Systems (MS4), which is collectively referred to as the MS4 permit. The MS4 permit authorizes the City to discharge stormwater into the public water system, and it was issued to the City of St. Francis in 2017. The purpose of the required annual SWPPP meeting is to discuss the components of the program and to gather public comments on the SWPPP. There are six components of the SWPPP, each called a Minimum Control Measure (MCM). Those six components were listed in the council packet. So now I ask you allow for public input or comments.

Mayor Feldman opened the meeting for public input at 6:50 pm. City Administrator Joe Kohlmann asked if any of the viewers wanted to comment on the MS4 permit. Feldman stated the City has not increased the stormwater fee since 2017 when it went into effect. With no public comment Mayor Feldman closed the public input at 6:52 pm.

Bauer said he just wants the residents to know this is mandated by the State of MN. We struggle with residents not paying this fee during the year and it cost everyone more to assess them. Would like to come up with different options on how this could be paid. Right now, we do multiple mailings and staff time. Maybe we could do something like Elk River and do a franchise fee or have it put on your monthly electric bill. Would like to hear from residents on what they think. Feldman said good idea. Muehlbauer said this is a State mandate, if you don't like it call your State representative. Feldman said this money is dedicated only for stormwater projects. Robinson said I would like to endorse what Bauer said. Also, what Muehlbauer stated, unfunded mandate call your State representative. Agree with Bauer about putting it on the electric or gas bill. Would like less mailings and open it up for public discussion. We have to have; some cities just handle the fee differently. Have to do with what the State says, something has to be in place because we are accountable for clean water. Feldman said we have kept the fees flat but agreed with the other councilmembers, reach out to us if you have a better way of how we can collect the fee. Contact us with your thoughts.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 267, Second Series: Amending Fee Schedule (Second Reading)

Since the first reading at the last city council meeting there has been one change to the fee schedule under Stormwater. The change is adding a Grading/Escrow Fee; $2,000 per gross acre or $750 per SF or Twin family home. Whichever is greater. Community Development Director Kate Thunstrom stated we took the fee out of the zoning code and are putting it in the fee schedule. Council had no additional comments.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE SECOND READING OF ORDINANCE 267, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE.

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

B. Summary Publication of Ordinance 267, Second Series – Resolution 2020-49

MOTION BY ROBINSON SECOND BAUER TO ADOPT RESOLUTION 2020-49 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 267, SECOND SERIES.

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

C. Decertification Tax Increment Financing- Senior Facility Site – Res 2020-50

Thunstrom reported in February 2017 the City established a Tax Increment Finance (TIF) District for the purpose of a senior housing facility. The Senior facility had received land use approvals and was working towards the permitting stage. Since that time, no progress has been made on moving the project forward. If this project was to have come forward prior to this meeting to maintain TIF it would have required an underwriting review as the costs and budget are outdated. The project has not made any substantial progress as required for a TIF district, therefore the City is moving forward with the decertification of the parcel. This will be effective as of December 31, 2020.

If this project, or any other project, on that site was to move forward and have interest in using TIF, Council would again review, the project would apply for a business subsidy and complete underwriting as a new project.
The council had no questions or anything further to add to this topic.
MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-50 A RESOLUTION DECERTIFYING TAX INCREMENT FINANCING REDEVELOPMENT DISTRICT NO. 2-1.

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

D. Temporary Habitation Extension for 4953 Ambassador Blvd. NW

Thunstrom reported Council reviewed a permit for temporary habitation on June 1, 2020. At that time the property owner had wished to live in campers onsite while he built his permanent home. The council approved a three-month permit, until the end of August. The Building Official does have authorization to extend it for an additional 90 days but any extension beyond that needs council approval. The property owner is asking for an extension until the end of December. Thunstrom stated staff is recommending giving them until the end of January. We are encouraging sooner but we also recognize there might be some delays because of the holidays. That will give him time to remove his trailers too.
Bauer asked is that enough time? He wouldn't have to remove his trailers from his property would he. Thunstrom said no but he would have to properly disconnect electric, septic and make it inhabitable. Feldman said so it is not a living quarter. Thunstrom said, correct.
Robinson said he is okay with it if staff is.
Feldman asked if they were close to getting their certificate of occupancy. Thunstrom said yes.
Muehlbauer said he had nothing to add.
MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE TEMPORARY HABITATION EXTENSION UNTIL THE END OF JANUARY 2021 FOR 4953 AMBASSADOR BLVD. NW.

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

E. Roseville IT – Joint Powers Agreement

City Administrator Joe Kohlmann reported as discussed in March 2020 Metro-INET or "Roseville IT" was beginning the transition into a Joint Powers Agreement. Cities were directed to bring the concept to their Councils (as St. Francis discussed in March) and provide Roseville with general direction as to where the cities stand on the matter. due to COVID 19, many of the reoccurring meetings that were to take place among the Metro I-net group were canceled and a workgroup was set up. To date, all but one of the Metro-INET group members have indicated intent to join the Joint Powers Organization. One is uncommitted at this time to review other options. As noted in the work session in March, bringing IT services "in-house" with St. Francis employees would not be cost effective. The attached JPA Agreement is basically in final form. Our City Attorney's Office has reviewed the agreement and is ok with it. Ultimately, all things considered, Staff would recommend joining the JPA.

Feldman asked so this would be effective January 1, 2021. Kohlmann said as soon as possible. Feldman said our fee would be 3.7% of the cost. But to figure out how many votes each city would get they rounded up the to an even number. So, St. Francis would have four votes. Feldman asked City Attorney Dave Schaps if he had any comments. Schaps stated he review the agreement and it is a very standard document. Feldman said I don't think we are in any position to take it on inhouse or even go to a third party, we are in good hands with them.
Robinson said he really had nothing to add. We discussed this in the work session. They are prompt and very helpful when I needed help.
Bauer said I am for consolidation of cities. We have a lot that we need IT help with, great opportunity to share the load.
Muehlbauer said when you can consolidate and save money that is a good thing.
Feldman asked Chief Schwieger his thoughts. Chief Schwieger said they are prompt, courteous and we use them a lot. We have maybe up to 20 computers alone they work on between the vehicles and in the office. Kohlmann agreed, they are responsive and when we have issues they are prompt. Chief Schmidt said they address all our needs.
MOTION BY ROBINSON SECOND MUEHLBAUER TO ADOPT THE JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF THE NORTH EAST METROPOLITAN AREA MUNICIPAL INTERNETWORKING COLLABORATIVE (METRO I-NET).

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

F. <u>CARES Act Grant and Expenditures Update</u>

Mulvihill provided to the Council a report listing the expenditures associated with the CARES Grant. The amount the City received was $593,079. Business Grants totaled $228,174.75 and the rest was spent on items for the City.
Muehlbauer thanked staff for working on this and getting it spent.
Bauer asked if there was any talk of a second round coming to help businesses again.
Thunstrom said there is some talk at the State and Federal level.
Robinson said over 40% went back to city businesses. Glad businesses were able to use it.
Feldman also wanted to thank everyone that worked on this project. Gave to

businesses first and then we spent the rest.
MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE CARES GRANT EXPENDITURES AS SUBMITTED.

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

G. Preliminary Development /Licensing Agreement – Anderson Companies

Anderson Companies has brought forward to the City a proposed senior housing development on the property located at 3518 Bridge Street. This project has been discussed at two work sessions. In November Council entered into a Preliminary Development Agreement with the Developer to move forward with the land use application and Comprehensive Plan amendment. Thunstrom stated the next step is for Council to review and consider approving a License Agreement for Testing and Sampling. This agreement will allow the Developer to conduct preliminary testing, surveys and sampling at the property to review its potential for the Senior Housing project. This Agreement has been reviewed by the City Attorney.
Council had no questions for Thunstrom.
MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE LICENSE AGREEMENT FOR TESTING AND SAMPLING AT 3518 BRIDGE STREET NW.

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

H. Demolition RFP Acceptance and Award – 22708 Rum River Blvd.

Staff completed the pre-demolition testing for hazardous issues and contacted utility providers. Additionally, an RFP for the completion of the demolition was released on November 12, 2020 with a deadline of November 30, 2020. The RFP was on our website along with it being sent out to about 8-11 companies.

RFP's were received from the following companies:

- Nitti Roloff Services $38,343
- Kamish Excavating $49,717
- Lloyd's Construction Services $34,900

Thunstrom said she spoke with Lloyd's Construction and if awarded the demolition they are ready to go. The cost of the demolition and legal fees would be assessed to the property.

Council all agreed this has been a long process and has been delinquent for a long time. Feldman said we have given the property owner every opportunity.
MOTION BY ROBINSON SECOND BAUER TO ACCEPT THE THREE BIDS AND AWARD THE RFP TO THE LOWEST BID OF $34,900 AND APPROVE STAFF TO ENTER INTO A CONTRACT WITH LLYOD'S CONSTRUCTION SERVICES TO MOVE FORWARD WITH THE DEMOLITION.

Ayes: Muehlbauer, Bauer, Robinson, and Feldman.

Nays: None.
Motion carried 4-0.

I. Nowthen Fire Management Service Contract

Kohlmann reported City Staff has been working with Nowthen officials on their transition from the Ramsey Fire Department partnership. The City of Nowthen formally approved the attached contract for the City of St. Francis to provide Fire Management and Administrative Services for the Nowthen Fire Department.

The Nowthen Fire Department is officially still in partnership with the City of Ramsey through 2021. One of the main objectives for St. Francis is to assist Nowthen to transition to more of a standalone fire department. They will be utilizing the services of our Fire Chief, Assistant Fire Chief and administrative staff (payroll, reporting, etc.).

The attached contract is for a potential duration of three years with escalators of 3% annually. The amounts are below:
2021 - $75,069
2022 - $77,322
2023 - $79,641

Feldman said he is happy with this agreement and would like a joint powers agreement with other neighboring communities. This agreement runs through 2023. Feldman also thanked Joe Kohlmann, Chief Schmidt and Assistant Fire Chief Joe Lawrence who worked on this for about 9 months.
Bauer said we brought on a full time chief to bring fire departments together. Bauer questioned some language in the agreement but his questions were answered. Also appreciate the revenue this will provide.
Muehlbauer said we are utilizing the full time chief. Like consolidating services, save money while being effective. Like we just did with Roseville IT.
Robinson said he too agrees with utilizing service by consolidating.
MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE FIRE DEPARTMENT MANAGEMENT SERVICES AGREEMENT WITH THE CITY OF NOWTHEN.
Ayes: Robinson, Bauer, Muehlbauer, and Feldman.
Nays: None.
Motion carried 4-0.

Councilmember Udvig returned to the meeting at 7:49 PM

J. COLA – Non-union Staff

Kohlmann stated the non-union COLA has not been determined for 2021. A 2.75% would be consistent with union contracts.
Council agreed that it lines up with the union contracts. One suggestion was to have this before approving the budget. Thanked staff for their hard work.
MOTION BY MUEHLBAUER SECOND UDVIG APPROVING A 2.75% COST OF LIVING ADJUSTMENT FOR UNION-UNION EMPLOYEES IN 2021.

Ayes: Udvig, Muehlbauer, Robinson, Bauer, and Feldman.
Nays: None.
Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

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

11. **REPORTS**

A. Department Reports – None.

B. Councilmember Reports -

Udvig – reported she is helping plan a Mental Health Forum through the school district to let people know it is okay if you are struggling and need help. Other events she would typically attend have all been cancelled.
Muehlbauer – not really out and about but thanks Chief Schwieger on all the updates they receive.
Robinson – nothing really to report. What's happening regarding the fiber optics to the Bottle Shop, Public Works Director Jason Windingstad said just today a ROW permit was approved by MnDOT. Hoping to start this week. Feldman said good news.
Bauer – said last week he did test positive for COVID. So I am home from work. Thanks to our employees doing a great job keeping people safe.
Feldman – asked department heads how things were going in their departments. Chief Schwieger said they were going well. We are fully operational except for fingerprinting. Windingstad said things were good in public works – good moral. Chief Schmidt we are back at full strength for now. Challenging year for everyone. Thunstrom said doing well – healthy. We are also handling district learning. Kohlmann said the rest of city hall is in good spirits – healthy. Everyone is hoping this pandemic is over soon.
Feldman said I still think it was the right thing to do, shutting down. Working remote the best we can and next year I would like to bring to council Microsoft Office 365. I think it would even make working remote even easier. We also have a Zoom meeting this Wednesday regarding our website. I think we need an update to the website. Will have a spotlight on the front page for current events, move the tabs to the bottom and change the main page picture seasonally. That same picture has been on there for four years. Looking at a cost of about $1,200.
Feldman asked Chief Schmidt if he saw a problem letting the wood fence go until spring. Chief Schmidt said right now we have had a long spell of dry weather. This Friday there is a chance of precipitation, hopefully that would take care of it until spring. Council agreed except Robinson. He said it is still a hazard and using city's resources.
The house on Rum River Blvd has been an eye sore for a long time. Thank you Dave Schaps and Kate Thunstrom for all your work on this project.
I want everyone to know I am 100% on board with the City closing down. Just heard Anoka County is going to be shut down until March 21st.
Keep safe and enjoy the holidays.

C. Upcoming Events –

A Dec 16 Planning Commission Meeting - 7:00 pm, Zoom meeting
Dec 21 City Council Meeting – 6:00 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 8:09 pm.

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Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 B

TO: Mayor & City Council

FROM: Dave Schmidt, Fire Chief

SUBJECT: **Accept the Resignation of Firefighter Renee Wedan**

DATE: 12-21-2020

OVERVIEW:

Effective 12/3/2020, Firefighter Renee Wedan has tendered her resignation from the St. Francis Fire Department. Firefighter Wedan first joined the organization on 08/01/2008. Firefighter Wedan served the citizens and community with pride and honor and will be missed by all.

Action to be considered:
Motion to accept the resignation of Firefighter Renee Wedan.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **Routine Recycling Agreement**

DATE: 12/21/2020

OVERVIEW:

Annual contract with Anoka County to receive SCORE (Select Committee on Recycling and the Environment) funds to be used for recycling activities. Anoka County sets a tonnage goal for St. Francis that coincides with the state recycling goal. The State of MN has an overall goal to recycle 75% of all total solid waste generated by 2030. The 2021 residential recycling goal is 834 tons (up from 815 tons in 2020).

ACTION TO BE CONSIDERED:

Renewing the recycling contract with Anoka County

BUDGET IMPLICATION:

None; The City receives SCORE funds from Anoka County to implement the City recycling program to ensure recycling goals are met.

Attachments:

1. 2021 Agreement for Residential Recycling Program Contract

Anoka County Contract # C0008100

2021 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2021, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557 (hereinafter "SCORE funds") during 2021 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source -separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441 (hereinafter "LRDG) funds") during 2021 and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is $1,559,067.00.

WHEREAS, the County Solid Waste Management Master Plan 2018 (Master Plan 2018) and MPCA Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the Master Plan 2018 was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Master Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

   The Contract Documents include: the **Anoka County Municipal Waste Abatement Grant Funding Application** submitted by the Municipality for the current contract year, and the **Grant Funding Award** issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program;** 2) **Grant Funding Award**; and 3) **Anoka County Municipal Waste Abatement Grant Funding Application.**

2. **TERM.** The term of this Agreement is from January 1, 2021 through December 31, 2021 unless earlier terminated as provided herein.

3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. §§ 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. For convenience, a full list of defined terms is included with the Municipal Waste Abatement Grant Funding Application. Additionally:

   a. "Full-Service Recycling Drop-off Center" means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.

   b. "Multi-family dwellings" means households within apartment complexes, condominiums, townhomes, mobile homes and senior housing complexes.

   c. "Quasi-municipal event" means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.

4. **ELIGIBILITY FOR FUNDS.** The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed $38,635.50.

   The County reserves the right to reduce the funding provided in the event the Municipality does not complete the additional Grant Projects referenced in the Anoka County Municipal Waste Abatement Grant Funding Application.

   The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the 2021 Grant Funding Award.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 834 tons of recyclable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling.

   a. The Municipal recycling program shall include the following components:

      i. Each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic and metal.

ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules and regulations.

iii. The Municipality shall implement a public information program that contains at least the following components:

(1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;

(2) One promotional advertisement detailing recycling and organics opportunities available for residents included in the Municipality's newsletter or local newspaper; and

(3) Two community outreach activities at Municipal or Quasi-municipal events to inform residents about recycling and source-separated compostable materials opportunities.

iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.

v. The Municipality shall regularly attend the bi-monthly Solid Waste Abatement Advisory Team (SWAAT) meetings per year.

vi. The Municipality shall offer a minimum of one spring and/or fall recycling drop-off event(s) where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.

b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.

ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Quasi-municipal events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding organics collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.

iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Quasi-municipal facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.

iv. Organize and manage a Full-Service Recycling Drop-off Center.

v. Develop enhanced recycling promotion and assistance for Multi-family dwellings.

vi. Develop additional opportunities for source-separated compostable materials collection.

vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g. appliances, batteries, carpet pad, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.

c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.

d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.

e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151. If items collected through the Municipal recycling program prove to be contaminated or not recyclable, those items shall be treated as public entity waste and shall be processed at a resource recovery facility unless the waste has been certified as unprocessible. Minn. Stat. §§ 115A.46, 115A.471 and 473.848. See page 44, 47-48, 51, and p. 67 of the 2018 Anoka County Solid Waste Management Master Plan regarding the requirements for Public Entity Waste.

f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.

6. **REPORTING.** The Municipality shall submit the following reports semi-annually to the County no later than the third Friday in July 2021 and the second Friday in January 2022.

   a. An accounting of the amount of waste which has been recycled as a result of the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers. For recycling programs, the Municipality shall certify the number of tons of each recyclable material which has been collected and the number of tons of each recyclable material which has been marketed. For recycling programs run by other persons or entities, the Municipality shall also provide documentation on forms provided by the County showing the tons of materials that were recycled by the Municipality's residents through these other programs. The Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement. The Municipality shall also report the number of cubic yards or tons of yard waste and source-separated compostable materials collected for composting, chipping, or land spreading, together with a description of the methodology used for calculations. Any other material removed from the waste stream by the Municipality, i.e. tires and used oil, shall also be reported separately.

   b. Information regarding any revenue received from sources other than the County for the Municipality's recycling programs, i.e. revenue taken in from the sale of recyclables and fees collected from residents, shall be reported.

   c. Copies of all promotional materials that have been prepared by the Municipality during the term of this Agreement to promote its recycling and organics collection programs.

   d. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.

   e. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **BILLING AND PAYMENT PROCEDURE.** The Municipality shall submit itemized invoices semi-annually to the County for abatement activities no later than the third Friday in July 2021 and the second Friday in January 2022. The invoices shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners.

8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE (Select Committee On

Recycling and the Environment) funds." The Municipality shall provide copies of all promotional materials funded by this grant.

The County shall provide all printed public information pieces about County programs. A Municipality shall not modify County publications related to business recycling, household hazardous waste management or the County compost sites.

Information about the County's business recycling program, household hazardous waste management program or County compost sites that a Municipality plans to publish in a Municipal communication, printed or electronic, shall be provided to the County for review and approved by the County prior to publication to ensure accuracy and consistency.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state or local laws, ordinances, rules, regulations or standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.

c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.

d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.

e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.

f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents or representatives be considered employees, agents, or representatives of the County for any purpose.

g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.

h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF ST. FRANCIS

By: ______________________________

Name: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________
Municipality's Clerk

Date: ______________________________

Approved as to form and legality:

By: ______________________________

Date: ______________________________

COUNTY OF ANOKA

By: ______________________________
Cindy Cesare, Division Manager
Anoka County Human Services Division

Date: ______________________________

By: ______________________________
Rhonda Sivarajah
County Administrator

Date: ______________________________

Approved as to form and legality:

By: ______________________________
Kathryn M. Timm
Assistant County Attorney

Date: ______________________________

2021 Anoka County Municipal Waste Abatement Grant Funding Award Letter

The Municipality of St Francis is eligible for a total of $38,635.50 for their Municipal program abatement efforts in 2021, plus if awarded upon request up to an additional $20,000.00.

The total funding for the 2021 Residential Recycling Program is based on the budgeted amounts stated in the Municipal Waste Abatement Grant Funding Application.

Check one below:

x (09-18-2020) The grant application was received on or before September 30, 2020.

_______ The grant application was not received on or before September 30, 2020. Therefore, the municipality is only eligible for the Base Funding Allocation.

The Grant Funding Award for St Francis is as follows:

Base Funding Allocation	$ 24,335.00

Enhancement Funding Grant			
	Amount Eligible	Amount Requested	Amount Awarded
Drop-off Grant	$ 10,000.00	$ 10,000.00	$ 10,000.00
General Enhance-ment Grant	$ 2,867.00	$ 2,867.00	$ 2,867.00
Organics Grant	$ 1,433.50	$ 1,433.50	$ 1,433.50
Additional Grant	$ 20,000.00	$ -	$ -
TOTAL			$ 14,300.50

Total Funding Award (Base + Enhancement Funding)	$ 38,635.50

To the extent that the Municipality requested funds in excess of the total eligible amount, the excess amount in any category is denied.

Reviewed by: Jill Curran Dated: 10/30/2020

Approved by: Alison Peterson Dated: 10/30/2020

Contract # C0008100

2021 Funding for Municipal Waste Abatement Programs

Municipality	2021 Base Funding and Goals – Base Funding: $10,000 + $5 Per HH (Household): Contract Number	Total Pop	HH	$10,000 Base	$5.00/HH	Total	Base Amount Requested	Goals: 160 PP MF + 215 PP SF	2021 Additional Enhancement Funds Requested by Municipalities – Drop-off Grant: Up to 4,999 households $10,000	Amount Requested	5,000 + households $15,000	Amount Requested	General Enhancement Grant: All municipalities are eligible equally $1/HH	Amount Requested	Organics Grant: Municipalities that do not have curbside or drop-off programs $0.50/HH	Amount Requested	Municipalities that have curbside or drop off programs $1/HH	Amount Requested	Total Funds Unrequested from Base + Drop-off, General Enhancement and Organics Enhancement Funds	Total Funds Requested for Base + Drop-off, General Enhancement and Organics Enhancement Funds	Additional Grant Program (Maximum Available $20,000): If awarded, amount will be added to total funds available	Amount Awarded	Total Amount Municipalities Awarded (Including Additional Grant)
St. Francis	C0008100	8,045	2,667	$ 10,000.00	$ 14,335.00	$ 24,335.00	$ 24,335.00	634	$ 10,000	$ 10,000			$ 2,667	$ 2,667	$ 1,433.50	$ 1,433.50			$ -	$ 38,635.50		$ -	$ 38,635.50

2021 Total Allocation includes state SCORE and LRDG funds and additional budgeted program funding
Population and Household Counts are based on 2018 Met Council Estimates
Goals are based on 215 pounds/person/year single family home up to 4 units and 160 pounds/person/year multi-family dwellings 5 units or more
* Municipalities must complete the 2021 Municipal Waste Abatement Grant Funding Application to receive funding
Municipalities that did not request full amount available in enhancement grants
Municipalities that did not request all base funds

2021 Anoka County Municipal Waste Abatement Grant Funding Application
Applications are due September 30, 2020

The **City of St Francis** is requesting the following funding for their 2021 Anoka County municipal waste abatement program efforts.

General Instructions

- **Please review and complete each section of this grant application carefully and in its entirety. How completely you fill out this form will affect our ability to process your request and the amount of funding that is awarded.**

- **If the County does not receive a completely filled out funding application from your municipality by the September 30, 2020, deadline, you will not receive funding. If there is nothing filled out in a section for how you plan to spend the funds, and you only list a dollar amount, that will be considered an incomplete section, and the application will be returned to the applicant.**

- All funding is reimbursement funding. Reimbursements are processed twice per year. No funds are processed until proof of expenditures are submitted to the county semi-annually in July and January as specified in the municipal contract.

- The County reserves the right to reduce the funding provided in the event the municipality does not complete the additional grant projects referenced in this application. The County also reserves the ability to reallocate unused SCORE (Select Committee On Recycling and the Environment) and LRDG (Local Recycling Development Grant) funds mid-year if any participating municipality demonstrates the need for additional funds and if funding is available.

- Any calculations based on the number of households or population of each community are established by using the latest Met Council data available when the contract documents were prepared.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used **exclusively** to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Salary and benefits to cover a portion of full-time or part-time recycling program staff who are **directly** working on the planning, implementation and promotion of waste reduction, recycling and composting programs can be covered with base funding.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement. If municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

2021 Base Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the folowing categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is $10,000.00 base, plus $5.00/household (household counts are based on 2019 Met Council estimates)

Base Funding Allocation	Maximum Amount Available
City of St Francis	$24,335.00

Curbside Collection	
Collection Contract	
Other	
Less estimated revenue received	
General Operations of a Drop-off Center	
Equipment	
Facility Costs (electric, rent, disposal costs, porta potty)	
Service Providers/Collection Costs	
Labor/Staffing (see above for eligible expenses)	
Other	
Less estimated revenue received	

Promotion	
Printing. Rec News,City News, Lepage Post, Lights post	$6,500.00
Postage	$2,400.00
Yard Waste/Tree Waste	
Collection Contract	
Less estimated revenue received	
Problem Materials	
Tires, oil & other Semi, Tractors	$535.00
Less estimated revenue received	
Administration (see above for eligible expenses)	
Recycling Coordinator ____15__ % of full-time equivelant Tom Koep	$9,900.00
Program Assistant Jen Gulbrandson	$4,700.00
Office supplies/training/mileage Pens, Notebooks, Paper	$300.00
Total Drop-off Grant Requested	$ 24,335.00

2021 Enhancement Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed municipal funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each section below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant maximum for this section is $10,000.00 for municipalities with up to 4,999 households and $15,000.00 for municipalities with household counts 5,000 and over.

Examples of materials that can be collected for reuse, recycling or composting:

Standard Reusable or Recyclable Materials Collected at Drop-off Centers or Events		Additional Items
Appliances	Electronics	Block n Shape Polystrene
Automotive Products	Fluorescent Bulbs	Film Plastics
Bicycles**	Household Batteries	Furniture* and **
Carpet Pad	Mattresses* and **	Small Household Goods*
Clothing**	Scrap Metal	Source Separated Organics
Confidential Papers		Yard Waste

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

Drop-off Grant	Maximum Amount Available
City of St Francis	$10,000.00

Special Monthly/Quarterly Drop-off Events		
Equipment		
Service Providers/Collection Costs Lepage,Ace,JR's, G L, Evergreen	$	6,400.00
Promotional Coupon Costs		
Labor - Staff/organizations (see above for eligible expenses) PW,KOC,Scouts	$	3,600.00
Other		
Additional Drop-off Center Costs		
Equipment		
Service Providers/Collection Costs		
Additional staffing requirements		
Total Drop-off Grant Requested	$	10,000.00

General Enhancement Grant

The grant maximum for this section is $1.00/household.

General Enhancement Grant	Maximum Amount Available
City of St Francis	$2,867.00

Park Recycling		
Recycling Containers Price/container		
Recycling Bags		
Service Providers/Collection Costs		
Labor - Staff costs needed for collection (see above for eligible expenses)	$	800.00
Park Recycling Subtotal	$	800.00
Quasi-Municipal Event Recycling - Please list any organics costs in organics section.		
Recycling Containers Price/container		
Recycling Bags		
Service Providers/Collection Costs		
Labor - Staff costs needed for collection (see above for eligible expenses)		
Event Recycling Subtotal	$	-

Special Curbside Recycling Pickups	
Collection Costs	
Subsidy to resident -- # of items collected x ______	
Special Curbside Subtotal	$ -
Multi-Family Recycling Outreach	
Equipment/Promotion	
Staff costs (see above for eligible expenses)	
Multi-unit Enhancement Subtotal	$ -
Additional Promotion Costs	
Printing Postcards	$ 1,200.00
Postage Postcards	$ 867.00
Advertising	
Promotion Subtotal	$ 2,067.00
Total General Enhancement Grant Requested	$ 2,867.00

Organics Program Grant

The grant maximum for this section is .50/household if additional curbside or drop-off grant programs are not offered to residents or $1.00/household if curbside or drop-off organics programs are offered to residents.

Organics Program Grant	Maximum Amount Available
City of St Francis	$1,433.50

Organics Program Expenses	
Equipment	
-- Organics Containers/Starter Kits Price/container	
-- Compostable Bags	$ 400.00
-- Compostable Serving Ware - cups/bowls/utensils	$ 400.00
-- Container rental or collection costs	$ 300.00
Promotional costs	$ 333.50
Labor - Staff/organizations # of hours (see above for eligible expenses)	
Other	
Total Organics Grant Requested	$ 1,433.50

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to $20,000.00 per municipality.

Do you need additional funds to grow existing waste abatement programs? **Yes or No**

If **No**, go to page 7.

If **Yes**, continue on with this section.

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

Attach additional information as needed.

Project Budget (list all project elements that require funding)	Costs
Total Additional Grant Program Requested	$ -

Total Funding Requested

Base Funding Allocation	$	24,335.00

Enhancement Funding Summary		
• Drop-off Grant Request	$	10,000.00
• General Enhancement Grant Request	$	2,867.00
• Organics Grant Request	$	1,433.50
• Supplemental Funding Request	$	-
Total Enhancement Funding Requested	$	14,300.50

Total Funding Requested (Base + Enhancement Funding)	$	38,635.50

City of St Francis
Date 9/18/2020
Name (print) Tom Koep
Signature [signature]
Title Recycling Coordinator

Office Use Only

Received by Robin Wrobzgai
Date 9-18-2020

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Surplus Vehicle**

DATE: December 21, 2020

OVERVIEW:

The Police Department has 1 seized vehicle that has gone through the forfeiture process and is now the property of the City of St Francis. The vehicle is a 2007 Acura TL bearing VIN # 19UUA76527A041052. The police department will utilize the online bidding service of Municibid to sell and dispose of the vehicle. St Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To approve resolution 2020-52 declaring the listed seized/forfeited vehicle as surplus property to be disposed of under the guidelines of the St Francis city code.

BUDGET IMPLICATION:

Work performed in the preparation and selling of surplus vehicles will be conducted during normal working hours. Money collected from the sales of the vehicles will be placed into the police department forfeiture fund.

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

RESOLUTION 2020-52

A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property (Forfeiture Vehicles)	**Estimated Value**
1) 2007 Acura TL VIN # 19UUA76527A041052	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY OF DECEMBER, 2020.

APPROVED:

ATTEST:

____
Steven D. Feldman, Mayor

____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public Works Director

SUBJECT: **UV System- Bulb Purchase**

DATE: 12-21-2020

OVERVIEW:
The xylem uv system at the wastewater treatment facility has 120 UV bulbs that are used to disinfect our wastewater effluent. The manufacturer recommends replacement of bulbs at about 12,000 hours of use. Over time, the bulbs lose power and lighting strength that would inhibit disinfection. Of the 120 bulbs, 40 of them are approaching the 12,000-hour mark. To meet our disinfection limits, we will need to proactively start replacing them. Xylem bulbs are specifically designed for this system.

ACTION TO BE CONSIDERED:
Consider accepting the quote for $13,935 from Xylem Water Solutions USA, Inc-Wedeco Products.

BUDGET IMPLICATION:
This routine expenditure would be paid from the wastewater operation and maintenance budget.

Attachments:

xylem

Xylem Water Solutions USA, Inc.
Wedeco Products

4828 Parkway Plaza Blvd.
Suite 200
Charlotte, NC 28217
Tel 704/409-9700
Fax 704/409-9839

December 2, 2020

Quote # 2020-WED-1173

Account# 211130

City of St. Francis
4058 SAINT FRANCIS BLVD NW
SAINT FRANCIS MN 55070-9701

Re: ST. FRANCIS - 211130 - UV LAMPS

Xylem Water Solutions USA, Inc. - WEDECO is pleased to provide a quote for the following equipment and/or services for your approval.

UV SPARES

Qty	Description	Disc.%	Unit Price	Extended Price
40	76-610 54 66 LAMP, UV ECORAY ELR60	10.00	$ 385.00	$ 15,400.00
	UV SPARES Price USD			**$ 15,400.00**
	Total Discount %			**10.00**
	UV SPARES Price			**$ 13,860.00**
	Total Project Price			**$ 13,860.00**
	Freight Charge			**$ 75.00**
	Total Project Price			**$ 13,935.00**

Incoterm: 3 DAP - Delivered At Place **Named Placed:** 08 - Jobsite
Incoterms 2010 clarify responsibility for costs, risks, & tasks associated with the shipment of goods to the named place.
Terms of delivery: Freight PP/Add Actual
Warranty: Standard warranty terms apply to the items in this quotation.
Validity: This Quote is valid for thirty (30) days.
Taxes: The prices quoted above do not include any state, federal, or local sales tax or use taxes. Any such taxes as applicable must be added to the quoted prices.

Schedule: Delivery lead times are 5-10 working days after order acceptance.
Terms of payment: Net 30 Standard
Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by Xylem Inc.

Terms and Conditions: This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at

<http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and are incorporated herein by reference and made a part of the agreement between the parties

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Delivery lead-times may be impacted by the current COVID-19 virus pandemic relative to transportation logistics.

Customer Acceptance: A signed facsimile of this quote is acceptance as a binding contract.

Signature: ____

Name (please print) _______________________________________

Date: _____________________ PO# ________________________

Sincerely,

Julie

JULIE ROPIC

Phone: 704-409-9793

julie.ropic@xyleminc.com

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 F

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Policy Amendments/Updates**

DATE: December 21, 2020

OVERVIEW:
The St Francis Police Department has amended department policy 304, Pursuit Policy. Updated content includes guidance on “Ramming” and “PIT” maneuvers. The St Francis Police Department has added department policy 402, Personal Grooming and Appearance to its policy manual. This policy provides additional guidance on acceptable appearance practices within the police department. Policies have received legal review.

ACTION TO BE CONSIDERED:
St Francis City Council to review and approve St Francis Police Department Policies 304, Pursuit Policy and 402, Personal Grooming and Appearance Policy.

BUDGET IMPLICATION:
No direct budget impact as a result of the policy updates.

City of St. Francis

TITLE: PURSUIT POLICY	**NUMBER: 304**
EFFECTIVE DATE: 01/01/2020	**REVIEW DATE: 01/01/2023**

304.01 PURPOSE

It is the primary mission of the St. Francis Police department to protect lives while enforcing the law. In addition, it is the responsibility of the St. Francis Police Department to guide its officers in the safe and reasonable performance of their duties. To accomplish these goals, the following policy is provided to control and regulate the manner in which emergency vehicle operations are under taken and performed. When engaged in emergency vehicle operations in the performance of official duties, drivers of authorized emergency vehicles are granted exemptions, by statute, from certain traffic laws. These exemptions are provided to help protect lives, not to place them at undue risk.

304.02 DEFINITIONS

A. Pursuit: A multi-stage process by which a police officer initiates a vehicular stop and a driver resists the signal or order to stop, increases speed, takes evasive action and/or refuses to stop the vehicle. Once the driver refuses to obey the police officer's signal or order, this pursuit policy and procedure will determine the officer and department's actions.

B. Termination of a Pursuit: A pursuit shall terminate when the primary officer turns off the emergency equipment, resumes routine vehicle operation and informs dispatch, or when the suspect vehicle stops.

C. Divided Highway: Any highway, which has been separated into two or more roadways by;

1. A physical barrier, or
2. A clearly indicated dividing section so constructed as to impede vehicular traffic.

D. Channeling: To direct vehicular traffic into a progressively narrowing passageway or lane location on the roadway.

E. Ramming: The deliberate act of impacting a violator's vehicle with another vehicle other than in a pursuit intervention technique, to functionally damage or otherwise force the violator's vehicle to stop.

F. Compelling Path: The use of channeling technique with a modified roadblock located at its narrowed end. The compelling path differs from a termination roadblock in that the driver or any vehicle traveling the path has an exit option at the narrowed end.

G. Senior Officer: For the purposes of the pursuit, policy when a supervisor is not on duty the senior officer on duty has control over the pursuit.

304.03 Pursuit Considerations

A. Pursuit is justified:

1. When a vehicle operator fails to stop after being given a visual or audible signal to stop by a peace officer; and

2. When there is reasonable expectation of successful apprehension of the suspect.

B. Other factors to be considered;

1. The initial decision to engage in a pursuit shall lie primarily with the officer who has initiated the vehicular stop, after considering the elements of this policy.

2. These elements shall include, but are not limited to, the crime for which the suspect is wanted (the need to apprehend immediately) and the risk to the community created by the pursuit (traffic, area of pursuit, environmental factors, and weather conditions).

3. The officer must continually consider the risks created by the pursuit, as those risks may change during a pursuit.

4. Terminating a pursuit shall be considered a decision made in the interest of public safety. At times, the termination of a pursuit may be safest and most appropriate action.

5. The officer’s decision to continue a pursuit may be overridden by a supervisor (or senior officer if no supervisor is available) at any time.

City of St. Francis

C. Standards applied to the evaluation of a pursuit, as well as the decision to continue a pursuit shall include the following:

   1. Is the need to immediately apprehend the suspect more important that the risk created by the pursuit?

   2. Do the dangers created by the pursuit exceed the danger posed by allowing the perpetrator to escape?

304.04 Procedures and Tactics for an Officer Engaging in a Pursuit

A. Emergency vehicles shall be driven in a safe manner and with due regard for public safety.

B. Emergency vehicles operating in emergency mode are permitted to violate certain traffic regulations when necessary, as long as the operator continues to exercise due care in vehicle operation.

C. The pursuing vehicle shall be known as the primary unit, which will be the unit closest to the fleeing vehicle and the secondary unit, which shall remain at a safe distance behind the primary unit but close enough to provide support and communicate with dispatch. Backup units as needed shall operate at a safe distance to provide support.

D. Ramming – Ramming a fleeing vehicle should only be used in situations where there does not appear to be another reasonable alternative method. When ramming is used as a means to stop a fleeing vehicle the following factors should be present.

   1. The Officer is authorized to use deadly force as described in section 326 of department policy, Use of Deadly Force.

E. Pursuit Intervention Tactic (PIT) – In an effort to terminate pursuits as safely and as soon as practical, officers who have successfully completed a POST approved pursuit intervention tactics (PIT) course may use PIT during a pursuit if the opportunity arises. Before deployment, officers should rely on their training and take into consideration the pursuit location in relationship to obstructions on or alongside the roadway, other traffic, pedestrians, speeds, and the type of vehicles involved in the pursuit.

   1. Only officers who have successfully completed a POST approved PIT course may use this technique.

2. Officers shall not use PIT technique on a motorcycle, except when authorized to use deadly force as described in section 326 of department policy, Use of Deadly Force.

F. Because our primary concern in all pursuits is safety of the public, it is essential that all pursuits be terminated quickly. Once an officer is certain that a subject is fleeing, the officer should immediately seek and use opportunities to end the pursuit with options available. Early proper use of techniques available to the officer will accomplish the two goals of safety to the public and arrest of the subject. Techniques also include the use of roadspike devices as covered in St. Francis Policy 331.00.

G. Road Blocks - The use of a roadblock must be authorized by the Supervisor or Senior Officer in charge of the shift. Stationary roadblocks and/or rolling roadblocks may be employed when there is definite knowledge that the suspect fleeing (1) has committed a felony (other than fleeing); (2) the violator constitutes an immediate and continuing serious hazard; (3) all other efforts to effect the apprehension have failed and continued pursuit is justified. Roadblocks should not be employed when it is apparent that innocent persons would be endangered.

If a roadblock is ordered, the following actions will be taken:

1. Immediately advised all pursuing squads, via Central Communications, of the existence and exact location of the roadblock.

2. The stationary roadblock should consist of placing a police vehicle(s) across the roadway at some distance ahead of the fleeing vehicle to force it to stop. The roadblock must be located so that the suspect has an opportunity to stop before the roadblock and adequate visual warning will be provided.

3. The minimum number of police vehicles required to completely block the roadway will be used to establish a roadblock. No personnel will remain in a vehicle used for a roadblock. If a single unit is sufficient to block the roadway, a second unit will be stationed close enough to the roadblock to provide any required backup. Only marked police vehicles will be used to establish a fixed roadblock.

Each particular incident must be carefully evaluated. The use of a roadblock must be directly associated with the seriousness of the crime for which the suspect is wanted.

City of St. Francis

304.05 Responsibilities of the Primary Unit

A. The driver of the primary unit shall notify dispatch of the pursuit and should provide at least the following critical information to dispatch:

1. Unit identification.
2. Offense for which the suspect is being pursued.
3. Suspect vehicle description, including license number if reasonably possible.
4. Location, direction, and speed of both vehicles.
5. Description of occupants(s) and if suspect is known to officer.
6. Any other important information about the suspect vehicle or environment (for example; suspect if traveling without lights, officer loses sight of vehicle, etc).

B. Based on known information, the supervisor shall make the decision to either take further appropriate action or terminate the pursuit.

C. No officer will intentionally make vehicle-to vehicle contact unless in conformance with departmental policy on Pursuit Intervention Tactics (PIT) or when authorized to use deadly force as described in section 326 of department policy, Use of Deadly Force.

D. Roadblocks established must conform to the policy on use of force.

E. Only police vehicles with emergency lights and siren will be used as pursuit vehicles.

F. The use of pursuit intervention devices shall conform to written department policy.

304.06 Supervisor's/Senior Officer Responsibilities

A. The supervisor/senior officer shall have control over the activities of the pursuit.

B. Once notified that a unit has become involved in a pursuit, the supervisor shall acknowledge his/her presence immediately, monitor the pursuit activities and provide the driver of the primary unit with appropriate direction.

C. The supervisor/senior officer should request critical information necessary to evaluate the continuation of the pursuit.

D. The supervisor/senior officer has the authority to terminate any pursuit.

E. Options for the supervisor to keep in mind include, but are not limited to the following:

1. In cases involving wrong-way drivers, parallel pursuits may be used.

2. Notification of the next jurisdiction is encouraged.

3. Channeling techniques may be used.

4. Creating a compelling path.

F. Post-pursuit chain of command notifications are required.

304.07 Dispatch Responsibilities: Dispatch will coordinate critical information, both as timely and accurately as possible, as per their policy.

304.08 Factors Influencing the Termination of a Pursuit

A. The driver of the primary unit and the supervisor/senior officer shall continually evaluate the risks and likelihood of a successful apprehension of the suspect.

B. The conditions of the pursuit become too risky for the safe continuation of the pursuit, i.e., it is futile to continue.

C. A supervisor/senior officer orders it terminated.

D. If information is communicated that indicates the pursuit is out of compliance with policy.

E. When normal communications are broken.

F. When visual contact is lost for a reasonable period to time or the direction of travel cannot be determined.

G. When the suspect is known and could be apprehended later, and to delay apprehension does not create a substantial known risk of injury or death to another.

304.09 Interjurisdictional Pursuit

A. The primary unit, before leaving its jurisdiction, shall update critical information to the dispatcher.

B. The primary police vehicle should remain the primary vehicle in other jurisdictions.

C. Upon receiving notification that the pursuit is entering another agency's jurisdiction, the dispatcher shall forward all critical information possessed by the dispatcher to that agency.

D. When a pursuit enters this department's jurisdiction:

1. The dispatcher shall, per their policy, update the critical information to the shift supervisor.

2. The supervisor shall determine if the pursuit is in conformance with policy, based on information provided.

3. The supervisor shall provide the appropriate direction to units.

304.10 Air Support:

A. Once contact is made with air support and air support has suspect vehicle in sight, the primary pursuit unit shall re-evaluate the pursuit status and adjust tactics accordingly.

304.11 Care and Consideration of Victims

A. If during a pursuit an officer observes or is made aware of an injury to an individual, the officer shall immediately notify the peace officer's dispatcher to have the appropriate emergency units respond.

B. The secondary pursuit unit will be responsible for ensuring that assistance is provided to people who may have been injured during the course of a pursuit. If there is no secondary pursuit unit, the primary unit will terminate pursuit and assume this responsibility.

304.12 Pursuit Summary Report

A. The primary officer and the supervisor shall file a pursuit summary report.

B. To ensure compliance with MN Statute 626.5532, the chief law enforcement officer shall insure the completion of the state pursuit report form and forward it to the Commissioner of Public Safety within 30 days following the incident.

C. The report must contain the flowing elements:

1. The reason(s) for, and the circumstances surrounding the incident;
2. The alleged offense;
3. The length of the pursuit including time and distance;
4. The outcome of the pursuit;
5. Any injuries or property damage resulting from the incident; and
6. Any pending criminal charges against the driver.

304.13 Evaluation and Critique:

A. After each pursuit, the supervisor and department units involved with the pursuit will evaluate the pursuit and make recommendations to the chief law enforcement officer on ways to improve the department's pursuit policy and tactics.

TITLE: PERSONAL GROOMING AND APPEARANCE	NUMBER: 402
EFFECTIVE DATE: 01/01/2021	REVIEW DATE:

402.01 POLICY:

All members of the department shall present a professional appearance, as their appearance reflects on the image of the Police Department.

402.02 PURPOSE:

The purpose of this policy is to establish personal grooming standards for department employees so that they represent the department in a professional and competent manner.

402.03 HAIR:

A. Hair must be clean, trimmed and present a well-groomed appearance.

B. Hair shall be styled and worn in a contemporary style and conservative manner. Extreme hair styles and/or extreme or unusual hair colors that may attract undue attention are not permitted.

1. Male officer's hair must not:

   a. extend over the eyebrows;
   b. extend beyond the top of the shirt collar;
   c. interfere with the normal wearing of all standard headgear.

2. Female officer's hair must not:
   a. extend longer than 4 inches beyond the shirt collar.

402.04 FACIAL HAIR

A. Officers are permitted to have a clean, well- groomed, and neatly trimmed beard or goatee. Facial hair must be a minimum of ¼ inch (no stubble) but may not exceed ¾ inch in length. Patchy clumps of hair will not be considered beards and are not permitted. Hair shall not extend beyond the Adams apple.

B. Mustaches may be worn if neatly trimmed. Mustaches shall not extend below the top of the upper lip or more than ½ inch on either side, beyond the corner of the mouth. No handlebar style mustaches will be allowed. No “soul patch” hair below the lower lip is permitted.

C. Sideburns shall be neatly trimmed and equal in width and length, shall not extend below the ear lobe and will not be flared.

402.05 TATTOOS:

Tattoos or body art that are extremist, indecent, sexist, racist, obscene, sexually explicit, vulgar, or otherwise offensive or inappropriate are prohibited. Tattoos on the neck, face, head, scalp or hands are prohibited unless authorized by the Chief. The final decision on the interpretation of a tattoo is determined by the Chief.

402.06 JEWELRY:

A. Authorized jewelry includes one watch and one ring as well as “post” or “stud” type earrings. No other visible “body piercing” is permitted. Medical alert jewelry will be authorized at the discretion of Chief.

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 G

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 12/21/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $324,177.65 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfer from Previous Month – $214,524.33
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:

- 12-21-2020 Packet List
- 12-21-2020 Other Checks

CITY OF ST FRANCIS

*Claim Register©

AP 12-21-2020

December 2020

Claim Type

Claim# 8876 *ACE SOLID WASTE, INC.*

Cash Payment	E 101-43210-439 Recycling Days	RECYCLING	$751.33
Invoice 6444036			
Cash Payment	E 240-41910-311 Contract	3772 BRIDGE ST	$843.56
Invoice 6450898			

Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $1,594.89

Claim Type

Claim# 8780 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9975463602			
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9975463602			
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9975463602			
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL	$13.05
Invoice 9975463602			
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL	$13.06
Invoice 9975463602			

Transaction Date 12/15/2020 Due 1/14/2021 CASH 10100 **Total** $65.26

Claim Type

Claim# 8732 *ALLIED BLACKTOP COMPANY*

Cash Payment	E 603-49490-403 Street Sweeping	2020 FALL STREET SWEEPING	$7,977.75
Invoice 5977			

Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $7,977.75

Claim Type

Claim# 8833 *ALLINA HEALTH SYSTEM*

Cash Payment	E 101-42210-305 Medical & Testing Fees	4TH QTR	$1,148.25
Invoice II10027252			

Transaction Date 12/16/2020 Due 1/15/2021 CASH 10100 **Total** $1,148.25

Claim Type

Claim# 8747 *ALWAYS BRIGHT LIGHTS LTD*

Cash Payment	E 101-45200-311 Contract	INSTALLED HOLIDAY BANNERS AND DECORATIONS	$450.00
Invoice 882			

Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $450.00

Claim Type

Claim# 8733 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 101-41410-203 Printed Forms	BALLOTS	$128.91
Invoice ELEC11302019			

Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $128.91

Claim Type

Claim# 8715 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS	$59.40
Invoice 265303			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - HADLER	$219.00
Invoice 265336			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - HADLER	$219.00
Invoice 265417			

CITY OF ST FRANCIS

*Claim Register©

AP 12-21-2020

December 2020

Transaction Date	12/8/2020	Due 1/7/2021	CASH	10100	**Total**	$497.40

Claim Type

Claim# 8752 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$451.10
Invoice 159375			

Transaction Date	12/14/2020	Due 1/13/2021	CASH	10100	**Total**	$451.10

Claim Type

Claim# 8864 *BGS (BARNA GUZY)*

Cash Payment	E 101-41600-304 Civil Legal Fees	3137 BRIDGE STREET PURCHASE	$154.00
Invoice 225364			
Cash Payment	E 101-41600-304 Civil Legal Fees	KIMBERLY JEANNE HALL	$42.00
Invoice 225219			
Cash Payment	E 101-41600-304 Civil Legal Fees	SAMUEL HOUSTON MORGAN FORFEITURE	$56.00
Invoice 225218			
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE	$5,000.00
Invoice 225185			
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL	$1,900.00
Invoice 225187			
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR	$406.00
Invoice 225188			
Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS/NON RETAINER	$1,470.00
Invoice 225190			
Cash Payment	E 101-41600-304 Civil Legal Fees	REBECCA SCHROEDER FLORANCE SHULTZ PURCHASE OF REAL PROPERTY	$336.00
Invoice 225366			
Cash Payment	E 101-41600-304 Civil Legal Fees	TYLER & JOYCE NOYES FORFEITURE	$28.00
Invoice 225220			
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT	$2,716.00
Invoice 225189			

Transaction Date	12/17/2020	Due 1/16/2021	CASH	10100	**Total**	$12,108.00

Claim Type

Claim# 8754 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$147.30
Invoice 1081215407			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$85.52
Invoice 1061215406			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$5,730.80
Invoice 1061215406			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$507.35
Invoice 1061215406			

Transaction Date	12/14/2020	Due 1/13/2021	CASH	10100	**Total**	$6,470.97

Claim Type

Claim# 8866 *CEDAR CREEK BAKING COMPANY*

Cash Payment	E 101-42110-308 Community Education	MISC	$48.00
Invoice .1220			

Transaction Date	12/17/2020	Due 1/16/2021	CASH	10100	**Total**	$48.00

Claim Type

Claim# 8755 *CINTAS*

Cash Payment	E 601-49440-402 Janitorial Service	RUG MAINTENANCE	$23.04
Invoice 4069743927			

Cash Payment	E 101-43100-402 Janitorial Service	RUG MAINTENANCE		$46.08
Invoice 4070287559				
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS		$4.66
Invoice 4070287486				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS		$4.65
Invoice 4070287486				
Transaction Date 12/14/2020	Due 1/13/2021 CASH	10100	**Total**	$78.43

Claim Type

Claim# 8782 *COON RAPIDS CDJR* Ck# 078479 12/15/2020

Cash Payment	E 210-42210-580 C-O-L Other Equipment	2020 DODGE JOURNEY		$20,241.85
Invoice 104229				
Transaction Date 12/15/2020	Due 1/14/2021 CASH	10100	**Total**	$20,241.85

Claim Type

Claim# 8735 *COUNTY MARKET - CITY ACCOUN*

Cash Payment	E 101-42210-212 Motor Fuels	FUEL		$180.21
Invoice .1220				
Transaction Date 12/9/2020	Due 1/8/2021 CASH	10100	**Total**	$180.21

Claim Type

Claim# 8841 *D & G RECYCLE*

Cash Payment	E 101-43210-439 Recycling Days	TIRES		$132.25
Invoice 4426				
Transaction Date 12/16/2020	Due 1/15/2021 CASH	10100	**Total**	$132.25

Claim Type

Claim# 8758 *DAHLHEIMER DIST. CO. INC.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER		$12,251.85
Invoice 1327215				
Transaction Date 12/14/2020	Due 1/13/2021 CASH	10100	**Total**	$12,251.85

Claim Type

Claim# 8759 *DEFIANT DISTRIBUTORS LLC*

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR		$252.20
Invoice INV-001336				
Transaction Date 12/14/2020	Due 1/13/2021 CASH	10100	**Total**	$252.20

Claim Type

Claim# 8738 *EAGLE GARAGE DOOR CO.*

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	SERVICE		$182.30
Invoice 6572				
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	SERVICE		$615.00
Invoice 6571				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	SERVICE		$182.30
Invoice 6572				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	SERVICE		$182.30
Invoice 6572				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	SERVICE		$182.30
Invoice 6572				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	SERVICE		$182.30
Invoice 6572				
Transaction Date 12/9/2020	Due 1/8/2021 CASH	10100	**Total**	$1,526.50

Claim Type

Claim# 8760 *ECM PUBLISHERS, INC.*

CITY OF ST FRANCIS

*Claim Register©

AP 12-21-2020

December 2020

Cash Payment E 101-41400-351 Legal Notices Publishing 2021 PROPOSED BUDGET PH $48.38
Invoice 807494
Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $48.38

Claim Type
Claim# 8739 *ELITE SANITATION*
Cash Payment E 101-45200-402 Janitorial Service RENTAL $439.50
Invoice 27299
Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $439.50

Claim Type
Claim# 8867 *EMBEDDED SYSTEMS*
Cash Payment E 101-42110-311 Contract 6 MONTH SIREN MAINTENANCE FEE $553.50
Invoice 344166
Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $553.50

Claim Type
Claim# 8869 *FAIRBANKS, LIZ*
Cash Payment E 101-41910-110 Commission Pay PLANNING COMMISSION MEETINGS - 8 $160.00
Invoice .1220
Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $160.00

Claim Type
Claim# 8746 *FERGUS POWER PUMP, INC*
Cash Payment E 602-49490-311 Contract 2020 LAND APPLICATION $30,600.00
Invoice 44475
Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $30,600.00

Claim Type
Claim# 8868 *GARDNER, TODD*
Cash Payment E 101-41910-110 Commission Pay PLANNING COMMISSION MEETINGS - 9 $180.00
Invoice .1220
Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $180.00

Claim Type
Claim# 8761 *GRANITE CITY JOBBING CO.*
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $4.25
Invoice 211323
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $57.75
Invoice 211323
Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO $3,481.02
Invoice 211323
Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $3,543.02

Claim Type
Claim# 8847 *HAKANSON ANDERSON ASSOC., I*
Cash Payment E 101-41910-307 Comp Plan/Wetland Fees RIVERS EDGE 3RD ADDN $103.00
Invoice 45154
Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE 2ND ADDN $14,213.17
Invoice 45153
Cash Payment E 601-49440-303 Engineering Fees UTILITY PERMIT REVIEWS $958.50
Invoice 45162
Cash Payment E 101-42400-303 Engineering Fees BUILDING PERMIT $1,198.40
Invoice 45161
Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE $138.00
Invoice 45152

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Cash Payment Invoice 45158	E 405-43100-805 2020 Street Improvements	2020 STREET REHABILITATION PROJECT	$588.50
Cash Payment Invoice 45157	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT	$51,697.63
Cash Payment Invoice 45156	E 101-41910-303 Engineering Fees	RIVERS EDGE 4TH ADDITION	$103.00
Cash Payment Invoice 45151	G 803-22171 Buzick Environmental	PLAN REVIEWS	$89.00
Cash Payment Invoice 45155	G 803-22160 ESC-SCHULTE SUBDIVISION	TURTLE PONDS 5TH ADDN	$206.00
Cash Payment Invoice 45151	G 803-22173 SEH-Anoka County Wetlands	PLAN REVIEWS	$89.00
Cash Payment Invoice 45151	G 803-22171 Buzick Environmental	PLAN REVIEWS	$412.00
Cash Payment Invoice 45151	G 803-22174 Minnetonka Game Wetlands D	PLAN REVIEWS	$89.00
Cash Payment Invoice 45151	E 101-41910-303 Engineering Fees	PLAN REVIEWS	$206.00
Cash Payment Invoice 45159	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	$51.48
Cash Payment Invoice 45159	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	$51.48
Cash Payment Invoice 45159	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	$51.51
Cash Payment Invoice 45159	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	$51.51
Cash Payment Invoice 45159	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	$51.51
Cash Payment Invoice 45159	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	$51.51
Cash Payment Invoice 45160	E 101-41910-303 Engineering Fees	ROUTINE SERVICES	$266.56
Cash Payment Invoice 45160	E 101-43100-303 Engineering Fees	ROUTINE SERVICES	$266.56
Cash Payment Invoice 45160	E 101-45200-303 Engineering Fees	ROUTINE SERVICES	$266.72
Cash Payment Invoice 45160	E 601-49440-303 Engineering Fees	ROUTINE SERVICES	$266.72
Cash Payment Invoice 45160	E 602-49490-303 Engineering Fees	ROUTINE SERVICES	$266.72
Cash Payment Invoice 45160	E 603-49490-303 Engineering Fees	ROUTINE SERVICES	$266.72

Transaction Date 12/16/2020 Due 1/15/2021 CASH 10100 **Total** $72,000.20

Claim Type

Claim# 8751 *HOISINGTON KOEGLER GROUP, I*

Cash Payment Invoice 018-041-27	E 101-41910-311 Contract	GENERAL PLANNING	$300.00
Cash Payment Invoice 018-041-27	E 101-43100-311 Contract	PUBLIC WORKS (SIWEK PARK)	$660.00
Cash Payment Invoice 018-041-27	E 101-41910-307 Comp Plan/Wetland Fees	COMPREHENSIVE PLAN	$13,275.00

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Transaction Date 12/10/2020 Due 1/9/2021 CASH 10100 **Total** $14,235.00

Claim Type

Claim# 8875 *IGF COATINGS LLC*

Cash Payment	E 101-42210-401 Repairs/Maint Buildings	GARAGE FLOOR	$4,453.00
Invoice 140			

Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $4,453.00

Claim Type

Claim# 8750 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	$16.96
Invoice IN3186273			

Transaction Date 12/10/2020 Due 1/9/2021 CASH 10100 **Total** $16.96

Claim Type

Claim# 8716 *ISD #15*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER	$654.47
Invoice 7297			

Transaction Date 12/8/2020 Due 1/7/2021 CASH 10100 **Total** $654.47

Claim Type

Claim# 8763 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$38.48
Invoice 1700466			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$120.10
Invoice 1700465			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$6,586.52
Invoice 1700465			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$1,801.05
Invoice 1700466			

Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $8,546.15

Claim Type

Claim# 8870 *KELLY, TARA*

Cash Payment	E 101-41910-110 Commission Pay	PLANNING COMMISSION MEETINGS - 6	$120.00
Invoice .1220			

Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $120.00

Claim Type

Claim# 8714 *KIESLERS POLICE SUPPLY*

Cash Payment	E 101-42110-208 Training and Instruction	SUPPLIES	$249.00
Invoice IN152607			

Transaction Date 12/8/2020 Due 1/7/2021 CASH 10100 **Total** $249.00

Claim Type

Claim# 8856 *KODIAK POWER SYSTEMS*

Cash Payment	E 601-49440-228 Equipment Maintenance	MAINTENANCE	$1,275.00
Invoice KPS0641			
Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE	$1,495.00
Invoice KPS0641			
Cash Payment	E 601-49440-229 Project Repair & Maintena	MAINTENANCE	$315.80
Invoice KPS0641			
Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE	$315.80
Invoice KPS0641			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	MAINTENANCE	$315.80
Invoice KPS0641			

Cash Payment	E 101-45200-229 Project Repair & Maintena	MAINTENANCE		$315.80
Invoice KPS0641				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	MAINTENANCE		$315.80
Invoice KPS0641				
Transaction Date 12/16/2020	Due 1/15/2021 CASH	10100	**Total**	$4,349.00

Claim Type

Claim# 8871 *KOLLODGE, JOE*

Cash Payment	E 101-41910-110 Commission Pay	PLANNING COMMISSION MEETINGS - 4		$80.00
Invoice .1220				
Transaction Date 12/17/2020	Due 1/16/2021 CASH	10100	**Total**	$80.00

Claim Type

Claim# 8781 *LMC INSURANCE TRUST*

Cash Payment	E 101-42110-160 Work Comp Insurance	WORK COMP	$776.70
Invoice 16777			
Cash Payment	E 101-41110-360 Insurance	PROPERTY INSURANCE-#2	$75.42
Invoice			
Cash Payment	E 101-41120-360 Insurance	PROPERTY INSURANCE-#2	$0.66
Invoice			
Cash Payment	E 101-41400-360 Insurance	PROPERTY INSURANCE-#2	$797.83
Invoice			
Cash Payment	E 101-41410-360 Insurance	PROPERTY INSURANCE-#2	$18.26
Invoice			
Cash Payment	E 101-41500-360 Insurance	PROPERTY INSURANCE-#2	$392.30
Invoice			
Cash Payment	E 101-41600-360 Insurance	PROPERTY INSURANCE-#2	$226.60
Invoice			
Cash Payment	E 101-41910-360 Insurance	PROPERTY INSURANCE-#2	$483.74
Invoice			
Cash Payment	E 101-41940-360 Insurance	PROPERTY INSURANCE-#2	$585.94
Invoice			
Cash Payment	E 101-42110-360 Insurance	PROPERTY INSURANCE-#2	$6,640.13
Invoice			
Cash Payment	E 101-42210-360 Insurance	PROPERTY INSURANCE-#2	$1,696.19
Invoice			
Cash Payment	E 101-42400-360 Insurance	PROPERTY INSURANCE-#2	$353.94
Invoice			
Cash Payment	E 101-43100-360 Insurance	PROPERTY INSURANCE-#2	$3,755.02
Invoice			
Cash Payment	E 101-43210-360 Insurance	PROPERTY INSURANCE-#2	$117.39
Invoice			
Cash Payment	E 101-45000-360 Insurance	PROPERTY INSURANCE-#2	$2.12
Invoice			
Cash Payment	E 101-45200-360 Insurance	PROPERTY INSURANCE-#2	$3,954.49
Invoice			
Cash Payment	E 601-49440-360 Insurance	PROPERTY INSURANCE-#2	$4,285.23
Invoice			
Cash Payment	E 602-49490-360 Insurance	PROPERTY INSURANCE-#2	$6,587.21
Invoice			
Cash Payment	E 609-49750-360 Insurance	PROPERTY INSURANCE-#2	$4,057.12
Invoice			
Cash Payment	E 101-49200-360 Insurance	PROPERTY INSURANCE-#2	$12.41
Invoice			

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Transaction Date 12/15/2020 Due 1/14/2021 CASH 10100 **Total** $34,818.70

Claim Type

Claim# 8740 *MARTIN-MCALLISTER*

Cash Payment	E 101-42110-305 Medical & Testing Fees	PUBLIC SAFETY ASSESSMENT	$550.00
Invoice 13645			

Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $550.00

Claim Type

Claim# 8784 *MASON, RICHARD & BAPTISTE, EL*

Cash Payment	E 240-41910-311 Contract	FINAL RENTAL ASSISTANCE	$26,754.00
Invoice			
Cash Payment	E 240-41910-311 Contract	PERSONAL PROPERTY SELF-MOVE	$1,356.44
Invoice			

Transaction Date 12/15/2020 Due 1/14/2021 CASH 10100 **Total** $28,110.44

Claim Type

Claim# 8764 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$14,910.10
Invoice 561261			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$58.10
Invoice 561335			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	$81.00
Invoice 561261			

Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $14,933.00

Claim Type

Claim# 8719 *MIDCONTINENT COMMUNICATION*

Cash Payment	E 609-49750-321 Telephone	TELEPHONE	$148.57
Invoice 13331300111679			
Cash Payment	E 101-43100-321 Telephone	TELEPHONE	$22.13
Invoice 13332710111679			
Cash Payment	E 601-49440-321 Telephone	TELEPHONE	$148.00
Invoice 13334860111679			
Cash Payment	E 101-42110-321 Telephone	TELEPHONE	$22.13
Invoice 13332710111679			

Transaction Date 12/8/2020 Due 1/7/2021 CASH 10100 **Total** $340.83

Claim Type

Claim# 8743 *MINUTEMAN PRESS*

Cash Payment	E 101-43210-439 Recycling Days	NEWSLETTER	$269.30
Invoice 979978			
Cash Payment	E 101-41400-441 Miscellaneous	NEWSLETTER	$126.96
Invoice 979978			
Cash Payment	E 601-49440-441 Miscellaneous	NEWSLETTER	$126.96
Invoice 979978			
Cash Payment	E 602-49490-441 Miscellaneous	NEWSLETTER	$126.96
Invoice 979978			
Cash Payment	E 609-49750-441 Miscellaneous	NEWSLETTER	$126.96
Invoice 979978			
Cash Payment	E 101-43100-441 Miscellaneous	NEWSLETTER	$126.96
Invoice 979978			
Cash Payment	E 101-41110-344 Newsletter	NEWSLETTER	$126.96
Invoice 979978			

Cash Payment E 101-42400-352 General Publishing NEWSLETTER $126.96
Invoice 979978
Cash Payment E 101-42110-441 Miscellaneous NEWSLETTER $126.96
Invoice 979978
Cash Payment E 101-42210-441 Miscellaneous NEWSLETTER $126.96
Invoice 979978
Cash Payment E 101-45200-441 Miscellaneous NEWSLETTER $126.94
Invoice 979978
Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $1,538.88

Claim Type
Claim# 8766 *MN DEPT OF TRANSPORTATION*
Cash Payment E 101-43100-303 Engineering Fees ENGINEERING FEES $682.22
Invoice TA98673
Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $682.22

Claim Type
Claim# 8838 *MN FIRE SERVICE CERTIFICATION*
Cash Payment E 101-42210-208 Training and Instruction FIRE APPARATUS OPERATOR CERTIFICATION $290.00
Invoice 8230
Transaction Date 12/16/2020 Due 1/15/2021 CASH 10100 **Total** $290.00

Claim Type
Claim# 8742 *MUNICIPAL CODE CORPORATION*
Cash Payment E 101-41400-311 Contract ANNUAL DUES $1,195.00
Invoice 00352300
Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $1,195.00

Claim Type
Claim# 8872 *MURRAY, WILLIAM*
Cash Payment E 101-41910-110 Commission Pay PLANNING COMMISSION MEETINGS - 7 $140.00
Invoice .1220
Transaction Date 12/17/2020 Due 1/16/2021 CASH 10100 **Total** $140.00

Claim Type
Claim# 8744 *OPUS 21*
Cash Payment E 601-49440-382 Utility Billing UTILITY BILLING $1,392.18
Invoice 201059
Cash Payment E 602-49490-382 Utility Billing UTILITY BILLING $1,392.19
Invoice 201059
Transaction Date 12/9/2020 Due 1/8/2021 CASH 10100 **Total** $2,784.37

Claim Type
Claim# 8748 *PACE ANALYTICAL SERVICES*
Cash Payment E 602-49490-313 Sample Testing TESTING $1,353.05
Invoice 1220-3832
Cash Payment E 602-49490-313 Sample Testing TESTING $114.50
Invoice 2012022652
Cash Payment E 602-49490-313 Sample Testing TESTING $170.50
Invoice 2012022744
Cash Payment E 602-49490-313 Sample Testing TESTING $155.50
Invoice 2012022962
Cash Payment E 602-49490-313 Sample Testing TESTING $112.50
Invoice 2012022977

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Cash Payment	E 602-49490-313 Sample Testing	TESTING	$455.00
Invoice 2012023002			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$525.00
Invoice 2012023031			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$144.50
Invoice 2012023342			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$99.50
Invoice 2012023344			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$141.50
Invoice 2012023436			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$114.50
Invoice 2012023587			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$228.00
Invoice 2012023596			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$142.50
Invoice 2012023689			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$95.00
Invoice 2012023758			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$140.00
Invoice 2012023852			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$110.00
Invoice 2012023966			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$125.00
Invoice 2012024010			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$95.00
Invoice 2012024094			
Cash Payment	E 602-49490-313 Sample Testing	TESTING	$120.00
Invoice 2012024257			

Transaction Date 12/10/2020 Due 1/9/2021 CASH 10100 **Total** $4,441.55

Claim Type

Claim# 8767 *PAUSTIS WINE COMPANY*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$16.25
Invoice 110243			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$1,410.20
Invoice 110243			

Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $1,426.45

Claim Type

Claim# 8768 *PEPSI COLA*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$350.90
Invoice 72490054			

Transaction Date 12/14/2020 Due 1/13/2021 CASH 10100 **Total** $350.90

Claim Type

Claim# 8770 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$50.82
Invoice 6131969			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.05
Invoice 6131970			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,900.55
Invoice 6131969			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$453.50
Invoice 6131970			

Transaction Date	12/14/2020	Due 1/13/2021	CASH	10100	**Total**	$3,422.92

Claim Type

Claim# 8837 *ROSEVILLE, CITY OF*

Cash Payment	E 101-41400-310 Computer Consulting Fees	JABBER SOFTPHONE	$354.20
Invoice 0229706			
Cash Payment	E 601-49440-310 Computer Consulting Fees	JABBER SOFTPHONE	$59.04
Invoice 0229706			
Cash Payment	E 602-49490-310 Computer Consulting Fees	JABBER SOFTPHONE	$59.04
Invoice 0229706			
Cash Payment	E 101-41110-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 101-41400-310 Computer Consulting Fees	IT SERVICES	$1,439.76
Invoice 0229660			
Cash Payment	E 101-42110-310 Computer Consulting Fees	IT SERVICES	$5,039.16
Invoice 0229660			
Cash Payment	E 101-42210-310 Computer Consulting Fees	IT SERVICES	$925.56
Invoice 0229660			
Cash Payment	E 101-43100-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 101-45200-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 601-49440-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 602-49490-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 609-49750-310 Computer Consulting Fees	IT SERVICES	$205.68
Invoice 0229660			
Cash Payment	E 101-42400-310 Computer Consulting Fees	IT SERVICES	$411.36
Invoice 0229660			
Cash Payment	E 101-41910-310 Computer Consulting Fees	IT SERVICES	$205.68
Invoice 0229660			

Transaction Date		Due 1/15/2021	CASH	10100	**Total**	$10,756.28

Claim Type

Claim# 8873 *SIEVERT, COLLEEN*

Cash Payment	E 101-41910-110 Commission Pay	PLANNING COMMISSION MEETINGS - 7	$160.00
Invoice .1220			

Transaction Date	12/17/2020	Due 1/16/2021	CASH	10100	**Total**	$160.00

Claim Type

Claim# 8772 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$15.36
Invoice 2025591			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$26.88
Invoice 2025590			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,965.43
Invoice 2025590			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$512.00
Invoice 2025591			

Transaction Date	12/14/2020	Due 1/13/2021	CASH	10100	**Total**	$3,519.67

Claim Type

Claim# 8773 *THE AMERICAN BOTTLING COMPA*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.				$381.12
Invoice 3562318679						
Transaction Date	12/14/2020	Due 1/13/2021 CASH		10100	**Total**	$381.12

Claim Type

Claim# 8842 *TITAN ENERGY SYSTEMS*

Cash Payment	E 601-49440-229 Project Repair & Maintena	MAINTENANCE				$349.00
Invoice 200911-001						
Cash Payment	E 101-42210-401 Repairs/Maint Buildings	MAINTENANCE				$698.00
Invoice 200911-005						
Cash Payment	E 602-49490-229 Project Repair & Maintena	MAINTENANCE				$349.00
Invoice 200911-001						
Transaction Date	12/16/2020	Due 1/15/2021 CASH		10100	**Total**	$1,396.00

Claim Type

Claim# 8779 *U S BANK EQUIPMENT FINANCE*

Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE				$190.86
Invoice .1220						
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE				$190.86
Invoice .1220						
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE				$190.86
Invoice .1220						
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE				$190.86
Invoice .1220						
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE				$190.86
Invoice .1220						
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE				$190.65
Invoice .1220						
Transaction Date	12/14/2020	Due 1/13/2021 CASH		10100	**Total**	$1,144.95

Claim Type

Claim# 8774 *VINOCOPIA, INC.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				$7.50
Invoice 0269636-IN						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				$326.67
Invoice 0269636-IN						
Transaction Date	12/14/2020	Due 1/13/2021 CASH		10100	**Total**	$334.17

Claim Type

Claim# 8776 *WATER CONSERVATION SERVICE*

Cash Payment	E 601-49440-229 Project Repair & Maintena	SERVICE				$313.20
Invoice 10876						
Transaction Date	12/14/2020	Due 1/13/2021 CASH		10100	**Total**	$313.20

Claim Type

Claim# 8777 *XYLEM WATER SOLUTIONS USA, I*

Cash Payment	E 602-49490-229 Project Repair & Maintena	WIPER ASSEMBLY				$2,557.50
Invoice 3556B50375						
Cash Payment	E 602-49490-229 Project Repair & Maintena	WIPER ASSEMBLY				$2,557.50
Invoice 3556B50376						
Transaction Date	12/14/2020	Due 1/13/2021 CASH		10100	**Total**	$5,115.00

Claim Type

Claim# 8874 *ZUTZ, GREG*

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Cash Payment	E 101-41910-110 Commission Pay		PLANNING COMMISSION MEETINGS - 8 CHAIR			$200.00
Invoice .1220						
Transaction Date	12/17/2020	Due 1/16/2021	CASH	10100	**Total**	$200.00

Pre-Written Checks	$20,241.85
Checks to be Generated by the Compute	$303,935.80
Total	$324,177.65

CITY OF ST. FRANCIS
12/21/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

Date	Payee	Description	Amount
11/01/20	Health Partners	Insurance	30,150.90
11/02/20	Cayan	Liquor CC	3,970.49
11/04/20	Colonial Life	Insurance	361.85
11/06/20	Delta Dental	Insurance	1,314.85
11/11/20	Visa	CC bill	28,944.87
11/12/20	Federal Tax	Payroll	22,017.16
	PERA	Payroll	20,438.89
	VOYA	Payroll	1,340.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,605.92
	MSRS	Payroll	452.64
	Healthcare Savings	Payroll	452.00
11/13/20	Flyte	Payroll	50.00
11/17/20	Federal Tax	Payroll	1,445.28
	PERA	Payroll	240.30
	State Tax	Payroll	35.42
	Child support	Payroll	345.92
	Cayan	Liquor CC	42.74
	Connexus Energy	Electric bill	21,529.47
11/18/20	Cayan	Liquor CC	6.30
	Centerpoint Energy	Gas Bill	1,341.30
11/23/20	Mn Dept of Revenue	Sales Tax	22,884.00
11/25/20	Federal Tax	Payroll	23,110.18
	PERA	Payroll	21,261.60
	VOYA	Payroll	1,340.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,827.80
	MSRS	Payroll	474.78
	Healthcare Savings	Payroll	452.00
11/30/20	Village Bank	Bank fee	116.65
	PSN	CC fees	401.02
	TOTAL		214,524.33

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Schedule a Worksession**

DATE: December 21st, 2020

OVERVIEW:

The City Administrator would like to schedule a worksession with the City Council prior to year-end. Staff is hoping to have a worksession possibly on Monday December 28th or some time that week with Council. It is anticipated to be a relatively brief worksession that staff will be requesting direction on.

ACTION TO BE CONSIDERED:

Review calendars and consider a worksession.

City of St. Francis

Streets and Parks Monthly Report – November 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.	44	Hours
Streets	Snowplowing	Plowing City Streets	44.1	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	59	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	68.4	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	5	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	12.1	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	11.8	Tons
Streets	Grading	Grading City Roads	7	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	8	Inspections
Parks	Events	Preparation and Inspection	0	Events
Parks	Fertilizing	Applied to city properties and parks.	0	Tons
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	12	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	3 Street 1 Recycling 1 misc.
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	30	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	38	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	20	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	180	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	0	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	20	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	1	Events

Water and Sewer Monthly Report – November 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	19	Inspections
Water	Operational Hours	Hours spent at facility	38	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	11.9	Million Gallons
		Total Finished water	11.2	Million Gallons
		Finished water sold	12.7	Million Gallons
		Accounted water %	113	%
		Oak Grove water use		Million Gallons
		Average Daily Flow	.362	Million Gallons
		Average Chlorine resu	.54	Mg/l
		Average Raw Iron	1.10	Mg/l
		Average Raw Manganese	.085	Mg/l
		Average Fluoride	.86	Mg/l
		Iron Removal	**99**	**%**
		Manganese Removal	**7**	**%**

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.	152	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	19	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	30	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	152	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.4	Million Gallons
		Total Effluent	10.2	Million Gallons
		Reuse effluent	.174	Million Gallons
		Influent TSS	321	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	221	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.4	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	28.6	Mg/l
	Limit: (Seasonal) 5 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	47	Utility Locate Requests
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	6	Inspections

Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	25	Work Orders
Unable to Read Meters	Re-read Meters	Unable to Read Meters	4	Meters
Water/Sewer	**Monthly Projects**			
Water Distribution	Hydrant Repair	One of the hydrants from Ambassador Project was leaking.	1	Hydrant Repair
Water Distribution	Water Service Repair	Assist with a repair of a leaking water service.	1	Water Service Repair
Wastewater Treatment Facility	UV System Maintenance	This project entails bypassing and draining channel, to wash down 120 bulbs, channel and replace 360 wiper rings.		UV System
Wastewater Treatment Facility	Biosolids Hauling and Land Applying	Biosolids were hauled to permitted fields for biosolids disposal.	250	Tons
Water Treatment Facility	High Service Maintenance	Two of our high service pumps have been pulled for service. This work includes replacement of warn or failed items.	2	High Service Pumps
Rivers Edge Lift Station	Pull Pump	Pump # 2 was plugged. (Phone cord)	1	Pump
Lift Station Maintenance	Wash Down and Clean Lift Stations	Washing cleaning grease that has built up.	3	Lift Stations

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