

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

OCTOBER 5, 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 – September 21, 2020
 - B. Appointment of Additional Election Judges – Resolution 2020-36
 - C. 2021 Squad Car Purchase/Replacement
 - D. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Rezoning Request – Meadows of St. Francis Block 1 (06-33-24-11-0069)
Ordinance 265, SS Creating the Meadows of St. Francis Planned Unit Dev. (First Rdg)
 - B. Zoning Code Update
 - C. Turtle Run 5th Addition – Revised Final Plat Resolution 2020-37
 - D. Surplus Property – Land Transfer to Anoka County 28-34-24-24-0002
 - 1) Res 2020-38 Declaring Surplus Property and Authorizing the Disposal of Property
 - 2) Ordinance 266, SS Approving the Sale of City Owned Real Estate (First Reading)
 - E. CARES Act Funds
 - F. Schedule Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Community Development 3rd Quarter Report 2020
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Oct 19 City Council Meeting 6:00 pm, Zoom meeting
 - Oct 21 Planning Comm. Meeting @ 7:00 pm
 - Oct 24 Recycling Event @ PW Facility 8 am- Noon
 - Nov 2 City Council Meeting 6:00 pm, Zoom meeting
 - Nov 3 General Election – Polls Open 7 am – 8 pm
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-270>

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

**CITY COUNCIL MINUTES
September 21, 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 Joe Muehlbauer, Kevin Robinson and Sarah Udvig. Robert Bauer excused.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), 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 ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Robinson, Udvig, Feldman, and Muehlbauer.

Nays: None

Motion carried 4-0.

4. CONSENT AGENDA

A. City Council Minutes – September 8, 2020

B. October Domestic Violence Month Proclamation – Resolution 2020-35

C. Siwek Park—Phase 1 Archaeological Survey

D. Pay Estimate No. 3 – 2020 Street Reconstruction and Watermain Improvement Project \$726,743,81 to Kuechle Underground, Inc.

E. ~~DNR Matching Grant—Fire Department~~

F. Minnesota Municipal Utilities Association (MMUA) Safety Management Program Contract 2020-2021

G. Payment of Claims \$1,174,768.53 (ACH 296E-297E \$201,091.52 and Check #'s 78034-78090 \$973,677.01)

Mayor Feldman stated Councilmember Robinson asked to have item C. and I would like item E. pulled from the consent agenda to discuss further.

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA AS AMENDED ITEMS A – B, D, F and G.

Ayes: Udvig, Robinson, Muehlbauer, and Feldman.

Nays: None

Motion carried 4-0.

C. Siwek Park – Phase 1 Archaeological Survey

Councilmember Robinson said he was curious of the significance of this area, is it because it being close to the Rum River. Community Development Director Kate Thunstrom stated one grant requirement of the State of MN Historical Society was that

the City complete a Phase 1 Archaeological Survey prior to construction. Robinson said interesting that the lower quote was much more detailed. Council had no further questions.

E. DNR Matching Grant – Fire Department

Mayor Feldman wanted to clarify for the Council that the \$8,624.16 grant from the MN DNR is a matching grant. The DNR amount will be \$4,462 and the City's portion will be \$4,162.16. The \$8,624.16 will be used to purchase new nozzles for Engine 2, additional blitz fire nozzle for Tanker 1 and small tools for wildland/grass fire operations.

MOTION BY MUEHLBAUER SECOND UDVIG APPROVING CONSENT AGENDA ITEMS C AND E.

Ayes: Muehlbauer, Feldman, Udvig, and Robinson.

Nays: None

Motion carried 4-0.

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS

None

7. PUBLIC HEARING

None

8. OLD BUSINESS

None

9. NEW BUSINESS

A. Assessing Contract Renewal – Erik Skogquist (Continued)

Mayor Feldman reported this was a carry over from the last City Council meeting. The City received a 3-year contract renewal proposal from Erik Skogquist with a onetime 3% increase that will be held flat for the remainder of the contract. The City did not receive a proposal from Anoka County.

Erik Skogquist stated thank you for the last 3 years and being able to work with the City. We did start out asking for a 5-year contract but the council wanted a 3-year contract. At this time, we are asking for a 3% increase that will be held flat for the remainder of the contract. I was unable to attend the last council meeting but heard there was a concern. I am a council member in another city and would like to keep them separate. In our business Mary, Chris and myself work and listen to people. If for some reason and there are times we run into people not happy with us we will send a different person in to assess their property value. In regards to my council member position, I didn't handle that situation well.

Feldman reported the increase for the assessing contract will be:

- \$10.40 (was \$10.10) for each improved parcel of residential, seasonal recreational residential, and agricultural type property.
- \$ 4.65 (was \$4.50) for each unimproved parcel of residential, seasonal recreational residential, and agricultural type property.
- \$62.00 (was \$60.00) for each improved and unimproved parcel of commercial and industrial type property.
- \$62.00 (was \$60.00) for each improved and unimproved parcel of apartment or mobile/manufactured home park type property.

Just for reference the 2017 Anoka County contract was \$40,513 and Erik's company was \$32,819.70.

Udvig thanked Erik for joining us tonight. I was the one that brought up the concern. Elected Officials should be held to higher standards. Not that attacking staff is okay but also the contractor is concerning. People in general don't like people coming on their property. Hope this doesn't happen in St. Francis. We can't have anyone representing St. Francis acting like what you did. That type of behavior will not be tolerated.

Erik Skogquist said I apologized but the citizens were not happy with what happened in the park. I am pretty passionate about my city but also my day job. Mostly resolved, should not affect my license. I apologized a lot.

Udvig then discussed the incident with Erik briefly. Erik said not sure the article was 100% accurate.

Feldman stated if you were to treat/address our residents with four letter words we would revisit the contract.

Robinson said he agrees with what the Mayor has said. Do we need something in the contract regarding the court case to look out for the betterment of our residents?

Muehlbauer said he understands Udvig's concerns. It is up to your council how they will deal with the situation.

Feldman said I agree, I think a lesson was learned and move on, we have not received any complaints.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE AGREEMENT FOR ASSESSMENT SERVICES BETWEEN THE CITY OF ST. FRANCIS AND ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA IN THE CITY OF ST. FRANCIS.

Ayes: Feldman, Robinson, Udvig and Muehlbauer.

Nays: None

Motion carried 4-0.

B. Broadband, Fiber and Internet

Mayor Feldman said he read through the emails of concerned residents regarding

internet service.

Thunstrom reported staff have been in discussion with providers and Anoka County regarding unserved and under-served areas of the City. In March residents were faced with issues of a remote workforce and distance learning with K-12 and colleges. Residents began to express concerns regarding the lack of service and the poor quality of service. Maps were provided in the Council packet showing the underserved areas. Started mostly on the west side of the City then we began hearing from more residents, specifically on the east side of the City in the Pine Valley Acres development. Staff heard from several residents by email and phone. The emails received were in the Council packet. Residents asking to be heard were notified of tonight's meeting. In some of the emails many residents mention that the City was not acting upon an opportunity with CenturyLink. It has been found that the information the residents were given was from work between CenturyLink and another city. St. Francis has not been presented an opportunity to improve the services as identified. Thunstrom stated staff also inquired with Midco on where services were as it related to the east side. Melissa, from Midco is viewing the meeting this evening. In the Staff report there were two possible projects listed. First the immediate attention to Pine Valley Acres development and internet concerns and second, a long-term plan for service to all residential areas of the city in need which would take a couple years. Unfortunately, CenturyLink staff have been reached out to but we have not received any response needed for tonight's meeting.

Feldman said the City not doing anything in the Pine Valley Acres development was because we were not aware of the problem. The need for higher speed internet is not going away.

City Administrator Joe Kohlmann stated he would call on the people viewing if they would like to speak on the topic. I will go in the order they appear on my screen. First was;

Amy Lockman – no comment.

Jason's iPhone – 23953 Cobalt Street, we just moved here from Wisconsin and home school our children. We can not have more than one person using the internet at a time.

Sue Harstad – no comment but also is having problems too.

John Marshall – 24097 Dysprosium Street, said we have 2.5 mbps with CenturyLink and that is our only option. Midco said they are not in our area. We have four kids and that speed is a problem.

Beth Giese – St. Francis Area Schools Superintendent, stated obviously we are in desperate need. No one expected this to happen and no one is to blame. Anything would help. Currently we are putting hotspots in busses and having them going out to remote areas. I appreciate this conversation is happening, if the school can help in any

way, a letter of need or whatever just let us know.

Dani – it's Dani's husband, 24222 Erkium Street NW, CenturyLink is our only option. Worried it will get worse and Midco said they are not in our area. Appreciate any help we can get.

Melissa Denning, 23215 Tamarack Street, currently sitting out in my yard because it is the only area I could get service. We have only satellite. I am employee in the school district. I have to take my three kids to McDonalds; library and they work in the back of my car. Appreciate that you are working on this.

Lori/Albert – 5358 241st Avenue, said they have slow internet. We asked the cable provider 13 years ago in Windsor Farms and they said it would cost then, \$1,000 to get cable to them. East and West of us have cable. Work in civil engineering and CenturyLink by far is the worse utility company to work with. Question I have, did the developer pay for cable to be put in?

Steve Weidell – no comment

Ava/Dusty Hoff – 23034 Goldenrod Street, I second with what everyone else is says, insanely poor service, very difficult to get anything done.

Mike Herbst – no comment

Erin, 24068 Dysprosium Street NW, thank you for having this conversation. We have been told there is a creek in our area and that is why they can't get cable to us. We have a 15-year-old and a younger son. When I work from home I can only get things done is when the kids are not online. My youngest has therapy online. I believe Midco has a golden opportunity here if they can get cable to us. So difficult to function with just normal things going on. Thank you, Kate, for bringing this up.

Taylor Just – no comment

Feldman said so what I am hearing it is in mostly rural lots. Thunstrom said we have a mix of both, rural lots and the outer edge of the urban lots. Feldman said I would be frustrated as heck. I would like to see what we can do at least temporarily. Let's hear from Midco representative who is also viewing the meeting.

Melissa, of Midco said we are here to service St. Francis. Unfortunately, we can not be on top of all new developments. Kate (Thunstrom) has been great to work with. She had identified areas in the eastern and western portions of the city that are underserved. I will forward that information on to our team. Geography is a huge factor. We are always wanting to expand our foot print and grow. I plan to keep in touch with Kate and see how we can partner. Glad we opened the line of communication. We were not aware of all these areas of concern.

Mike Herbst – been in the area for 20 years, the last 10 years in St. Francis. Hughes Net is in Oak Grove but very limited service, then Comcast came in the area. I live off of 243rd and Nightingale Street. CenturyLink now has increase speed in our area. I work for the State and the bandwidth that I had just didn't work – room to improve. Saw things on social media where people have been complaining and a need to increase speed. Due to COVID-19 the infrastructure is being taxed.

The council asked do we need a work session to discuss this further? They asked Thunstrom if she could get the information needed in a week or two. Kohlmann said maybe she can do some more research to see when she would even be able to get some information.

Feldman said he appreciates Midco being here tonight, I wish CenturyLink could have heard this. Council then discussed hotspots, CARES Act funding and temporary cable service. Council asked Thunstrom when she has more information to let the council know and they can set a work session.

C. EDA Funds Transfer to the City – Resolution 2020-36

Thunstrom reported the EDA is looking to purchase the property for the new Fire Station/City Hall on Bridge Street and is requesting the funds for the purchase and demolition. The amount being requested to be transferred from the General Fund to the EDA is \$187,000. Thunstrom also reported there is no closing date scheduled and will need to relocate the renters.

Robinson had questions for Thunstrom on the relocation. He also looking at this to be in 2-4 years and didn't take into account liability issues.

MOTION BY MUEHLBAUER SECOND UDVIG TO ADOPT RESOLUTION 2020-36 A RESOLUTION ALLOWING THE TRANSFER OF \$187,000 FROM THE GENERAL FUND TO THE EDA FUND.

Ayes: Robinson, Feldman, Udvig, and Muehlbauer.

Nays: None

Motion carried 4-0.

10. MEETING OPEN TO THE PUBLIC

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

11. REPORTS

A. Department Reports – Public Works Monthly Reports

Public Works Director Jason Windingstad wanted to give some quick updates, the electronic sign is up and running. Currently we have three HVAC companies contracted in the city doing various jobs. We are getting quotes to see if anyone of the three could do all the jobs. Will come back to council with a report. Also, the MN Department of Health was out to look at our system. We have filed for an extension for the wastewater permit. The biosolids are being land applied this week. Working with Telcom on the fiber from City Hall to the Bottle Shop, waiting for permits with

MnDOT.

In regards to the Monthly Report Windingstad spoke on building maintenance, grading, park maintenance, events, mowing, replacing signs, no pumps needed to be pulled, cleaning catch basins and mowing along trails. The guys take a lot of pride in what they do, each and every employee does.

Council stated excellent report.

B. Councilmember Reports -

Udvig – checked out the food truck, saw a Unicycle Unicorn is coming to a secret location tomorrow and I am limited in the length of screen time due recovering from severe concussions.

Muehlbauer – attended EDA meeting.

Robinson – attended Planning Commission meeting, citizens rallied for the food truck, thank people who volunteer like Colleen Sievert on the Planning Commission. Came up with a great suggestion at the planning commission, like traffic flow. Help the development of common people to do uncommon things.

Feldman – we now have contacts with food trucks. CASA Rio has requested to be here every Tuesday through October. We took it upon ourselves to get the food trucks here. Received an email from a resident on Riverbank Lane. Believe it is part of the punch list items. Want police to be aware of the poll watchers that they say might be out there this year. If you have a concern you need to bring it to our attention. With this council or staff, it doesn't fall on deaf ears. Come to us and not social media. Kate (Thunstrom) when you have the information let us know to set a date for a work session. One additional business came forward for a grant. Thank you to everyone, staff and council.

C. Upcoming Events –

Oct 5 City Council Meeting 6:00 pm, Zoom meeting

Oct 19 City Council Meeting 6:00 pm, Zoom meeting

Oct 21 Planning Comm. Meeting @ 7:00 pm

Oct 24 Recycling Event @ PW Facility 8 am- Noon

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 8:31 pm.

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Appointment of Election Judges
DATE: October 3, 2020

OVERVIEW:

The city of St. Francis will be conducting a General Election, November 3. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

Since the Primary we have added additional election judges to help out in case of emergencies. All election judges to complete a mandatory online training. Please consider adopting Resolution 2020-36 a resolution approving the list of additional election judges for the General Election, November 3.

BUDGET IMPLICATION:

Election judge salaries are a budgeted item.

Attachments:

- Resolution 2020-36

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

RESOLUTION 2020-36

**A RESOLUTION APPOINTING ADDITIONAL JUDGES OF ELECTION
FOR THE
GENERAL ELECTION, NOVEMBER 3, 2020**

Whereas, the City of St. Francis will be conducting a General Election on November 3, 2020; and

Whereas, pursuant to Minnesota Statutes Section 204B.21. Election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

Whereas, the hourly rate of pay will be \$10.00 for regular election judges and \$10.50 for head judges.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, as follows:

1) That the following persons be appointed to serve as election judges for the for the General Election, November 3, 2020:

Dawnette Boyd
Linda DeCarlo
Rebecca Gerlach
Jason Hanson
Allan Lauermann

Kathy McKenzie
Leanne Nicholson
Mike Peterson
Laura Waterworth
Greg Zutz

2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 5th DAY OF OCTOBER, 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: 2021 Squad Car Purchase/Replacement
DATE: October 5th, 2020

OVERVIEW:

Burnsville Dodge has the state contract for the Dodge Durango, state contract number 169037. I would like to place an order with Burnsville Dodge for two Dodge Durango Pursuit Vehicles to be used as a marked squads. State contract pricing for the 2021 Dodge Durango's has not yet been released. I have spoken to a representative for Dodge of Burnsville who anticipates the state bid price of the 2021 Dodge Durango Pursuit to be \$32,200.

The police department added its first Dodge Durango to the fleet during the spring of 2020. The vehicle has been a good addition and has received positive reviews from officers due to its large passenger compartment, increased cargo space and higher ground clearance. The demand for Dodge Chargers and Dodge Durango's by law enforcement agencies is higher than previous years due to various factors. The Ford Taurus is no longer in production and was used by many Minnesota law enforcement agencies including the state patrol who are beginning to transition a portion of their fleet over to Dodge vehicles. The Ford Explorer and Chevy Tahoe are also utilized by law enforcement agencies but are much more expensive than the Dodge vehicles. Due to these factors it's important to place orders as soon as possible to avoid any cut off dates placed by the manufacturer. In early November 2019, Dodge cut off any further orders of Dodge Chargers due to the amount of orders that were received. It's unknown if this will occur again or if the Durango Pursuit would be affected by a manufacturer cut off date.

Two 2017 Dodge Chargers in the police department fleet are expected to be traded in and deducted from the purchase price of the new vehicles. Upon trade in, the 2017 Dodge Chargers will have approximately 85,000 miles. Trade in values in previous years have ranged from \$6,500 to \$10,000.

By replacing squad cars in this manner, the police department will maintain a fleet of 7 marked squad cars in 2021 which has proven to be a satisfactory number of squad cars. The squad cars get assigned and utilized in a way that keeps mileage down and maintenance costs reasonable. Also, trade in values are increased by keeping mileage less than 100,000 which is normally achieved by keeping the useful life of the marked squads at 4 years.

ACTION TO BE CONSIDERED:

City Council to approve placing the order for two 2021 Dodge Durango Pursuit Vehicles.

BUDGET IMPLICATION:

Squad car purchases are described and budgeted for at \$65,000 in the Capital Improvement Plan in Plan-It Software for 2021. When the new vehicles are delivered, the 2017 Dodge Chargers will be traded in and the trade in value will be deducted from the price of the new vehicles.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 10/01/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$355,044.90 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 - None
Manual Checks- 374.00

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:

- 10-01-2020 Packet List
- 10-01-2020 Other Checks

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 1

***Claim Register©**

AP 10-05-2020

October 2020

Claim Type

Claim# 7967 ALWAYS BRIGHT LIGHTS LTD

Cash Payment	E 101-45200-311 Contract	FALL BANNER INSTALLATION	\$350.00
	Invoice 876		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$350.00
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Claim Type

Claim# 7893 AMAZING GRACE RECOVERY SVS

Cash Payment	E 102-41910-441 Miscellaneous	CARES GRANT	\$25,000.00
	Invoice .0920		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$25,000.00
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Claim Type

Claim# 7995 AMERICAN LEGION

Cash Payment	E 102-41910-441 Miscellaneous	CARES GRANT	\$20,000.00
	Invoice .1020		

Transaction Date	10/1/2020	Due 10/31/2020	CASH	10100	Total	\$20,000.00
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Claim Type

Claim# 7883 ANOKA COUNTY FIRE PROTECTIO

Cash Payment	E 101-42210-208 Training and Instruction	HAZ-MAT TECHNICIAN TRAINING - T.KIZER	\$500.00
	Invoice .0920		

Cash Payment	E 101-42210-208 Training and Instruction	HAZ-MAT TECHNICIAN TRAINING - C. JOHNSON	\$500.00
	Invoice .0920		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,000.00
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Claim Type

Claim# 7970 ANOKA COUNTY TREASURY DEPT

Cash Payment	E 101-42110-321 Telephone	BROADBAND	\$37.51
	Invoice B200917P		

Cash Payment	E 101-42210-321 Telephone	BROADBAND	\$37.51
	Invoice B200917P		

Cash Payment	E 101-43100-321 Telephone	BROADBAND	\$37.51
	Invoice B200917P		

Cash Payment	E 101-45200-321 Telephone	BROADBAND	\$37.51
	Invoice B200917P		

Cash Payment	E 601-49440-321 Telephone	BROADBAND	\$37.51
	Invoice B200917P		

Cash Payment	E 602-49490-321 Telephone	BROADBAND	\$37.45
	Invoice B200917P		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$225.00
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Claim Type

Claim# 7927 ARK TOWING AND RECOVERY

Cash Payment	E 101-42110-441 Miscellaneous	1995 HONDA ACCORD	\$201.40
	Invoice 91799		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$201.40
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Claim Type

Claim# 7902 BALANCE, ALICE

Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT	\$250.00
	Invoice .0920		

Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT	\$1,029.00
	Invoice .0920		

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 2

*Claim Register©

AP 10-05-2020

October 2020

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,279.00
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Claim Type

Claim# 7935 BAUMANN, THOMAS

Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT	\$250.00
Invoice	.0920		

Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT	\$567.00
Invoice	.0920		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$817.00
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Claim Type

Claim# 7977 BAYCOM, INC

Cash Payment	E 101-42110-218 Equipment Repair & Maint	DESKTOP CHARGER FOR ARBITRATOR	\$69.00
Invoice	SC20200921B		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$69.00
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Claim Type

Claim# 7904 BELLBOY CORPORATION

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-\$6.20
Invoice	0085957800		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$51.15
Invoice	0085914600		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$5.39
Invoice	0102042800		

Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES	\$226.06
Invoice	0102042800		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$3,755.48
Invoice	0085914600		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-\$87.66
Invoice	0085957800		

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	\$72.25
Invoice	0102042800		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	-\$320.00
Invoice	0085957800		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$512.00
Invoice	0085914600		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$4,208.47
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Claim Type

Claim# 7933 BERNICK COMPANIES, THE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$391.16
Invoice	129877		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$695.35
Invoice	127746		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,086.51
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Claim Type

Claim# 7937 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$278.40
Invoice	1081185186		

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$20.35
Invoice	1081185185		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$147.30
Invoice	1081182116		

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 3

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$97.35
Invoice	1081182115				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$1,024.53
Invoice	1081185185				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$7,130.26
Invoice	1081182115				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$120.00
Invoice	1081182115				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$152.00
Invoice	1081185185				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$8,970.19
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Claim TypeClaim# 7919 *BROTHERS FIRE PROTECTION CO*

Cash Payment	E 101-42110-401 Repairs/Maint Buildings	2020 ANNUAL MONITORING			\$66.00
Invoice	35695				

Cash Payment	E 101-43100-401 Repairs/Maint Buildings	2020 ANNUAL MONITORING			\$66.00
Invoice	35695				

Cash Payment	E 101-45200-401 Repairs/Maint Buildings	2020 ANNUAL MONITORING			\$66.00
Invoice	35695				

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	2020 ANNUAL MONITORING			\$66.00
Invoice	35695				

Cash Payment	E 602-49490-401 Repairs/Maint Buildings	2020 ANNUAL MONITORING			\$66.00
Invoice	35695				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$330.00
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Claim TypeClaim# 7976 *BUREAU OF CRIM APPREHENSIO*

Cash Payment	E 101-42110-311 Contract	CJDN ACCESS FEE			\$270.00
Invoice	00000627624				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$270.00
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Claim TypeClaim# 7889 *C. EMERY NELSON, INC*

Cash Payment	E 602-49490-229 Project Repair & Maintena	FILTER			\$59.80
Invoice	36285				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$59.80
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Claim TypeClaim# 7898 *CARLSON, ALEXIS*

Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice	.0920				

Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT			\$525.00
Invoice	.0920				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$775.00
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Claim TypeClaim# 7983 *CINTAS*

Cash Payment	E 101-43100-417 Uniform Clothing & PPE	RUG MAINTENANCE			\$11.04
Invoice	4062519273				

Cash Payment	E 609-49750-219 Rug Maintenance	MAINTENANCE			\$11.26
Invoice	403898031				

Cash Payment	E 101-41940-219 Rug Maintenance	RUG MAINTENANCE			\$16.16
Invoice	4063183746				

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 4

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 101-45200-417 Uniform Clothing & PPE	RUG MAINTENANCE				\$11.04
Invoice	4062519273					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	RUG MAINTENANCE				\$11.04
Invoice	4062519273					
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	RUG MAINTENANCE				\$11.04
Invoice	4062519273					
Transaction Date	10/1/2020	Due 10/31/2020	CASH	10100	Total	\$71.58
Claim Type						
Claim#	7982	CITY EMPLOYEES UNION, LOCAL				
Cash Payment	G 101-21707 Union Dues	UNION DUES				\$47.00
Invoice	.1020					
Transaction Date	10/1/2020	Due 10/31/2020	CASH	10100	Total	\$47.00
Claim Type						
Claim#	7909	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$130.41
Invoice	2001531					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$116.10
Invoice	2001480					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$246.51
Claim Type						
Claim#	7939	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$12.00
Invoice	1293452					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1.25
Invoice	444-03770.					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$8,454.65
Invoice	444-03986					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$14,901.20
Invoice	444-03931					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$59.80
Invoice	1290066					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$276.00
Invoice	444-03986					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$27.95
Invoice	444-03986					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$23,589.25
Claim Type						
Claim#	7940	DEFIANT DISTRIBUTORS LLC				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$266.55
Invoice	001226					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$266.55
Claim Type						
Claim#	7894	DEGIDO, MARIA				
Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT				\$250.00
Invoice	.0920					
Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT				\$918.00
Invoice	.0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,168.00
Claim Type						
Claim#	7968	DEHN OIL				

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 5

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 601-49440-212 Motor Fuels	DYED DIESEL				\$862.86
	Invoice 67858					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$862.86
Claim Type						
Claim#	7891	DESTINATION ACADEMY LLC				
Cash Payment	E 102-41910-441 Miscellaneous	CARES GRANT				\$34,077.00
	Invoice .0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$34,077.00
Claim Type						
Claim#	7882	DEX MEDIA EAST LLC				
Cash Payment	E 609-49750-340 Advertising	ADVERTISING				\$82.88
	Invoice 610046684481					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$82.88
Claim Type						
Claim#	7838	EMPIRE PIPE SERVICES				
Cash Payment	E 602-49490-400 System Jetting	CLEANING SANITARY SEWER				\$24,755.00
	Invoice 3121					
Transaction Date	9/24/2020	Due 10/24/2020	CASH	10100	Total	\$24,755.00
Claim Type						
Claim#	7972	FERGUSON WATERWORKS				
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$2,340.17
	Invoice WL005063					
Cash Payment	E 601-49440-259 Water Meters	WATER METERS				\$3,651.08
	Invoice WL005046					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$5,991.25
Claim Type						
Claim#	7892	FRAN FOUR INC.				
Cash Payment	E 102-41910-441 Miscellaneous	CARES GRANT				\$45,000.00
	Invoice .0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$45,000.00
Claim Type						
Claim#	7993	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442 Gopher State	SEPTEMBER 2020				\$68.85
	Invoice 0090763					
Cash Payment	E 601-49440-442 Gopher State	SEPTEMBER 2020				\$68.85
	Invoice 0090763					
Transaction Date	10/1/2020	Due 10/31/2020	CASH	10100	Total	\$137.70
Claim Type						
Claim#	7962	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.25
	Invoice 200726					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$92.94
	Invoice 200726					
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				\$2,905.94
	Invoice 200726					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$3,003.13
Claim Type						
Claim#	7932	INNOVATIVE OFFICE SOLUTIONS,				

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 6

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$43.93
Invoice	IN3105087		
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$114.88
Invoice	IN3096854		
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES	\$30.15
Invoice	IN3105087		
Cash Payment	E 602-49490-200 Office Supplies	OFFICE SUPPLIES	\$27.77
Invoice	IN3096854		
Cash Payment	E 602-49490-200 Office Supplies	OFFICE SUPPLIES	\$30.15
Invoice	IN3105087		
Cash Payment	E 601-49440-200 Office Supplies	OFFICE SUPPLIES	\$27.77
Invoice	IN3096854		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$274.65
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Claim Type

Claim# 7929 ISD #15

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2020 DODGE DURANGO	\$44.03
Invoice	4883		
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER	\$44.03
Invoice	4882		
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2019 DODGE CHARGER PURSUIT	\$44.03
Invoice	4884		
Cash Payment	E 602-49490-228 Equipment Maintenance	2006 RIVERS EDGE GENSET	\$587.55
Invoice	4880		
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2014 DODGE CHARGER	\$44.03
Invoice	4881		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$763.67
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Claim Type

Claim# 7949 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$47.26
Invoice	1645014		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$189.10
Invoice	1649896		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$66.08
Invoice	1649897		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$28.81
Invoice	1645015		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	-\$70.02
Invoice	106555		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$210.00
Invoice	1649898		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$1,217.25
Invoice	1645015		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$3,423.49
Invoice	1645014		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$2,395.34
Invoice	1649897		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$9,773.27
Invoice	1649896		

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$17,280.58
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Claim Type

Claim# 7923 KIMS KLEANING

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 7

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT	\$160.00
Invoice	6948		
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPARTMENT	\$800.00
Invoice	6949		
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT.	\$75.00
Invoice	6951		
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL	\$240.00
Invoice	6945		
Cash Payment	E 101-45200-402 Janitorial Service	COMMUNITY CENTER	\$80.00
Invoice	6946		
Cash Payment	E 602-49490-402 Janitorial Service	WASTE WATER PLANT	\$220.00
Invoice	6950		
Cash Payment	E 101-43100-402 Janitorial Service	PUBLIC WORKS	\$200.00
Invoice	6947		
Cash Payment	E 101-45200-402 Janitorial Service	PUBLIC WORKS	\$200.00
Invoice	6947		
Cash Payment	E 601-49440-402 Janitorial Service	PUBLIC WORKS	\$200.00
Invoice	6947		
Cash Payment	E 602-49490-402 Janitorial Service	PUBLIC WORKS	\$200.00
Invoice	6947		
Transaction Date	9/30/2020	Due 10/30/2020 CASH	10100
Total			\$2,375.00

Claim Type

Claim# 7899 KRONE, JOEY

Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT	\$250.00
Invoice	.0920		

Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT	\$1,116.00
Invoice	.0920		

Transaction Date	9/30/2020	Due 10/30/2020 CASH	10100
Total			\$1,366.00

Claim Type

Claim# 7980 LAW ENFORCEMENT LABOR SVC

Cash Payment	G 101-21707 Union Dues	UNION DUES	\$62.00
Invoice	.1020		

Cash Payment	G 101-21707 Union Dues	UNION DUES	\$496.00
Invoice	.102020		

Transaction Date	10/1/2020	Due 10/31/2020 CASH	10100
Total			\$558.00

Claim Type

Claim# 7975 MANSETTI S

Cash Payment	E 102-41910-441 Miscellaneous	CARES GRANT	\$20,000.00
Invoice	.0920		

Transaction Date	9/30/2020	Due 10/30/2020 CASH	10100
Total			\$20,000.00

Claim Type

Claim# 7964 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$8,530.75
Invoice	551455		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$31.20
Invoice	240-00452		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$541.90
Invoice	552402		

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$3,977.20
Invoice	552394		

10/01/20 12:44 PM

***Claim Register©**

October 2020

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$4.50
Invoice	101270		

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 9

***Claim Register©**

AP 10-05-2020

October 2020

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$240.00
Invoice 101270					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$244.50

Claim Type

Claim# 7908 PEPSI COLA

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			-\$36.85
Invoice 33271254					

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$507.95
Invoice 33271253					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$471.10
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Claim Type

Claim# 7916 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$20.41
Invoice 6097435					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$74.17
Invoice 6093884					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$48.67
Invoice 6097434					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			-\$43.47
Invoice 615700					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$18.84
Invoice 6093885					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			\$1.57
Invoice 6093886					

Cash Payment	E 609-49751-253 Wine For Resale	WINE			-\$9.38
Invoice 615700					

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$538.00
Invoice 6097435					

Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$453.25
Invoice 6093885					

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC			\$49.50
Invoice 6093886					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$4,272.45
Invoice 6093884					

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$3,537.44
Invoice 6097434					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$8,961.45
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Claim Type

Claim# 7897 ROEPKE, KIMBERLY

Cash Payment	G 803-22000 Deposits	DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice .0920					

Cash Payment	E 405-43100-805 2020 Street Improvements	DRIVEWAY ESCROW/CREDIT			\$504.00
Invoice .0920					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$754.00
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Claim Type

Claim# 7936 ROYAL SUPPLY

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES			\$20.10
Invoice 946					

Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES			\$10.05
Invoice 946					

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 10

*Claim Register©

AP 10-05-2020

October 2020

Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$5.02
Invoice	946					
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$5.02
Invoice	946					
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$5.02
Invoice	946					
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$5.03
Invoice	946					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$50.24
Claim Type						
Claim#	7903	RUDE, RONALD				
Cash Payment	G 803-22000 Deposits		DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice	.0920					
Cash Payment	E 405-43100-805 2020 Street Improvements		DRIVEWAY ESCROW/CREDIT			\$891.00
Invoice	.0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,141.00
Claim Type						
Claim#	7896	SCHIBONKSI, KAREN & DOUGLAS				
Cash Payment	G 803-22000 Deposits		DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice	.0920					
Cash Payment	E 405-43100-805 2020 Street Improvements		DRIVEWAY ESCROW/CREDIT			\$2,115.00
Invoice	.0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$2,365.00
Claim Type						
Claim#	7843	SEH				
Cash Payment	E 602-49490-303 Engineering Fees		PERMIT REVIEW			\$149.75
Invoice	392798					
Transaction Date	9/24/2020	Due 10/24/2020	CASH	10100	Total	\$149.75
Claim Type						
Claim#	7895	SHERRETT, LORI				
Cash Payment	G 803-22000 Deposits		DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice	.0920					
Cash Payment	E 405-43100-805 2020 Street Improvements		DRIVEWAY ESCROW/CREDIT			\$882.00
Invoice	.0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,132.00
Claim Type						
Claim#	7901	SHIELDS, CASEY				
Cash Payment	G 803-22000 Deposits		DRIVEWAY ESCROW/CREDIT			\$250.00
Invoice	.0920					
Cash Payment	E 405-43100-805 2020 Street Improvements		DRIVEWAY ESCROW/CREDIT			\$936.00
Invoice	.0920					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$1,186.00
Claim Type						
Claim#	7941	SOUTHERN GLAZERS OF MN				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$14.08
Invoice	1998601					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.28
Invoice	1998599					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
Invoice	1996111					

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 11

*Claim Register©

AP 10-05-2020

October 2020

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.24
Invoice	1996112					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$55.04
Invoice	1998600					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$470.00
Invoice	1998601					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,038.15
Invoice	1996112					
Cash Payment	E 609-49751-251 Liquor For Resale					\$4,155.63
Invoice	1998600					
Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$5,746.98

Claim Type

Claim# 7946 STREICHER S

Cash Payment	E 102-42110-217 Other Operating Supplies	GAS MASK				\$3,240.00
Invoice	11453368					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$3,240.00
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Claim Type

Claim# 7887 SUN LIFE FINANCIAL

Cash Payment	E 101-41400-130 Employer Paid Insurance					\$286.39
Invoice	.102020					
Cash Payment	E 101-41500-130 Employer Paid Insurance					\$149.75
Invoice	.102020					
Cash Payment	E 101-41910-130 Employer Paid Insurance					\$81.67
Invoice	.102020					
Cash Payment	E 101-42110-130 Employer Paid Insurance					\$909.70
Invoice	.102020					
Cash Payment	E 101-42210-130 Employer Paid Insurance					\$74.21
Invoice	.102020					
Cash Payment	E 101-42400-130 Employer Paid Insurance					\$75.20
Invoice	.102020					
Cash Payment	E 101-43100-130 Employer Paid Insurance					\$176.37
Invoice	.102020					
Cash Payment	E 101-43210-130 Employer Paid Insurance					\$39.19
Invoice	.102020					
Cash Payment	E 101-45200-130 Employer Paid Insurance					\$176.37
Invoice	.102020					
Cash Payment	E 601-49440-130 Employer Paid Insurance					\$129.35
Invoice	.102020					
Cash Payment	E 602-49490-130 Employer Paid Insurance					\$129.34
Invoice	.102020					
Cash Payment	E 609-49750-130 Employer Paid Insurance					\$140.93
Invoice	.102020					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$2,368.47
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Claim Type

Claim# 7963 THE AMERICAN BOTTLING COMP

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$397.67
Invoice	3562608821					

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total	\$397.67
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Claim Type

Claim# 7842 TITAN ENERGY SYSTEMS

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 12

*Claim Register©

AP 10-05-2020

October 2020

Cash Payment	E 602-49490-229 Project Repair & Maintena	GENERATOR LOAD BANK			\$798.00
Invoice	200911-002				
Cash Payment	E 601-49440-233 Water Treatment Plant Mai	GENERATOR LOAD BANK			\$798.00
Invoice	200911-015				
Cash Payment	E 601-49440-233 Water Treatment Plant Mai	GENERATOR LOAD BANK			\$1,278.00
Invoice	200911-003				
Cash Payment	E 602-49490-228 Equipment Maintenance	GENERATOR LOAD BANK			\$1,447.00
Invoice	200911-006				
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	GENERATOR			\$255.60
Invoice	200911-007				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	GENERATOR			\$255.60
Invoice	200911-007				
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	GENERATOR			\$255.60
Invoice	200911-007				
Cash Payment	E 101-45200-401 Repairs/Maint Buildings	GENERATOR			\$255.60
Invoice	200911-007				
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	GENERATOR			\$255.60
Invoice	200911-007				
Transaction Date	9/24/2020	Due 10/24/2020	CASH	10100	Total \$5,599.00

Claim Type

Claim# 7952 TOM LYNCH ELECTRIC

Cash Payment	E 602-49490-400 System Jetting	SERVICE			\$145.00
Invoice	.0920				
Cash Payment	E 602-49490-400 System Jetting	SERVICE			\$250.00
Invoice	.0920				
Cash Payment	E 602-49490-400 System Jetting	SERVICE			\$175.00
Invoice	.0920				
Cash Payment	E 601-49440-233 Water Treatment Plant Mai	SERVICE			\$375.00
Invoice	.0920				
Cash Payment	E 601-49440-233 Water Treatment Plant Mai	SERVICE			\$225.00
Invoice	.0920				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$1,170.00
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Claim Type

Claim# 7837 TOTAL CONTROL SYSTEMS, INC.

Cash Payment	E 102-41400-560 Computers	COMPUTERS			\$2,671.52
Invoice	9459				

Transaction Date	9/24/2020	Due 10/24/2020	CASH	10100	Total \$2,671.52
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Claim Type

Claim# 7973 VALLEY-RICH CO., INC

Cash Payment	G 601-16300 Infrastructure	VALVE REPLACEMENT			\$8,601.73
Invoice	28643				

Transaction Date	9/30/2020	Due 10/30/2020	CASH	10100	Total \$8,601.73
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Claim Type

Claim# 7890 WSB & ASSOCIATES

Cash Payment	E 601-49440-303 Engineering Fees	PROFESSIONAL SERVICES			\$2,245.00
Invoice	R-016584-000-1				
Cash Payment	E 602-49490-303 Engineering Fees	PROFESSIONAL SERVICES			\$2,245.00
Invoice	R-016584-000-1				
Cash Payment	E 603-49490-311 Contract	PROFESSIONAL SERVICES			\$748.03
Invoice	R-016584-000-1				

CITY OF ST FRANCIS

10/01/20 12:44 PM

Page 13

*Claim Register©

AP 10-05-2020

October 2020

Cash Payment	E 101-41400-311 Contract	PROFESSIONAL SERVICES	\$748.03
Invoice	R-016584-000-1		
Cash Payment	E 101-42110-311 Contract	PROFESSIONAL SERVICES	\$748.03
Invoice	R-016584-000-1		
Cash Payment	E 101-42210-311 Contract	PROFESSIONAL SERVICES	\$748.03
Invoice	R-016584-000-1		
Cash Payment	E 101-45200-311 Contract	PROFESSIONAL SERVICES	\$748.03
Invoice	R-016584-000-1		
Cash Payment	E 101-41910-311 Contract	PROFESSIONAL SERVICES	\$749.85
Invoice	R-016584-000-1		
Transaction Date	9/30/2020	Due 10/30/2020 CASH	10100
			Total
			\$8,980.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$355,044.90
Total	\$355,044.90

Checks cut since last Council Meeting

TOTAL	374.00
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[illegible]

Disbursements via Debits to Checking Account

[illegible]

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: September 28, 2020
SUBJECT: Rezoning Request
LOCATION: Meadows of St. Francis Block 1 (PID #: 06-33-24-11-0069)
MEETING DATE: October 5, 2020
COMP PLAN: Medium/High Density Residential
ZONING: R-3 Medium Density Residential

OVERVIEW

The Meadows of St. Francis is an existing 66-unit townhome development located along Cree St NW on the southern end of St. Francis. The final plat for the development was approved in 2004, and the development has been in the process of construction ever since. Roughly half of the subdivision remains undeveloped today.

Following the property owner's most recent request to construct one of the approved townhome structures, Staff realized that this development does not conform to the City's Code in a number of ways, including development lot size, setbacks, and private streets. Because of this, the construction request, which was consistent with the final plat, was not in conformance with the City Code.

In the interest of allowing the development to continue as originally approved, Staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3. A Planned Unit Development (PUD) allows for deviations from the underlying zoning district which provides the flexibility to make full build-out of the area more feasible. In the meantime, Staff has provided building permits to the property owner to construct townhome structures in accordance with the final plat, with the understanding that the PUD will eliminate the nonconformities within the development.

PLANNING COMMISSION REVIEW

A public hearing was held on the proposed rezoning at the Planning Commission on September 3, 2020. No members of the public were present. The Planning Commission discussed the history of the development. Commissioners also discussed the lack of guest parking within the development, noting that visitors use Cree Street for overflow parking. After discussion, the Planning Commission unanimously recommended approval of the rezoning. As part of this recommendation, the Planning Commission suggested converting the private streets from two-way to one-way streets, with parking along one side to provide additional opportunities for guest parking.

Staff reached out to the Fire Chief and the applicant to better understand the parking situation within the development. Following these discussions, Staff recommends that the Council request that the applicant and HOA consider the conversion of the private streets to one-way streets. Because these are private roads, the ultimate responsibility for providing and maintaining usable streets and guest parking opportunities lies with the applicant and the Homeowner's Association. Therefore, the conversion of streets has not been included as a requirement of the PUD.

Give the Planning Commission's and Staff's recommendation for approval, a draft ordinance and summary ordinance have been prepared for your review.

SUGGESTED MOTIONS

1. Move to approve Ordinance 265, Second Series approving the rezoning of Block 1, Meadows of St. Francis from R-3 to PUD R-3 as presented by Staff.
- 2.

ATTACHMENTS

- Draft Ordinance
September 16, 2020 – Planning Commission Packet

ORDINANCE NO. 265, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE CREATING THE MEADOWS OF ST. FRANCIS PLANNED UNIT
DEVELOPMENT**

WHEREAS, a rezoning from R-3 to PUD R-3 is requested for the land legally described as Block 1, Meadows of St. Francis;

WHEREAS, the land was platted into 66 townhome lots and one common lot in 2004; and

WHEREAS, Block 1 of the Meadows of St. Francis development is currently zoned R-3 Medium Density Residential; and

WHEREAS, the existing approved plat does not conform to the dimensional and setback requirements of the R-3 zoning district; and

WHEREAS, the property owner, Joshua Markham Builders, Inc. (Mark Olson), has requested to construct additional townhomes in conformance with the approved final plat but which do not meet the requirements of the R-3 zoning district; and

WHEREAS, the Planning Commission on September 16, 2020, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on October 5, 2020, has considered the recommendations of Staff and the Planning Commission, the contents of the staff report, public testimony, and other evidence available to the Council.

**THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA
COUNTY, MINNESOTA, ORDAINS:**

Section 1. Pursuant to St. Francis City Code Section 10-10, the property included in the following subdivision is hereby rezoned to PUD R-3:

- Meadows of St. Francis
 - Block 1, Lots 1-66
 - Outlot A

Section 2. The following conditions shall apply to property rezoned to PUD R-3 by this ordinance:

1. The following uses are permitted within the subdivisions included in the Meadows PUD:
 - (A) Attached townhomes with up to nine (9) units per structure.
2. Minimum dimensional requirements for the attached townhome lots shall be as follows:
 - (A) A minimum lot area of 1,664 square feet.
 - (B) A minimum lot width of 24 feet.
 - (C) A minimum street setback of 18 feet.
 - (D) A minimum rear yard setback of 0 feet.
 - (E) A building separation of 16 feet.
 - (F) A site periphery setback of 6 feet.
3. The private streets El Dorado St NW, 228th Ave NW, and Dakota St NW are permitted within this development and shall be owned and maintained by the development's Master Association.
4. The existing sewer and water facilities located below the private streets shall be City-maintained via an existing drainage and utility easement.
5. All new units constructed within the development shall be marketed and limited to compact cars in the driveways.
6. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-50-3 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 5th day of October, 2020.

SEAL

CITY OF ST. FRANCIS

By:

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk



CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: September 28, 2020
SUBJECT: Zoning Code Update
MEETING DATE: October 5, 2020

Following the adoption of the 2040 Comprehensive Plan in March 2020, Staff, with assistance from HKGI, has begun work on a process to update the City's Zoning Code. At the October 5 City Council meeting, Staff will introduce the project, identify focus areas for the update, and discuss potential zoning district changes being considered. With a goal to complete the Code update by the end of 2020, Staff will be checking in with both the Planning Commission and City Council periodically over the next few months to keep both bodies informed of the project's progress and to receive feedback regarding potential Code changes.

CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
DATE: September 28, 2020
SUBJECT: Revised Final Plat
APPLICANT: Marc Schulte
LOCATION: Outlot B, Turtle Ponds 3rd Addition (PID #33-34-24-44-0005)
MEETING DATE: October 5, 2020
COMP PLAN: Medium Density Residential (3-7 units/acre)
ZONING: Turtle Ponds PUD – Single-Family

OVERVIEW

The final plat and plans for the 5th Addition of the Turtle Ponds PUD were approved by the City Council on March 2, 2020. The original final plat included 2 single-family lots on a 10-acre parcel with access onto 229th Ave NW. The applicant is requesting to revise the plat to create one large single-family lot on the property.

A majority of the site consists of wetlands and is located within the floodplain, leaving a fairly small building site. Wetland replacement credits will be purchased to offset the small amount of wetland fill which will occur to allow the construction of the driveway. The applicant is proposing to locate the building pad further from the neighboring townhome structures, but within the designated FEMA floodplain. The buildable area shown on the Grading, Development, and Erosion Control Plan (Sheet 3 of 4) will be raised out of the floodplain using fill. This will be mitigated by the creation of a ponding area to the south of the proposed building pad. The applicant will be requesting a Letter of Map Revision (LOMR) to revise the location of the floodplain.

The proposed lot meets all dimensional requirements established in the Turtle Ponds PUD for single-family lots.

Though approved, the final plat was never recorded with the County. Therefore, the Council is requested to rescind the original Resolution and approve the revised final plat and plans. A draft resolution has been prepared for your review.

SUGGESTED MOTIONS

1. Move to rescind Resolution 2020-14 and approve Resolution 2020-37 approving the revised Turtle Ponds 5th Addition final plat with conditions and findings of fact as presented by Staff.

ATTACHMENTS

- Draft Resolution
- Revised Final Plat and Plans

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

RESOLUTION 2020-37

**A RESOLUTION RESCINDING RESOLUTION 2020-14 AND APPROVING THE
FINAL PLAT AND FINAL PLANS FOR THE 5th ADDITION OF THE TURTLE RUN
SUBDIVISION IN THE TURTLE RUN PLANNED UNIT DEVELOPMENT**

WHEREAS, the applicant, Marc Schulte, on behalf of Dave Schulte, has requested final plat approval for property legally described as Outlot B of Turtle Ponds 3rd Addition; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 7, 2019; and

WHEREAS, the final plat and final plans are in substantial conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on March 2, 2020, considered the final plat and final plan documentation; and

WHEREAS, Resolution 2020-14 was never filed with the County; and

WHEREAS, the applicant has requested to revise the final plat to include only one single-family lot and has provided updated plans; and

WHEREAS, the City Council of the City of St. Francis on October 5, 2020, considered the revised final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby rescinds Resolution 2020-14 and approves the final plat, final PUD plan, and associated documents for the 5th Addition of the Turtle Ponds subdivision in the Turtle Run Planned Unit Development based on the following findings of fact:

1. The final plat and plans for the 5th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat;
2. The final plat and plans for the 5th Addition comply with both the St. Francis 2040 Comprehensive Plan and the City Code;

3. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards;
4. The approving of the developers agreement is subject to the approval of the City attorney as to form;
5. The developer will be providing letters of credit to ensure the completion of utility and erosion control improvements;

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 5th Addition of Turtle Ponds shall be subject to the following conditions:

1. Applicant shall adhere to the requirements listed in the Anoka County Highway Department letter dated January 31, 2020.
2. A minimum area of 10,800 square feet per lot shall be located outside the floodplain.
3. The applicant shall provide legal proof of ownership of the property.
4. Resolution 2019-44 vacating the existing drainage and utility easement on the property shall be recorded with the final plat. A new drainage and utility easement is established by the approved final plat.
5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
6. The applicant shall be responsible for all costs associated with the final plat application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.
9. Proof of preliminary plat submittal to the Anoka County Highway Department shall be filed with the County Recorder of Deeds along with the final plat. City Staff shall provide proof of submittal to the applicant.

Approved and adopted by the City Council of the City of St. Francis on the 5th day of October, 2020.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Dated



City Council
AGENDA REPORT
Agenda Item #
9 D

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Land Transfer to Anoka County -PID 28-34-24-24-0002
DATE: October 5, 2020

OVERVIEW

Anoka County has reached out to the City in regards to a land transfer to further support and align the road project on Rum River Blvd – County Road 72.

The new road design will bring redesign the curve where Rum River Blvd corners to become 243rd. This road design was anticipated when the Johnson Acres Development to the east of that intersection was approved in 1997. At the time of platting that area, there was additional right of way planned for Anoka County to make future road changes. It is projected that construction will begin in 2021.

The parcel that the City is looking to transfer to Anoka County is a very small triangle piece on the west side of Rum River Blvd. This property has an existing driveway for a St. Francis address. The driveway extends to a residential structure roughly a half a mile North in Isanti County. That is the only property that will be directly impacted by the City transfer. Anoka County will work with that property owner through the construction changes.

ITEMS TO BE DISCUSSED:

Staff recommends Council approve Resolution 2020-38 Declaring Surplus property and Authorizing the disposal of said property

Staff recommends Council approve Ordinance 266, Second Series Approving the Sale of the City owned Real Estate, first reading.

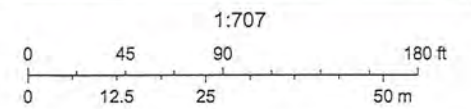
ATTACHMENTS:

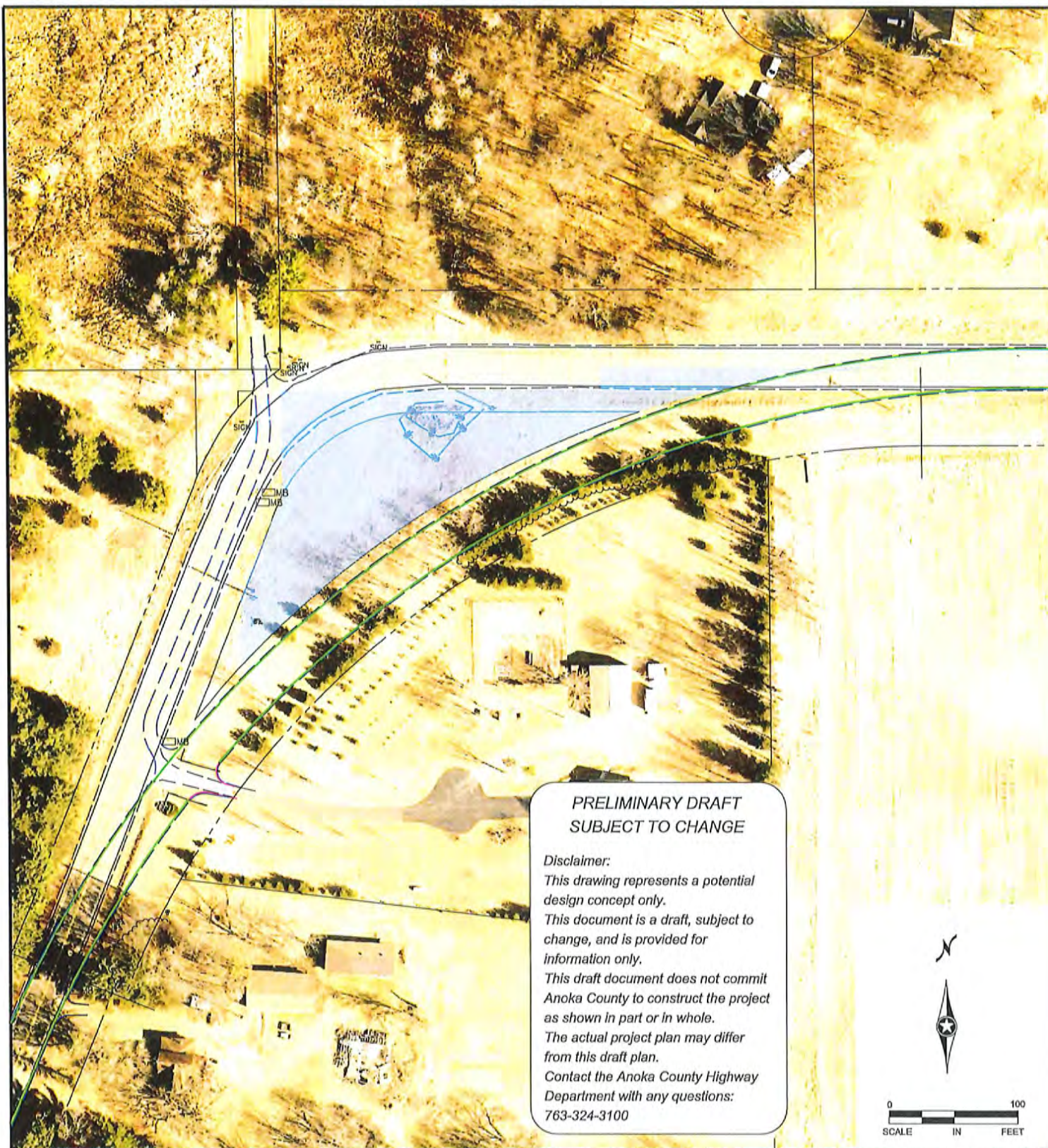
- Resolution 2020-38 - A Resolution Declaring Surplus Property and Authorizing the Disposal of Said Property 28-34-24-24-0002
- Ordinance 266 Second Series An Ordinance Approving the Sale of the City owned Real Estate
- Map of property to be transferred
- Preliminary Draft of proposed road re-alignment

City of St Francis, MN



September 30, 2020





**PRELIMINARY DRAFT
SUBJECT TO CHANGE**

Disclaimer:

This drawing represents a potential design concept only.

This document is a draft, subject to change, and is provided for information only.

This draft document does not commit Anoka County to construct the project as shown in part or in whole.

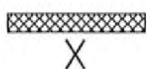
The actual project plan may differ from this draft plan.

*Contact the Anoka County Highway Department with any questions:
763-324-3100*



LEGEND

- CONST. LIMITS
- EXISTING FEATURES
- PROPOSED FEATURES



TREE REMOVAL
TREE REMOVAL

AREAS

NEW R/W	NEW P.E.	T.E.
28466	0	0

UNASSIGNED SITUS
PIN # 28-34-24-13-0004
C.P. 20-10-72

PARCEL # 0001

08/28/2020

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

RESOLUTION 2020-38

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY
28-34-24-24-0002**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

Those parts of the North Half of the Southwest Quarter of the Northeast Quarter and the North Half of the Southeast Quarter of the Northwest Quarter, all in Sec. 28, Township 34, Range 24, Anoka County, Minnesota, described as follows: Beginning at the northwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence North 89 degrees 45 minutes 11 seconds East, bearing assumed, along the north line of said North Half of the Southwest Quarter of the Northeast Quarter, 33.00 feet to a point hereinafter referred to as Point "A"; thence continue North 89 degrees 45 minutes 11 seconds East, along said north line of the North Half of the Southwest Quarter of the Northeast Quarter, 247.50 feet; thence South 00 degrees 14 minutes 49 seconds East 16.50 feet; thence South 89 degrees 45 minutes 11 seconds West 247.50 feet to its intersection with a line, hereinafter referred to as Line "A", bearing South 00 degrees 14 minutes 49 seconds East from said Point "A"; thence South 00 degrees 14 minutes 49 seconds East, along said Line "A", 82.51 feet to the southeasterly right-of-way line of County Road No. 72, said right-of-way line being parallel with and 33.00 feet southeasterly of, as measured at right angles to, the existing center line of said County Road No. 72, in place on September 1, 2020; thence southwesterly 41.80 feet along said right-of-way line, on a nontangential curve, concave to the southeast, having a radius of 467.00 feet, a central angle of 05 degrees 07 minutes 44 seconds and a chord bearing of South 24 degrees 11 minutes 37 seconds West; thence South 21 degrees 37 minutes 45 seconds West, tangent to said curve, along said right-of-way line, 130.73 feet to its intersection with a line parallel with and 66.00 feet westerly of, as measured at right angles to, said Line "A"; thence North 00 degrees 14 minutes 49 seconds West, along said parallel line, 258.38 feet to the north line of said North Half of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 46 minutes 51 seconds East, along said north line of the North Half of the Southeast Quarter of the Northwest Quarter, 33.00 feet to the point of beginning.

Containing 15,742 square feet (0.3614 acres), more or less.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby declares the above described real property as surplus, with the value of property determined to be \$0.00.

BE IT FURTHER RESOLVED that the City Administrator is authorized to dispose of said real property pursuant to City Code requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF OCTOBER, 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor of St. Francis

Barbara I. Held, City Clerk

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

ORDINANCE 266, SECOND SERIES

**AN ORDINANCE APPROVING THE SALE OF
CITY OWNED REAL ESTATE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. The City is hereby authorized and shall sell the following described real property at such time, under such terms and for amounts that the City Council deems appropriate at the time of sale: Property ID# 28-34-24-24-0002 Property Description:

Those parts of the North Half of the Southwest Quarter of the Northeast Quarter and the North Half of the Southeast Quarter of the Northwest Quarter, all in Sec. 28, Township 34, Range 24, Anoka County, Minnesota, described as follows:

Beginning at the northwest corner of said North Half of the Southwest Quarter of the Northeast Quarter; thence North 89 degrees 45 minutes 11 seconds East, bearing assumed, along the north line of said North Half of the Southwest Quarter of the Northeast Quarter, 33.00 feet to a point hereinafter referred to as Point "A"; thence continue North 89 degrees 45 minutes 11 seconds East, along said north line of the North Half of the Southwest Quarter of the Northeast Quarter, 247.50 feet; thence South 00 degrees 14 minutes 49 seconds East 16.50 feet; thence South 89 degrees 45 minutes 11 seconds West 247.50 feet to its intersection with a line, hereinafter referred to as Line "A", bearing South 00 degrees 14 minutes 49 seconds East from said Point "A"; thence South 00 degrees 14 minutes 49 seconds East, along said Line "A", 82.51 feet to the southeasterly right-of-way line of County Road No. 72, said right-of-way line being parallel with and 33.00 feet southeasterly of, as measured at right angles to, the existing center line of said County Road No. 72, in place on September 1, 2020; thence southwesterly 41.80 feet along said right-of-way line, on a nontangential curve, concave to the southeast, having a radius of 467.00 feet, a central angle of 05 degrees 07 minutes 44 seconds and a chord bearing of South 24 degrees 11 minutes 37 seconds West; thence South 21 degrees 37 minutes 45 seconds West, tangent to said curve, along said right-of-way line, 130.73 feet to its intersection with a line parallel with and 66.00 feet westerly of, as measured at right angles to, said Line "A"; thence North 00 degrees 14 minutes 49 seconds West, along said parallel line, 258.38 feet to the north line of said North Half of the Southeast Quarter of the Northwest Quarter; thence North 89 degrees 46 minutes 51 seconds East, along said north line of the North Half of the Southeast Quarter of the Northwest Quarter, 33.00 feet to the point of beginning.

Containing 15,742 square feet (0.3614 acres), more or less.

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

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

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 5th DAY OF OCTOBER, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

656538-v1

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: CARES Act Funds
DATE: October 5th, 2020

OVERVIEW

The City received \$593,079 in CARES Act Funding from the State of Minnesota. There are strict requirements on how this money can be spent. A total of seven business have applied for CARES Act money and the EDA awarded \$228,174.75 to these seven businesses.

The City had utilized \$89,157.07 for increased fire personnel costs, to enhance remote access for City employees during the shutdown, and personal protective equipment.

If the City does not spend the remaining dollars by November 15th, 2020 – the remaining balance of funds is returned to Anoka County.

Many of the categories in the *attached* CARES Act expenditure guidelines are noble causes. However, in the State of MN, Counties are generally tasked with Health, Housing, and Human Services type functions. Counties have received CARES Act funds too and Anoka County has already reached out to the City to get a list of properties in St. Francis – presumably to assist with things like *Food Programs, Housing Support, Medical Expenses, and potentially Nursing Home Assistance, Public Health, and possibly Unemployment*. The schools presumably have a different set of funding coming from the State of MN to assist in managing COVID-19 related matters.

City Staff has prepared the attached list of possible expenditures that fall within the attached guidelines.

Administration – the upgrading of laserfische software and a higher level of integrations with Permit Works will allow City Staff to better access records off site, allow residents and staff to process permits online – which would eliminate the requirement to come in to City Hall – or assist in operations if there were to be another shutdown. **\$31,400.**



Administration – upgrading to touchless fixtures for potentially less exposure to COVID-19 within City Hall and Fire Station. This would include bathrooms, light switches, garbage cans, and less porous conference table and chairs. In addition, an improved fan system for the HVAC to move air around better within City Hall. **\$32,810.**

Fire Department – see attached list and justifications.

Public Works – see attached list and justifications.

Police – see attached list and justifications.

Some of the purchases are estimated and will becoming finalized in the next few weeks. Any remaining balance after the estimates – will be used to offset Public Safety Salaries – which is currently projected at **\$63,132.18.**

Total Funds requested - **\$593,079.** (Including previously approved businesses grants).

Attachments:

Cares Act expenditure line items
Software upgrade justification
Fire Equipment justification
Public Works justification
Police justification
CARES Act Spending Guidelines

Requested Motion:

Motion to approve the proposed expenditures in accordance with the attached CARES Act expenditure guidelines.

City of St. Francis -CARES Funds

Total Received		\$ 593,079.00
Spent thru 08/31/2020	\$ 71,030.90	
Spent in September	\$ 8,126.17	
Miscellaneous Outstanding	\$ 10,000.00	
<i>Money spent to date has been used for fire personnel costs.</i>		
<i>Remote access costs for city hall, police, fire and public works. PPE</i>		
<i>for all departments.</i>		
		<u>\$ 89,157.07</u>
Left to Spend		<u><u>\$ 503,921.93</u></u>

Budget Requests

Admin

Laserfische	\$ 9,200.00	
Permit works update	<u>\$ 22,200.00</u>	
		\$ 31,400.00

City Hall/Community Room

Updates to bathrooms/light features (touchless features)	\$ 24,710.00	
Replace conference room Table/Chairs for better sterilization	\$ 5,000.00	
New touchless Garbage cans	\$ 300.00	
Replace Fans	\$ 2,500.00	
Masks	<u>\$ 300.00</u>	
		\$ 32,810.00

Community Development

Business Grants	\$ 228,174.75	
	<u></u>	
		\$ 228,174.75

Fire Department

Lucas CPR Device	\$ 16,869.00	
AED for Duty Squad	\$ 2,281.00	
EMS Response Jumpsuits	\$ 5,500.00	
Suction Device	\$ 588.00	
Additional Gloves	\$ 600.00	
Additional Squad to Fleet	\$ 35,000.00	
City email for officer staff	\$ 750.00	
Updates to bathrooms/light features (touchless features)	\$ 10,400.00	
Turnout Gear Dryer	<u>\$ 10,000.00</u>	
		\$ 81,988.00

Public Works

Truck	\$ 50,000.00	
SCBA Masks	\$ 2,000.00	
Warming House Updates Bathroom/Light features	\$ 4,700.00	
Warming House-tables and Chairs	\$ 2,500.00	
PPE	<u>\$ 2,000.00</u>	
		\$ 61,200.00

Police

Gas Masks	\$ 4,602.00	
PPE	\$ 615.00	
Salaries (Police Chief)	<u>\$ 63,132.18</u>	
		\$ 68,349.18

Total Allocated		<u>\$ 503,921.93</u>
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Remaining to spend		<u><u>\$ -</u></u>
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Admin

Darcy Mulvihill

From: Lisa Stoll
Sent: Thursday, September 17, 2020 11:32 AM
To: Joe Kohlmann; Barb Held; Darcy Mulvihill; Kate Thunstrom
Subject: Laserfiche Upgrades
Attachments: City of St. Francis_Scope of Work_Address Files Infrastructure_.pdf; City of St. Francis_Scope of Work_Permit Works Integration_(2).pdf

Hello,

I have receive the information regarding the upgrades for Laserfiche. Please see the attachments for the statement of work to integrate the property file structure and online permitting for Permit Works.

Statement of Work: Integrated Property Files Infrastructure:

With the completion of the hard copy property files being scanned into Laserfiche the infrastructure of how the property files scan into Laserfiche has changed a great deal and no longer follows the originally planned file structure. This has created increased time in manually entering and scanning permits and additional information. Manually entered information is not consistent from file to file. Upgrading the infrastructure is needed to standardize the file structure making it more efficient to locate past files for future use, allowing for a consistent organized file structure, setting retention timeframes as well as providing the potential of integration of other systems. This plan will standardize the way documents are captured , how documents are named , provide templates with retention information creating a more efficient , consistent workflow process that will potentially utilize any future use with Permit Works and other systems.

Statement of Work: Online Permitting Solution for Permit Works:

During the current times and the increased need to provide more online options to both customers and employees online permitting will provide the City with additional options to provide and maintain the same level of work as well as consistent customer service moving forward. Laserfiche and Permit Works have the ability to communicate with each other. This will provide a more efficient, organized and consistent way of handling permits . Although Permit Works has the ability to do online permitting for most things including permits that need reviews, the City will determine what permit types will be available online with the option to add in the future as needed.

The details are on the attached reports. Totals can be found on the last page of each report. Please let me know if you need further explanation or have any questions.

Thank you,

Lisa Stoll
Office Assistant
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070
Direct: 763-235-2300
City Hall: 763-753-2630
www.stfrancismn.org



"A City of Progress, Pride and Possibilities"

Product	Quantity	Unit Price	Total
Lucas CPR Device	1	\$ 16,868.81	\$ 16,868.81
AED for Duty Squad	1	\$ 2,280.90	\$ 2,280.90
EMS Response Jumpsuits	22	\$ 250.00	\$ 5,500.00
Suction Device	1	\$ 588.00	\$ 588.00
Additional Gloves	3 cases	\$ 200.00	\$ 600.00
Additional Squad to Fleet	1	\$ 35,000.00	\$ 35,000.00
City email for officer staff	3	\$ 250.00	\$ 750.00
Turnout Gear Dryer	1	\$ 10,000.00	\$ 10,000.00
Fire Department Total			\$ 71,587.71

EMS jumpsuits are required for all responders, as an adjunct protective measure as most staff responder to emergencies from home and in street clothing. EMS jumpsuits are able to decontaminated immediately following an exposure

Gloves are enquired PPE for EMS response for infection control

Currently 5 staff members share 1 vehicle via a rotation, one vehicle creates challenges in a transient setting for transmitting pathogens and infectious disease with multiple users

City email address for officer staff ensures communication, consistency and falls in to the contingency plan for communications during the pandemic

Lucas device, AED, and Suction device are/will be used in cardiac arrest resuscitation. Theses devices will greatly reduce the amount of potential pathogens

Turnout gear dryer will allow us to quickly dry contaminated turnout gear and jumpsuits after running them through the extractor

Total \$2350.00 just parts
labor \$4700.00

* I would double that price for

Public Works

Public Works

- PPE \$2000
.00
- Plastic Tables and Chairs for the warming house \$2500.00
Justification: Currently we have wood tables and fabric chairs they cannot be properly
Sanitized. Plastic tables and chairs can be.
- Pickup Truck \$45,000.00
Justification: Currently the Public Works Director shares a vehicle with city hall this is not
Suitable due to the Covid 19 regulations. This would allow city hall to have their own vehicle
as well as the Public Works Director.

This is the best I could come up with I hope this is enough information.

Thanks,
Jeremy

Jeremy Shook

Streets/Parks Supervisor
City of St. Francis
4058 Saint Francis Blvd
St. Francis, MN 55070
763-233-5201
jshook@stfrancismn.org



Darcy Mulvihill

From: Todd Schwieger
Sent: Thursday, September 24, 2020 12:58 PM
To: Darcy Mulvihill
Subject: CARES ACT PURCHASES REQUEST
Attachments: Gas Mask Estimate.pdf; Mckesson quote.pdf

Darcy,

Attached is the estimate for providing each officer with a gas mask and filters as well as prices for requested medical supplies.

Justification: Since developing new department procedures and protocols in response to the COVID pandemic the police department has had to utilize personal protective equipment (PPE) much more frequently on a consistent basis. Officers wear masks and protective gloves to most calls and all St Francis city staff including police department staff wear masks on a daily basis while inside city buildings. As a result, city departments have had to purchase more PPE than usual which was unexpected and has had an impact on department budgets. The CARES ACT funding would allow the police department to purchase additional supplies for staff without putting an additional strain on the operating budget.

Also, with the current climate and ongoing civil unrest the police department is currently in a planning stage for situations that could arise this fall and during the spring of 2021. Part of the planning includes purchasing equipment that will help officers stay safe when responding to situations. The police department would like to provide each officer with a riot helmet, shield and gas mask with filters. The department would assign each officer a gas mask to prevent officers from sharing masks and possibly infecting one another with the COVID virus. The officers would be responsible for caring for their mask including disinfecting after each use and storing in personal lockers. The CARES Act funding will allow the purchase of the masks without putting an additional strain on the operating budget.



Todd Schwieger
Chief of Police
St. Francis Police Department
Direct 763-235-2330
Fax 763-235-2319
tschwieger@stfrancismn.org

New	Coronavirus Relief Fund (CRF) Categories
Administrative Expenses	Expenses associated with the administration of CRF funds
Budgeted Personnel and Services Diverted to a Substantially Different Use	Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
	Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered
	Payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures
COVID-19 Testing and Contact Tracing	Costs providing COVID-19 testing, including serological testing
	Contact tracing
Economic Support (other than small business, housing, and food assistance)	Expenditures related to a State, territorial, local, or Tribal government payroll support program.
	Employment and training programs for employees that have been furloughed due to the public health emergency, if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency
	Providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions
Expenses Associated with the Issuance of Tax Anticipation Notes	Expenses Associated with the Issuance of Tax Anticipation Notes
Facilitating Distance Learning	Facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions
Food Programs	Food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions

Housing Support	Consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense due to COVID-19 public health emergency
	Program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs
Improve Telework Capabilities of Public Employees	Improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions
Medical Expenses	COVID-19-related expenses of public hospitals, clinics, and similar facilities
	Establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
	Emergency medical response expenses, including emergency medical transportation, related to COVID-19
	Establishing and operating public telemedicine capabilities for COVID-19 related treatment
Nursing Home Assistance	Direct payments or grants to nursing homes
Payroll for Public Health and Safety Employees	Examples of types of covered employees, or classes of employees, include: •Public Safety, Public Health, Health Care, Human Services •Similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency
Personal Protective Equipment	Acquisition and distribution of a. medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers connected to COVID-19 public health emergency
Public Health Expenses	Disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency
	Technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety
	Public safety measures undertaken in response to COVID-19
	Expenses for quarantining individuals
	Recovery planning projects or operating a recovery coordination office
	Ongoing expenses from decommissioned equipment placed back into use or an unplanned lease renewal in order to respond to the public health emergency to the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance

	Maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions
	Care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions
Small Business Assistance	Provision of grants to small businesses to reimburse the costs of business interruption caused by required closures
Unemployment Benefits	Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise
Workers' Compensation	Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the covered period, is an eligible expense
Items Not Listed Above - to include other eligible expenses that are not captured in the available expenditure categories	Other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria and don't fit into any of the above categories.



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Schedule a Worksession
DATE: October 5th, 2020

OVERVIEW

Community Development is requesting a worksession with the City Council. Potentially for next Tuesday October 13th.

Action to be considered:

Schedule a Worksession.



Community Development

Quarterly Report of July - September 2020

Economic Development

Small Business Relief Grants – The City received Federal CARES Act funds from the State of Minnesota. Those funds allowed the City to address needs related to PPP, remote work needs and emergency preparedness. The EDA utilized funds to provide grants to small businesses struggling due to COVID-19. Seven grant applications were received and funded with this program.



Bridge Street- has had an ownership change in one building now offering opportunities for leasing as other buildings continue to sit on the market for sale. With the current retail and restaurant market uncertainties, and the condition of existing properties, property seem slow to attract buyers. The vacant district building has a new owner who is looking for tenants. Bridge Street is in what is identified as our Downtown district or B1 zoning district. This guides the area for being sidewalk friendly and supports local retail and business needs. Staff has listed all City and EDA owned property along Bridge Street for sale and is reaching out directly to possible developers for both housing and commercial opportunities.

Commercial projects – staff continues to work with commercial properties on inquiries from possibility developers. Many parcels have had questions on zoning come through City Hall, however many have not made movement forward. City staff support property owners by providing information on the listings on the City website, offering infrastructure mapping and through marketing efforts.

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

ST. Francis Economic Development Authority

The SFEDA worked on two projects during the third quarter of 2020. One included the administration of the CARES Act grants as identified in the City's economic development efforts. The other was to begin the acquisition of four properties for re-development efforts on Bridge St. and Ambassador Blvd. The acquisition will open up the option for the city to create a civic campus or to further our redevelopment efforts by demolishing the existing structures and allowing space for new development.

Housing Development



Meadows Townhomes –Joshua Markum homes continues to build new homes and is now constructing their fifth building. This development is exceeding the EDA Performance Standards required as part of the purchase of this property. This development has participated in the Spring and Fall Parade of Homes.

Woodhaven Expansion – New homes continue to be added to the Woodhaven development as they still have available spaces to fill. This is an ownership development and units are only brought in when purchased. City continues to work with owner as new units are brought in.

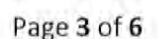
Rivers Edge Development –Four phases have received final approval and are underway. The third phase was started near the river along with additional properties in the center and the start of the 2nd addition on the east side began roads and utilities in September. This continues to be a successful development for single family homes and staff are working with the developer to opening up more lots in the spring.



Siwek Park (located in Rivers Edge)- City has received a \$245,000 DNR grant for the development of the park in this and will continue to work with meeting the regulations of the funds prior to beginning construction. Per the State, the City needed to complete a Phase I archeological review. This was completed still in September and the park continues to advance forward. It was anticipated that the City would have final approval from the State in September 2020, however delays at the federal level this date has been pushed this into the new year.

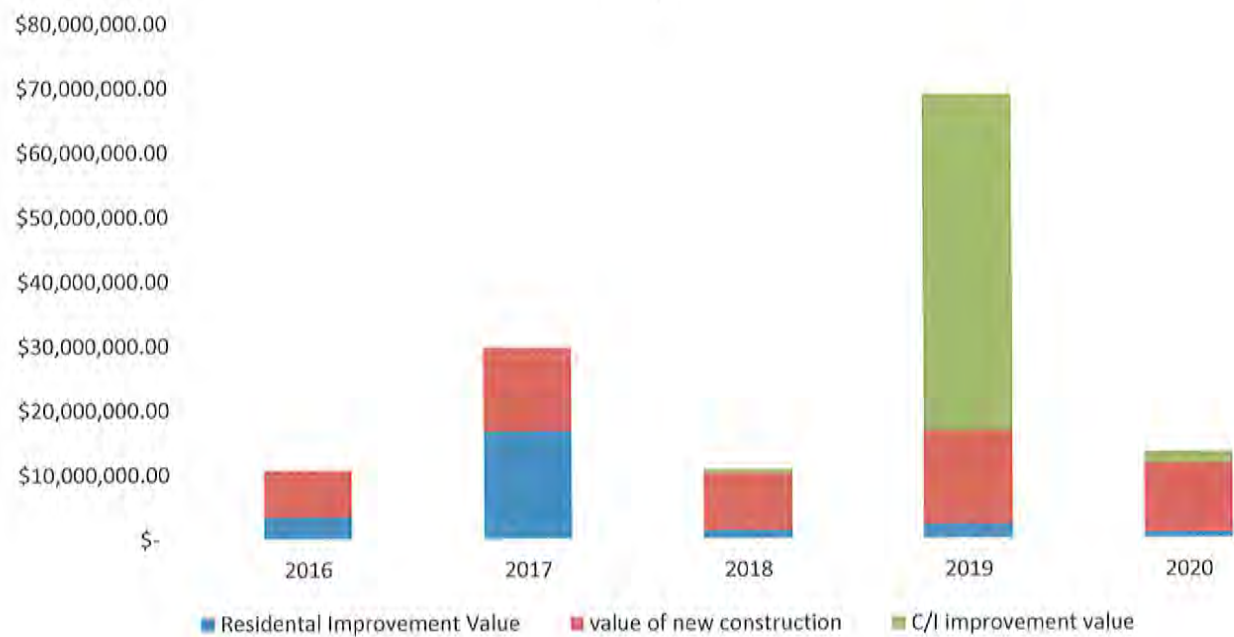
Building Department

Below shows the City at the end of the third quarter compared to year end totals for 2016 through 2019.



Permit value is an important indicator in regards to the overall investment in the city. It is important to maintain what is already in place to ensure housing and building stock continues to serve a need and adds value to the community. Much of this year's value to date is from new single family homes. Permit totals remain high and the City has processed 477 permits to date.

Value of Improvements



Permit revenue is based on both counter permits (flat fee items such as fences, roofs, etc.) and projects that are based on a valuation schedule. All permit costs are identified in the City fee schedule. Fees are utilized to cover expenses of the permit process such as administration, inspections, engineering and planning if necessary. Below is the total permit revenue for years 2016-2019 and the to date figure for 2020.

Permit Revenue



Administration

- Broadband and Internet – With changes to both the workforce and education system this year the internet is no longer being seen as a luxury but a necessity. Several residents have reached out to Staff in an effort to make long term solutions and spoke to Council at the September 21st meeting. This is a project that would require multi-year work with providers and the State of Mn on possible grant funds. Staff will continue to work with the residents and providers to find solutions and opportunities to bring to Council.
- Comprehensive Plan – the final 2040 Comprehensive Plan document was approved March 2, 2020. HKGi is guiding Staff through the Zoning districts and necessary code changes to ensure they represent not only the City's goals and vision but create a land use process that is beneficial to encourage development and growth in an organized, efficient and sensible way. This work will continue for the remainder of the year.
- GIS Service Provide – Staff began working on a test site with our new provider WSB for an updated GIS system in September. The testing of the new system will continue for the next few weeks to work out layers, connections to PermitWorks and data for Community Development and allow Public Works to identify and report on infrastructure. Both departments have met regularly with WSB and continue to provide feedback on the day to day needs of GIS.
- CUP/IUP Permits – an inventory was completed of all land use permits in St. Francis. From that inventory it was found that the City had outstanding permits from as far back as the 1980's that were no longer in use. In August Staff took the list of permits to the Planning Commission and Council to officially revoke outdated or un-used permits. Many of the current owners were supportive of this process as they acknowledged the permits were no longer being used.

Code Enforcement

Code enforcement has been extremely busy this spring and summer with residents calling in on issues related to long grass, excessive amounts of vehicles, junk and debris in neighboring properties. The City has had to hire a lawn service to mow a couple properties due to failing to comply with a request to address the issue. These costs are passed on to the property owners and assessed if not paid.

Twenty-six properties were active during the third quarter with a total of 78 properties to date having to be contacted by more than a verbal request.



The Following properties are properties that are multi-year and ongoing code enforcement efforts:

- 22xxx Rum River Blvd - nuisance property, the City has received the court order to remove this property due to the nuisance condition. Staff will begin notifying the property owner and processing an RFP for the demolition of the property.

Planning Commission

The PC met all three months in the third quarter to discuss various land use topics. In July the group reviewed and recommended a subdivision request of a large parcel on Nacre Street. In August the Commission discussed the revocation of the Conditional Use permits that were no longer in use and the revocation of the permit for the behavioral health facility. In September the group discussed the acquisition of the EDA property as it relates to the Comprehensive Plan and possible future uses, the Zoning districts and Codes as it relates to changes needed for the Comprehensive Plan and the recommendation for a PUD to be placed over the Meadows Townhome development.

Planning Commission needs two new Commissioners to serve on the Commission for a term of January 2021 to December 2023. Interested parties should be sent to Kate for information and the application for consideration.