

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

JULY 20, 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 – July 6, 2020
 - B. Accept the Resignation of Police Officer – Jody Black
 - C. Fill Vacancy of Police Officer
 - D. Pay Estimate No. 1 for the 2020 Street Reconstruction Project
 - E. Pay Estimate No. 1 for the 2020 Street Rehabilitation Project
 - F. Sewer System Cleaning (Jetting) and Televising
 - G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. CARES Act – Small Business Relief Grant Program Policy
 - B. CUP Cancellation on Meadows of St. Francis 2nd Addition-Vacant Lot
 - C. Emergency Management Declaration
 - D. Change Order No. 1 – 225th Lane (2020 Street Reconstruction Project)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Police Department 2020 Second Quarter Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - July 18 Recycling Event @ LePage & Sons 8 am to noon
 - Aug 3 City Council Meeting @ 6:00 pm
 - Aug 11 State Primary Election 7am to 8 pm
 - Aug 17 City Council Meeting @ 6:00 pm
 - Aug 19 Planning Comm. Meeting @ 7:00 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-265>

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

CITY COUNCIL MINUTES

July 6, 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: Councilmembers Kevin Robinson, Sarah Udvig, Robert Bauer, Joe Muehlbauer, and Mayor Steve Feldman. Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, 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: Udvig, Muehlbauer, Robinson, Bauer, and Feldman.

Nays: None

Motion carried 5-0.

4. CONSENT AGENDA

- A. City Council Minutes – June 15, 2020
- B. Resolution 2020-26 Approving Additional Election Judges
- C. Accepting a donation from Matthew Bleifuss for City Parks
- D. Accept the Resignation of Police Officer and Authorization to fill Vacancy
- E. GIS Contract – Approving the Professional Service Agreement with WSB & Associates Inc. for GIS Services
- F. Nixle Contract – Approving the renewal of the Everbridge Nixle subscription for 12 months with a renewal date of July 25, 2020.
- G. UHL Contract – Approving the agreement with UHL and authorize the Public Works Director to sign renewal letter with UHL.
- H. Resolution 2020-27 Stormwater Management Plan
- I. Rum River Bluffs Surety Release – Approving the release of the Letter of Credit and all outstanding bonds
- J. Dust Control Second Application
- K. Payment of Claims \$462,131.97 Check #'s 77681-77753

Mayor Feldman asked that items D, F, H, J and K be pulled from the consent agenda for discussion and clarification.

Mayor Feldman asked that items D, F, H, J and K be pulled from the consent agenda for discussion and clarification.

**MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE CITY COUNCIL
CONSENT AGENDA ITEMS A-C, E, G AND I.**

Ayes: Feldman, Udvig, Robinson, Bauer and Muehlbauer

Nays: None

Motion carried 5-0.

D. Accept the Resignation of Police Officer and Authorization to fill Vacancy

Feldman questioned whether or not the school would be paying a full year for the school resource officer (SRO). I know there was discussion if the pandemic comes back and the school is closed down for 60 or more days there would be some type of refund or rebate given to the school district on the cost of the SRO. I am not for giving a refund or rebate.

Muehlbauer said with a contract you are always going to take a risk. I would like to hold off until we maybe discuss this more, like at the work session.

Police Chief Schwieger stated just for a clarification we are not posting the job for just a SRO it would be for a police officer. Feldman asked why should we be in the SRO business.

Udvig stated she spoke with Superintendent Beth Giese and they are not looking at getting rid of the SRO. However, she did mention item 10 and I am assuming that is the area discussed earlier about if the schools have to shut down again and it last longer than 60 days.

Robinson said he agrees with Muehlbauer; let us discuss this further at a work session.

Bauer agrees to post pone this item this evening for all the reasons already discussed. We may not need another officer if we still have one SRO and a code enforcement officer.

**MOTION BY ROBINSON SECOND UDVIG TO DELAY ACCEPTING THE
RESIGNATION AND AUTHORIZATION TO FILL THE VACANCY UNTIL AFTER A
WORK SESSION WITH DATE TO BE DETERMINED LATER IN THE MEETING.**

Ayes: Muehlbauer, Bauer, Robinson, Udvig, and Feldman.

Nays: None

Motion carried 5-0.

F. Nixle Contract

Feldman stated the City uses Nixle to provide the public notifications of important information. Currently there are approximately 1200 customers. City Administrator Joe Kohlmann said there is one change in the new subscription. It is how advisory and emergency messages are sent out, text versus emails.

Feldman said he just wanted people to be aware.

Robinson asked if there is a price difference. Chief Schwieger stated there is no price increase over last year's amount.

Bauer asked how could we relay the message to the residents of the change.

Staff will put something together to send out notifying the customers of the change.

H. Resolution 2020-27 Stormwater Management Plan

Feldman stated this adoption is needed for our 2040 Comp Plan. City Engineer Craig Jochum stated this plan that was drafted was a budgeted item within the Comp Plan budget. Added was to complete a culvert inventory as required by the Upper Rum River Watershed Management organization and to review ordinances to see if any need to be amended.

J. Dust Control

Feldman stated the City had to re-apply calcium chloride due to the rainfall shortly after it was applied. Public Works Director Jason Windingstad stated NSI has agreed to the same price they quoted us earlier this year. It always is a risk factor when you put it down. We did it earlier this year than in years past so they is something we will take into consideration next year. This will be paid out of the street maintenance fund.

K. Payment of Claims

Feldman asked Finance Director Darcy Mulvihill for a clarification on one of the vendors on the payment list and what it was for. Mulvihill answered his question. In addition, Feldman explained why this meetings claims were higher than usual. MOTION BY MUEHLBAUER SECOND BAUER APPROVING CONSENT AGENDA ITEMS F, H, J, AND K.

Ayes: Robinson, Udvig, Feldman, Bauer, and Muehlbauer

Nays: None

Motion carried 5-0.

5. MEETING OPEN TO THE PUBLIC

None

6. SPECIAL BUSINESS

None

7. PUBLIC HEARING

A. Resolution 2020-28 River's Edge 3rd Addition - Drainage and Utility Easement Vacation – Public Hearing

City Planner Beth Richmond reported the applicant is seeking vacation of drainage and utility easement of Outlot B, River's Edge 2nd Addition. At the time the 3rd Addition was approved, this easement was meant to be vacated to allow development of the 3rd Addition and then reestablished over the Outlots in the 3rd Addition. It has come to Staff's attention that the drainage and utility easement over Outlot B, 2nd Addition was never vacated as intended. Council is requested to approve the drainage and utility easement vacation to remove the underlying easement from 3rd Addition area that was final platted on August 19, 2019.

Mayor Feldman opened the public hearing at 6:33 pm. After asking for public comment and hearing none the public hearing closed at 6:34 pm.

Council had no comments.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING RESOLUTION 2020-28 VACATING THE DRAINAGE AND UTILITY EASEMENT OVER OUTLOT B, 2ND ADDITIONAL RIVERS EDGE AS PRESENTED BY STAFF.

Ayes: Bauer, Robinson, Udvig, Muehlbauer, and Feldman

Nays: None

Motion carried 5-0.

B. Resolution 2020-29 – Easement and Final Plat Approval – Public Hearing

City Planner Beth Richmond reported the applicant is seeking final plat and final plan approval for five (5) lots in the River's Edge Subdivision. This request conforms to the approved preliminary plat. A draft developer's agreement for the 4th Addition has been created for Council's review. The proposed conditions of final plat approval and findings of fact are listed in the draft resolution provided for Council review and approval.

Mayor Feldman opened the public hearing at 6:40 pm. After asking for public comment and hearing, none the public hearing closed at 6:40 pm.

MOTION BY UDVIG SECOND BAUER ADOPTING RESOLUTION 2020-29 A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 4TH ADDITION OF THE RIVERS EDGE PLANNED UNIT DEVELOPMENT WITH CONDITIONS AND FINDING OF FACT AS PRESENTED BY STAFF.

Ayes: Robinson, Bauer, Udvig, Feldman, and Muehlbauer

Nays: None

Motion carried 5-0.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 265, Second Series – Amending Chapter 10, Sections 62-5 and 63-4 of the Zoning Code of St. Francis to Allow Drive-Thru Establishments as Conditional Uses(2nd Reading)

Community Development Director Kate Thunstrom reported at the June 15th City council meeting, staff decided we would like to clarify some items in this ordinance at our next team meeting with HKGi and Hakanson Anderson that was scheduled for June 25th. At that meeting, staff and consultants determined this ordinance needed additional conversations with the Planning Commission and Council. Staff will move those conversations through the process when the zoning ordinance is updated as part of the Comprehensive Plan updates. Therefore, this evening staff is requesting to table the second reading of this amendment. Council agreed to wait.

MOTION BY ROBINSON SECOND MUEHLBAUER TO TABLE THE SECOND READING OF ORDINANCE 265, SECOND SERIES AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 62-5 AND 63-4 OF THE ZONING CODE OF ST. FRANCIS TO ALLOW DRIVE-THRU ESTABLISHMENTS AS CONDITIONAL USES UNTIL A LATER DATE.

Ayes: Muehlbauer, Udvig, Robinson, Bauer and Feldman

Nays: None
Motion carried 5-0.

B. Capital Equipment – Hustler Mower

Public Works Director Jason Windingstad reported when he started he looked at the inventory and Capital Improvement Plan for the equipment. The city is currently mowing with two 60-inch zero turn mowers and a 12-foot batwing mower coupled to the front of the Belo's. The Belo's is better used as a sidewalk snow removal machine than mowing. The Belo's is 13 years old and accrued years of added maintenance cost due to using it for snow removal and mowing. At the time of the Belos purchase the parks department was mowing roughly 30 acres of land, now we are mowing 83 acres and the Belo's is no longer efficient, reliable nor safe for our mowing needs. Instead of trading in the Belo's we could keep that for snow removal and purchase a Hustler 104 wide area mower. With monies set aside in the CIP staff would like to purchase a Hustler Super 104 wide area mower off the State Contract for an amount of \$25,866.00 from Elite Lift Truck out of Ramsey MN. The other quote the City received was for a Toro Z Master 7500 from MTI of Brooklyn Center for an amount of \$26,766.18.

Feldman asked Mulvihill if the funding is available and she said yes. With the Plan-It Software, we can plan ahead. We have been more budget conscious.

Bauer said he is all for it. Agree I like the software too, we can see all the numbers in front of us.

Robinson asked if we checked with neighboring cities to see what they use.

Windingstad said we currently have a Hustler mower and will be able to interchange some parts.

Udvig said she agrees with the information but asked if the Belos would last.

Windingstad stated yes being we are taking the wear and tear it gets from mowing away.

Muehlbauer said happy equipment is being used for what it is intended.

Feldman stated the public works department takes very good care of their equipment. We are spending money but getting a return.

MOTION BY BAUER SECOND UDVIG AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO PURCHASE A HUSTLER SUPER 104 WIDE AREA MOWER OFF THE STATE CONTRACT FROM ELITE LIFT TRUCK FOR \$25,866.

Ayes: Feldman, Robinson, Muehlbauer, Bauer and Udvig

Nays: None

Motion carried 5-0.

C. Driveway Credit

During the 2020 Street Reconstruction and Watermain Improvement Project, the City is removing and replacing a portion of the existing driveways to match them to the new concrete curb and gutter and in some cases replacing the exiting water service and shut off. Several property owners would like to repave their entire driveway in lieu of having the patch. Most cases these driveways are in very poor condition and are ready for replacement. These property owners have requested consideration for reimbursement of the portion of driveway the City was going to replace as part of the

project. City Engineer Jochum stated if the Council approves the reimbursement request, Staff recommends that:

1. The property owner would be responsible to have their driveway replaced by their own contractor.
2. The property owner shall complete and submit a Driveway Permit Application along with the required fees.
3. The City reimbursement is made to the property owner after all work is complete and the permit is closed.

Jochum stated the average replacement cost of the driveways is \$400 when the water service is not in the driveway and \$800 when the water service is in the driveway. No additional costs will be incurred by the City for reimbursement of the driveways other than staff time to facilitate the reimbursement. The permit fee for the driveway permit is \$50 plus \$250 Escrow for under 75' and \$100 plus \$500 Escrow for over 75'.

Muehlbauer said he does not see an issue with it.

Robinson stated his questions regarding the driveway permit were answered. I feel we are offering a good hand.

Udvig agreed with Muehlbauer and Robinson's comments.

Bauer said he first questioned why they need a permit but agrees now they get one and the escrow fee makes sure they complete it.

Feldman said once the driveway is approved they receive the credit.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE DRIVEWAY REIMBURSEMENT FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT.

Ayes: Udvig, Bauer, Feldman, Muehlbauer, and Robinson

Nays: None

Motion carried 5-0.

D. Water Meters – Payment

Ferguson Waterworks is requesting Final Payment for the 2019 Water Meter Replacement Project. The Final Payment of \$11,560.31 releases the 2% retainage. The original contract amount for this project was \$604,812.95. The final contract amount is \$578,015.72.

Feldman stated I like how it came in below budget.

Bauer asked are all individual meters replaced? Public Works Director Windingstad said, yes. Feldman ask is the software working out?

Robinson thanked Darcy for all her help. Mulvihill stated the extra money would go towards the next payment.

Udvig said sounds good and asked about a property at 3709-229th, she still does not have her meter replaced. Windingstad yes I will check into it, not sure why it has not been replaced.

Muehlbauer thanked Darcy for her help in detecting he had a leaky toilet because the new software showed he used water while not running any. Also thanked Public Works for helping out a friend who had a problem with a cracked meter horn.

MOTION BY ROBINSON SECOND UDVIG APPROVING THE FINAL PAYMENT TO FERGUSON WATERWORKS FOR \$11,560.31.

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

E. Hydrant Change out – Ambassador Blvd.

As Windingstad reported in his agenda report, the asset management inspection program has identified some water main work that needs to be completed. Staff has identified two hydrants that were installed in 1973 that have come to the end of their useful life. These hydrant's will be replaced with new Clow hydrants that meet our Development Standards and isolation valves will also be installed so maintenance can be performed when needed. Also, crews will be installing a new 10" gate valve in the intersection of 232nd and Ambassador. Right now, if the water main has to be shut down, we have to close valves on Bridge Street and 233rd to isolate the main. When this happens, we are also shutting water off to the Middle school. The addition of this new valve will reduce the number of customers that would be without water, including the middle school. Money has been set aside for this replacement along Ambassador Blvd. Two quotes were received; Dave Perkins Contracting Inc. \$15,050 and Valley-Rich Co., Inc. \$23,850. Staff is recommending the consideration of accepting the low quote from Dave Perkins Contracting in the amount of \$15,050.

Feldman said he would like to see it get done right.

Muehlbauer said no issue, like the savings.

Bauer also stated he liked the saving.

Robinson stated could the lower bid missed something being there is an \$8,000 difference between quotes.

Udvig had no questions.

Feldman stated we are being preemptive, proactive pays off.

MOTION BY BAUER SECOND MUEHLBAUER ACCEPTING THE LOWEST QUOTE OF \$15, 050 FROM DAVE PERKINS CONTRACTING FOR THE AMBASSADOR BLVD WATER MAIN IMPROVEMENT.

Ayes: Bauer, Robinson, Udvig, Muehlbauer, and Feldman,

Nays: None

Motion carried 5-0.

F. Work Session Scheduling

City Administrator Joe Kohlmann asked the council to set a time and date for a work session to discuss Bridge Street. Council asked the have the police officer vacancy on the agenda too. After some discussion it was determined the Work Session would be held on Tuesday, July 14th at 6:00 pm. This meeting will be held at the Public Works/Police Facility.

10. MEETING OPEN TO THE PUBLIC
None.

11. REPORTS

A. Department Reports – Community Development-2020 Second Quarter Report
Community Development Director Kate Thunstrom gave the 2020 Second Quarter Community Development Report. Thunstrom highlighted Economic Development,

Housing, Building Department, Administration update and Code Enforcement. The Council all agreed it was a good report again. The council discussed potential future development and the development happening around in the different cities.

B. Councilmember Reports -

Udvig- reported the school district is in discussion regarding the start of the school year. Residents know we are open to discussion and they can ask us questions. Muehlbauer – went to the Oak Grove City Council meeting about the cost share portion of the Poppy Street project. They are getting numbers from their engineer on the dollar amount for their portion. I don't know if we will get the road right of way needed or the tree removal. Feldman stated I don't believe they have a desire to do it this year. We would like to do some type of shard JPA for that area.

Bauer – thanked Officer Black for her years of service. Thoughts and prayers to the Community during this difficult time. Several students died over the weekend in accidents.

Robinson – thanks the Public Safety (Police and Fire) for making their presence known. Also thank you to city staff.

Feldman – Thanks to Craig, Joe K. and Joe M. for your work with Oak Grove. Also thank you to Darcy and Kate for working on the corona virus funding. Commend all staff and council on what we do. I have been trying to get ahold of a resident along Butterfield and she won't return my calls or emails regarding obtaining some road right away. Jochum stated he did speak with her and her sister last week should move forward. Feldman stated he is sorry to see Officer Black with 22 years of service go. Feldman then asked each of the department heads how their departments and staff are doing. All departments felt it was going pretty good and employees have stepped up when needed. Feldman feels we all work well together as a team. We look into everything, getting trust back. We have strong budgetary practice, we put in a lot of work the last four years, and we care about the residents.

C. Upcoming Events -

July 15 Planning Comm. Meeting @ 7:00 pm

July 20 City Council Meeting @ 6:00 pm

Aug 3 City Council Meeting @ 6:00 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 8:11 pm.

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Officer Resignation
DATE: July 20th, 2020

OVERVIEW:

On June 17th, 2020 a letter of resignation was received from Officer Jody Black. After 22 years in law enforcement Officer Black has decided to retire from law enforcement and begin a new chapter in her life. This agenda item was brought before City Council during the July 6th, 2020 meeting but a clear motion to accept the resignation was not received. The official resignation is needed in order for Officer Black to officially begin the retirement process.

ACTION TO BE CONSIDERED:

City Council approval to accept the resignation of Officer Jody Black

BUDGET IMPLICATION:

The department is currently budgeted for 12 licensed police officers.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4C

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Officer Opening
DATE: July 20th, 2020

OVERVIEW:

On June 17th, 2020 a letter of resignation was received from Officer Jody Black. After 22 years in law enforcement Officer Black has decided to retire from law enforcement and begin a new chapter in her life. During her time with the St Francis Police Department Officer Black served as the Department School Resource Officer. It is anticipated that St Francis Area Schools will approve a contract for the 2020/2021 school year for the service of one School Resource Officer. In an effort to meet the needs of St Francis Area Schools by providing a School Resource Officer and to maintain current police department staffing levels the vacancy created by Officer Black's resignation would need to be filled.

Officer Jody Black is currently at the top of the police officer pay scale which consists of six steps. A new officer would likely start towards the bottom of the police officer pay scale. In recent hiring processes the department has been fortunate to hire applicants with police officer experience. Those officers both started at step 2 of the police officer pay scale. A new officer starting at step 2 of the police officer pay scale would provide an estimated \$20,000 in cost savings to the city for the year 2021.

The hiring of the officer is anticipated to take approximately 60 days. In addition, the officer will need to complete Field Training. By authorizing the hiring process now, the Department is optimistic to have a new officer in Field Training and be back to 12 licensed officers by fall of 2020.

ACTION TO BE CONSIDERED:

City Council approval for the St Francis Police Department to post an opening seeking applicants to fill the vacant position of police officer.

BUDGET IMPLICATION:

The department is currently budgeted for 12 licensed police officers.



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

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2020 Street Reconstruction and Watermain Improvement Project - Pay Estimate No. 1
DATE: July 20, 2020

OVERVIEW:

Attached is Pay Estimate No. 1 for the 2020 Street Reconstruction and Watermain Improvement Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$430,315.13. The contract amount is \$2,244,139.79. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 1 for the 2020 Street Reconstruction and Watermain Improvement Project.

BUDGET IMPLICATION:

All the streets on this project are on the City's Municipal State Aid system therefore all the street improvements can be paid for with Municipal State Aid funds. The watermain improvements do not qualify for Municipal State Aid funds and will be paid for by local water funds and assessments. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local – Water & Assessments	Total
Work Completed to Date	\$120,306.00	\$332,657.30	\$452,963.30
Less 5% Retainage	\$6,015.30	\$16,632.87	\$22,648.17
Recommended Payment	\$114,290.70	\$316,024.43	\$430,315.13

ATTACHMENTS:

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

July 1, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Street Reconstruction and Watermain Improvement Project
Contractor: Kuechle Underground, Inc.
Contract Amount: \$2,244,139.79
Award Date: May 4, 2020
Completion Date: October 23, 2020

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	CLEARING	17	TREE	\$175.00		\$ -
2	GRUBBING	17	TREE	\$100.00		\$ -
3	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$250.00		\$ -
4	REMOVE CASTING	7	EACH	\$60.00		\$ -
5	REMOVE SIGN	1	EACH	\$40.00		\$ -
6	SAWING CONCRETE PAVEMENT - FULL DEPTH	103	LIN FT	\$3.00		\$ -
7	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	388	LIN FT	\$3.00		\$ -
8	REMOVE SEWER PIPE (STORM)	30	LIN FT	\$16.00		\$ -
9	REMOVE CURB AND GUTTER	339	LIN FT	\$3.00		\$ -
10	REMOVE CONCRETE DRIVEWAY PAVEMENT	92	SQ YD	\$3.00		\$ -
11	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	941	SQ YD	\$3.00		\$ -
12	REMOVE BITUMINOUS PAVEMENT	4,338	SQ YD	\$3.00		\$ -
13	COMMON EXCAVATION (EV)	3,245	CU YD	\$16.00		\$ -
14	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	3,894	CU YD	\$0.01		\$ -
15	SUBGRADE PREPARATION	13.9	ROAD STATION	\$200.00		\$ -
16	MILL BITUMINOUS SURFACE (1.5")	387	SQ YD	\$5.00		\$ -
17	BITUMINOUS MATERIAL FOR TACK COAT	325	GALLONS	\$3.00		\$ -
18	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	280	SQ YD	\$18.00		\$ -
19	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	606	SQ YD	\$22.00		\$ -
20	24" PERF PE PIPE DRAIN (SMOOTH)	214	LIN FT	\$145.00		\$ -
21	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	\$62.00		\$ -
22	15" RC PIPE SEWER DESIGN 3006 CLASS V	991	LIN FT	\$55.00		\$ -
23	ADJUST SANITARY SEWER MANHOLE	2	EACH	\$1,000.00		\$ -
24	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00		\$ -
25	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	3	EACH	\$1,200.00		\$ -
26	CASTING ASSEMBLY	20	EACH	\$700.00		\$ -
27	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	53.3	LIN FT	\$500.00		\$ -
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	5.3	LIN FT	\$960.00		\$ -
29	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00		\$ -
30	6" CONCRETE DRIVEWAY PAVEMENT	93	SQ YD	\$45.00		\$ -
31	MAIL BOX SUPPORT	14	EACH	\$105.00		\$ -
32	SIGN PANEL TYPE C	22.3	SQ FT	\$55.00		\$ -
33	DECIDUOUS TREE 2.5" CAL B&B	17	TREE	\$495.00		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project

Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
34	PRUNE TREES	8	HOURL	\$95.00		\$ -
35	STORM DRAIN INLET PROTECTION	9	EACH	\$220.00		\$ -
36	SILT FENCE; TYPE MS	100	LIN FT	\$2.20		\$ -
37	LOAM TOPSOIL BORROW (LV)	669	CU YD	\$23.00		\$ -
38	FERTILIZER TYPE 1	440	POUND	\$1.00		\$ -
39	SEED MIXTURE 25-131	242	POUND	\$3.20		\$ -
40	HYDRAULIC BONDED FIBER MATRIX	3,850	POUND	\$1.60		\$ -
41	SEEDING	1.1	ACRE	\$200.00		\$ -

Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)

\$ -

Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
42	CLEARING	0.10	ACRE	\$6,000.00		\$ -
43	GRUBBING	0.10	ACRE	\$2,000.00		\$ -
44	CLEARING	20	TREE	\$175.00	22	\$ 3,850.00
45	GRUBBING	20	TREE	\$100.00	4	\$ 400.00
46	REMOVE MANHOLE OR CATCH BASIN	5	EACH	\$250.00	3	\$ 750.00
47	REMOVE CASTING	18	EACH	\$60.00	20	\$ 1,200.00
48	REMOVE SIGN	1	EACH	\$40.00		\$ -
49	SALVAGE SIGN	5	EACH	\$40.00	1	\$ 40.00
50	SAWING CONCRETE PAVEMENT - FULL DEPTH	317	LIN FT	\$3.00	324	\$ 972.00
51	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	670	LIN FT	\$3.00	547	\$ 1,641.00
52	REMOVE SEWER PIPE (STORM)	468	LIN FT	\$16.00	345	\$ 5,520.00
53	REMOVE CURB AND GUTTER	3,950	LIN FT	\$3.00	3,950	\$ 11,850.00
54	REMOVE CONCRETE DRIVEWAY PAVEMENT	561	SQ YD	\$3.00	603	\$ 1,809.00
55	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	975	SQ YD	\$3.00	894	\$ 2,682.00
56	REMOVE BITUMINOUS PAVEMENT	13	SQ YD	\$3.00	13	\$ 39.00
57	COMMON EXCAVATION (EV)	1,022	CU YD	\$16.00		\$ -
58	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,226	CU YD	\$0.01		\$ -
59	SUBGRADE PREPARATION	20.0	ROAD STATION	\$200.00		\$ -
60	AGGREGATE BASE CLASS 5	880	TON	\$0.01		\$ -
61	FULL DEPTH RECLAMATION	7500	SQ YD	\$5.00	7,500	\$ 37,500.00
62	SALVAGED FULL DEPTH RECLAMATION (CV)	1670	CU YD	\$6.00	2,900	\$ 17,400.00
63	MILL BITUMINOUS SURFACE (1.5")	18	SQ YD	\$5.00		\$ -
64	BITUMINOUS MATERIAL FOR TACK COAT	560	GALLONS	\$3.00		\$ -
65	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	975	SQ YD	\$18.00		\$ -
66	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	704	TON	\$62.00		\$ -
67	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	940	TON	\$62.00		\$ -
68	15" RC PIPE APRON	2	EACH	\$1,700.00		\$ -
69	15" RC PIPE CULVERT CLASS V	64	LIN FT	\$51.00		\$ -
70	12" RC PIPE SEWER DESIGN 3006 CLASS V	42	LIN FT	\$62.00		\$ -
71	15" RC PIPE SEWER DESIGN 3006 CLASS V	85	LIN FT	\$55.00		\$ -
72	18" RC PIPE SEWER DESIGN 3006 CLASS V	243	LIN FT	\$56.00		\$ -
73	21" RC PIPE SEWER DESIGN 3006 CLASS III	72	LIN FT	\$74.00		\$ -
74	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00		\$ -
75	SALVAGE SPRINKLER HEAD	20	EACH	\$50.00		\$ -
76	INSTALL SPRINKLER HEAD	20	EACH	\$125.00		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
77	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	\$1,200.00		\$ -
78	CASTING ASSEMBLY	20	EACH	\$700.00		\$ -
79	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	24.8	LIN FT	\$500.00		\$ -
80	ADJUST FRAME AND RING CASTING	13	EACH	\$800.00		\$ -
81	6" CONCRETE WALK	99	SQ FT	\$16.00		\$ -
82	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,846	LIN FT	\$14.00		\$ -
83	6" CONCRETE DRIVEWAY PAVEMENT	550	SQ YD	\$45.00		\$ -
84	TRUNCATED DOMES	16	SQ FT	\$20.00		\$ -
85	MAIL BOX SUPPORT	41	EACH	\$105.00		\$ -
86	SIGN PANEL TYPE C	5	SQ FT	\$55.00		\$ -
87	INSTALL SIGN	5	EACH	\$250.00		\$ -
88	DECIDUOUS TREE 2.5" CAL B&B	20	TREE	\$495.00		\$ -
89	STORM DRAIN INLET PROTECTION	5	EACH	\$220.00	1	\$ 220.00
90	SILT FENCE; TYPE MS	100	LIN FT	\$2.20		\$ -
91	LOAM TOPSOIL BORROW (LV)	963	CU YD	\$23.00		\$ -
92	FERTILIZER TYPE 1	600	POUND	\$1.00		\$ -
93	SEED MIXTURE 25-131	330	POUND	\$3.20		\$ -
94	HYDRAULIC BONDED FIBER MATRIX	5,250	POUND	\$1.60		\$ -
95	SEEDING	1.5	ACRE	\$200.00		\$ -

Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)

\$ 85,873.00

Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
96	CLEARING	6	TREE	\$175.00		\$ -
97	GRUBBING	6	TREE	\$100.00		\$ -
98	REMOVE CASTING	2	EACH	\$60.00		\$ -
99	REMOVE SIGN	1	EACH	\$40.00		\$ -
100	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	82	LIN FT	\$3.00		\$ -
101	REMOVE CURB AND GUTTER	771	LIN FT	\$3.00		\$ -
102	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	157	SQ YD	\$3.00		\$ -
103	COMMON EXCAVATION (EV)	217	CU YD	\$16.00		\$ -
104	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	260	CU YD	\$0.01		\$ -
105	SUBGRADE PREPARATION	3.8	ROAD STATION	\$200.00		\$ -
106	AGGREGATE BASE CLASS 5	100	TON	\$0.01		\$ -
107	FULL DEPTH RECLAMATION	1175	SQ YD	\$5.00		\$ -
108	SALVAGED FULL DEPTH RECLAMATION (CV)	265	CU YD	\$6.00		\$ -
109	BITUMINOUS MATERIAL FOR TACK COAT	90	GALLONS	\$3.00		\$ -
110	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	157	SQ YD	\$18.00		\$ -
111	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	115	TON	\$62.00		\$ -
112	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	150	TON	\$62.00		\$ -
113	SALVAGE SPRINKLER HEAD	2	EACH	\$50.00		\$ -
114	INSTALL SPRINKLER HEAD	2	EACH	\$125.00		\$ -
115	CASTING ASSEMBLY	2	EACH	\$700.00		\$ -
116	ADJUST FRAME AND RING CASTING	2	EACH	\$800.00		\$ -
117	CONCRETE CURB AND GUTTER DESIGN SPECIAL	773	LIN FT	\$14.00		\$ -
118	MAIL BOX SUPPORT	5	EACH	\$105.00		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "C" - Zea Street (S.A.P. 235-141-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
119	SIGN PANEL TYPE C	13.0	SQ FT	\$55.00		\$ -
120	DECIDUOUS TREE 2.5" CAL B&B	6	TREE	\$495.00		\$ -
121	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
122	LOAM TOPSOIL BORROW (LV)	183	CU YD	\$23.00		\$ -
123	FERTILIZER TYPE 1	120	POUND	\$1.00		\$ -
124	SEED MIXTURE 25-131	66	POUND	\$3.20		\$ -
125	HYDRAULIC BONDED FIBER MATRIX	1,050	POUND	\$1.60		\$ -
126	SEEDING	0.3	ACRE	\$200.00		\$ -

Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)

\$ -

Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
127	CLEARING	1	TREE	\$175.00	1	\$ 175.00
128	GRUBBING	1	TREE	\$100.00		\$ -
129	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$250.00		\$ -
130	REMOVE CASTING	7	EACH	\$60.00	4	\$ 240.00
131	REMOVE SIGN	2	EACH	\$40.00		\$ -
132	SAWING CONCRETE PAVEMENT - FULL DEPTH	21	LIN FT	\$3.00	23	\$ 69.00
133	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	15	LIN FT	\$3.00	14	\$ 42.00
134	REMOVE SEWER PIPE (STORM)	24	LIN FT	\$16.00		\$ -
135	REMOVE CURB AND GUTTER	652	LIN FT	\$3.00	652	\$ 1,956.00
136	REMOVE CONCRETE DRIVEWAY PAVEMENT	40	SQ YD	\$3.00	31	\$ 93.00
137	REMOVE CONCETE PAVEMENT	39	SQ YD	\$3.00	38	\$ 114.00
138	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	15	SQ YD	\$3.00	39	\$ 117.00
139	COMMON EXCAVATION (EV)	309	CU YD	\$16.00		\$ -
140	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	221	CU YD	\$0.01		\$ -
141	SUBGRADE PREPARATION	5.0	ROAD STATION	\$200.00		\$ -
142	AGGREGATE BASE CLASS 5	150	TON	\$0.01		\$ -
143	FULL DEPTH RECLAMATION	1364	SQ YD	\$5.00	1,364	\$ 6,820.00
144	SALVAGED FULL DEPTH RECLAMATION (CV)	305	CU YD	\$6.00	455	\$ 2,730.00
145	MILL BITUMINOUS SURFACE (1.5")	7	SQ YD	\$5.00		\$ -
146	BITUMINOUS MATERIAL FOR TACK COAT	135	GALLONS	\$3.00		\$ -
147	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	18	SQ YD	\$22.00		\$ -
148	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	131	TON	\$62.00		\$ -
149	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	177	TON	\$62.00		\$ -
150	12" RC PIPE SEWER DESIGN 3006 CLASS V	12	LIN FT	\$62.00		\$ -
151	24" RC PIPE SEWER DESIGN 3006 CLASS III	24	LIN FT	\$115.00		\$ -
152	CONNECT TO EXISTING STORM SEWER	2	EACH	\$2,000.00		\$ -
153	SALVAGE SPRINKLER HEAD	4	EACH	\$50.00		\$ -
154	INSTALL SPRINKLER HEAD	4	EACH	\$125.00		\$ -
155	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1	EACH	\$1,200.00		\$ -
156	CASTING ASSEMBLY	8	EACH	\$700.00		\$ -
157	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	9.5	LIN FT	\$500.00		\$ -
158	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00		\$ -
159	CONCRETE CURB AND GUTTER DESIGN SPECIAL	640	LIN FT	\$14.00		\$ -
160	6" CONCRETE DRIVEWAY PAVEMENT	34	SQ YD	\$45.00		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
161	7" CONCRETE DRIVEWAY PAVEMENT	10	SQ YD	\$81.00		\$ -
162	MAIL BOX SUPPORT	2	EACH	\$105.00		\$ -
163	SIGN PANEL TYPE C	15.3	SQ FT	\$55.00		\$ -
164	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	\$495.00		\$ -
165	STORM DRAIN INLET PROTECTION	3	EACH	\$220.00		\$ -
166	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
167	LOAM TOPSOIL BORROW (LV)	241	CU YD	\$23.00		\$ -
168	FERTILIZER TYPE 1	160	POUND	\$1.00		\$ -
169	SEED MIXTURE 25-131	88	POUND	\$3.20		\$ -
170	HYDRAULIC BONDED FIBER MATRIX	1,400	POUND	\$1.60		\$ -
171	SEEDING	0.4	ACRE	\$200.00		\$ -

Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)

\$ 12,356.00

Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
172	CLEARING	13	TREE	\$175.00		\$ -
173	GRUBBING	13	TREE	\$100.00		\$ -
174	REMOVE MANHOLE OR CATCH BASIN	2	EACH	\$250.00		\$ -
175	REMOVE CASTING	12	EACH	\$60.00		\$ -
176	SALVAGE SIGN	1	EACH	\$40.00		\$ -
177	SAWING CONCRETE PAVEMENT - FULL DEPTH	206	LIN FT	\$3.00		\$ -
178	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	470	LIN FT	\$3.00		\$ -
179	REMOVE SEWER PIPE (STORM)	31	LIN FT	\$16.00		\$ -
180	REMOVE CURB AND GUTTER	3,294	LIN FT	\$3.00		\$ -
181	REMOVE CONCRETE DRIVEWAY PAVEMENT	424	SQ YD	\$3.00		\$ -
182	REMOVE CONCETE PAVEMENT	33	SQ YD	\$3.00		\$ -
183	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	857	SQ YD	\$3.00		\$ -
184	REMOVE BITUMINOUS PAVEMENT	120	SQ YD	\$3.00		\$ -
185	COMMON EXCAVATION (EV)	889	CU YD	\$16.00		\$ -
186	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	1,067	CU YD	\$0.01		\$ -
187	SUBGRADE PREPARATION	16.9	ROAD STATION	\$200.00		\$ -
188	AGGREGATE BASE CLASS 5	500	TON	\$0.01		\$ -
189	FULL DEPTH RECLAMATION	5060	SQ YD	\$5.00		\$ -
190	SALVAGED FULL DEPTH RECLAMATION (CV)	1125	CU YD	\$6.00		\$ -
191	MILL BITUMINOUS SURFACE (1.5")	6	SQ YD	\$5.00		\$ -
192	BITUMINOUS MATERIAL FOR TACK COAT	390	GALLONS	\$3.00		\$ -
193	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	860	SQ YD	\$18.00		\$ -
194	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	490	TON	\$62.00		\$ -
195	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	650	TON	\$62.00		\$ -
196	12" RC PIPE SEWER DESIGN 3006 CLASS V	60	LIN FT	\$62.00		\$ -
197	15" RC PIPE SEWER DESIGN 3006 CLASS V	280	LIN FT	\$55.00		\$ -
198	CONNECT TO EXISTING STORM SEWER	1	EACH	\$2,000.00		\$ -
199	SALVAGE SPRINKLER HEAD	30	EACH	\$50.00		\$ -
200	INSTALL SPRINKLER HEAD	30	EACH	\$125.00		\$ -
201	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	2	EACH	\$1,200.00		\$ -
202	CASTING ASSEMBLY	12	EACH	\$700.00		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002) (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
203	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	23.4	LIN FT	\$500.00		\$ -
204	ADJUST FRAME AND RING CASTING	6	EACH	\$800.00		\$ -
205	CONCRETE CURB AND GUTTER DESIGN SPECIAL	3,323	LIN FT	\$14.00		\$ -
206	6" CONCRETE DRIVEWAY PAVEMENT	420	SQ YD	\$45.00		\$ -
207	MAIL BOX SUPPORT	41	EACH	\$105.00		\$ -
208	SIGN PANEL TYPE C	16.0	SQ FT	\$55.00		\$ -
209	INSTALL SIGN	1	EACH	\$250.00		\$ -
210	DECIDUOUS TREE 2.5" CAL B&B	13	TREE	\$495.00		\$ -
211	STORM DRAIN INLET PROTECTION	6	EACH	\$220.00		\$ -
212	SILT FENCE; TYPE MS	50	LIN FT	\$2.20		\$ -
213	LOAM TOPSOIL BORROW (LV)	814	CU YD	\$23.00		\$ -
214	FERTILIZER TYPE 1	520	POUND	\$1.00		\$ -
215	SEED MIXTURE 25-131	286	POUND	\$3.20		\$ -
216	HYDRAULIC BONDED FIBER MATRIX	4,550	POUND	\$1.60		\$ -
217	SEEDING	1.3	ACRE	\$200.00		\$ -
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)						\$ -

Bid Schedule "F" - Local Funding

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
218	CLEARING	0.40	ACRE	\$6,000.00		\$ -
219	GRUBBING	0.40	ACRE	\$2,000.00		\$ -
220	CLEARING	1	TREE	\$175.00		\$ -
221	GRUBBING	1	TREE	\$100.00		\$ -
222	REMOVE CASTING	1	EACH	\$60.00		\$ -
223	REMOVE HYDRANT	12	EACH	\$285.00		\$ -
224	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	70	LIN FT	\$3.00	53	\$ 159.00
225	REMOVE WATERMAIN	5993	LIN FT	\$1.00	2,529	\$ 2,529.00
226	REMOVE CURB AND GUTTER	324	LIN FT	\$3.00	324	\$ 972.00
227	SALVAGE FENCE	30	LIN FT	\$25.00		\$ -
228	REMOVE CONCRETE DRIVEWAY PAVEMENT	44	SQ YD	\$3.00	39	\$ 117.00
229	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	68	SQ YD	\$3.00	100	\$ 300.00
230	COMMON EXCAVATION (EV)	125	CU YD	\$16.00		\$ -
231	HAUL AND STOCKPILE EXCESS MATERIAL (LV)	150	CU YD	\$0.01		\$ -
232	AGGREGATE BASE CLASS 5	50	TON	\$0.01		\$ -
233	FULL DEPTH RECLAMATION	1261	SQ YD	\$5.00	1,237	\$ 6,185.00
234	SALVAGED FULL DEPTH RECLAMATION (CV)	280	CU YD	\$6.00	412	\$ 2,472.00
235	BITUMINOUS MATERIAL FOR TACK COAT	65	GALLONS	\$3.00		\$ -
236	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	19	SQ YD	\$18.00		\$ -
237	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B) 3.0" THICK	49	SQ YD	\$22.00		\$ -
238	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	119	TON	\$62.00		\$ -
239	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	158	TON	\$62.00		\$ -
240	4" PVC CAP	2	EACH	\$12.00		\$ -
241	6" PVC CAP	2	EACH	\$17.00		\$ -
242	CONNECT TO EXISTING SANITARY SEWER	4	EACH	\$2,000.00		\$ -
243	8"X4" PVC WYE SDR 26	2	EACH	\$350.00		\$ -
244	8"X6" PVC WYE SDR 26	2	EACH	\$400.00		\$ -
245	CLEAN AND VIDEO TAPE PIPE SEWER	1,395	LIN FT	\$1.20		\$ -

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "F" - Local Funding (Continued)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
246	4" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	\$24.00	62	\$ 1,488.00
247	6" PVC SANITARY SERVICE PIPE SDR 26	60	LIN FT	\$26.00		\$ -
248	24" STEEL CASING PIPE (JACKED)	94	LIN FT	\$500.00	94	\$ 47,000.00
249	TEMPORARY WATERMAIN	1	LUMP SUM	\$6,200.00	0.25	\$ 1,550.00
250	TEMPORARY WATER SERVICE	108	EACH	\$315.00	42	\$ 13,230.00
251	RECONNECT WATER SERVICE	108	EACH	\$460.00		\$ -
252	CONNECT TO EXISTING WATERMAIN	7	EACH	\$2,100.00	2	\$ 4,200.00
253	HYDRANT	11	EACH	\$4,100.00	5	\$ 20,500.00
254	1" CORPORATION STOP	103	EACH	\$550.00	39	\$ 21,450.00
255	6" GATE VALVE AND BOX	16	EACH	\$1,600.00	6	\$ 9,600.00
256	8" GATE VALVE AND BOX	16	EACH	\$2,100.00	9	\$ 18,900.00
257	1" CURB STOP AND BOX	103	EACH	\$465.00	39	\$ 18,135.00
258	SALVAGE SPRINKLER HEAD	6	EACH	\$50.00		\$ -
259	INSTALL SPRINKLER HEAD	6	EACH	\$125.00		\$ -
260	HYDRANT RISER	11	LIN FT	\$930.00		\$ -
261	1" TYPE PE PIPE	3,043	LIN FT	\$20.00	1,304	\$ 26,080.00
262	6" WATERMAIN DUCTILE IRON CL 52	268	LIN FT	\$50.00	91	\$ 4,550.00
263	8" PVC WATERMAIN	6,458	LIN FT	\$41.00	2,634	\$ 107,994.00
264	4" POLYSTYRENE INSULATION	11	SQ YD	\$23.00	7.1	\$ 163.30
265	DUCTILE IRON FITTINGS	4,596	POUND	\$10.00	1,371	\$ 13,710.00
266	CASTING ASSEMBLY	1	EACH	\$700.00		\$ -
267	ADJUST FRAME AND RING CASTING	1	EACH	\$800.00		\$ -
268	CASTING ASSEMBLY SPECIAL	17	EACH	\$90.00		\$ -
269	CONCRETE CURB AND GUTTER DESIGN SPECIAL	388	LIN FT	\$14.00		\$ -
270	6" CONCRETE DRIVEWAY PAVEMENT	16	SQ YD	\$45.00		\$ -
271	7" CONCRETE DRIVEWAY PAVEMENT	15	SQ YD	\$81.00		\$ -
272	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	570	LIN FT	\$16.00		\$ -
273	RELOCATE PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	60	LIN FT	\$10.00		\$ -
274	IMPACT ATTENUATOR	4	ASSEMBLY	\$1,500.00		\$ -
275	RELOCATE IMPACT ATTENUATOR	1	ASSEMBLY	\$500.00		\$ -
276	INSTALL FENCE	30	LIN FT	\$25.00		\$ -
277	SIGN PANEL TYPE C	4	SQ FT	\$55.00		\$ -
278	CONIFEROUS TREE 6' HT B&B	8	TREE	\$415.00		\$ -
279	DECIDUOUS TREE 2.5" CAL B&B	1	TREE	\$495.00		\$ -
280	SILT FENCE; TYPE MS	200	LIN FT	\$2.20		\$ -
281	FERTILIZER TYPE 1	320	POUND	\$1.00		\$ -
282	SEED MIXTURE 25-131	176	POUND	\$3.20		\$ -
283	MULCH MATERIAL TYPE 1	1.6	TON	\$600.00		\$ -
284	SEEDING	0.8	ACRE	\$200.00		\$ -

Total Bid Schedule "F" - Local Funding

\$ 321,284.30

PAY ESTIMATE #1
CITY OF ST. FRANCIS
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Bid Schedule "G" - Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
285	MOBILIZATION	1	LUMP SUM	\$40,000.00	0.75	\$ 30,000.00
286	DEWATERING	1	LUMP SUM	\$0.01		\$ -
287	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$1,500.00	0.5	\$ 750.00
288	TRAFFIC CONTROL	1	LUMP SUM	\$4,500.00	0.5	\$ 2,250.00
289	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	\$400.00	0.5	\$ 200.00
290	EROSION CONTROL SUPERVISOR	1	LUMP SUM	\$500.00	0.5	\$ 250.00
Total Bid Schedule "G" - Miscellaneous Construction						\$ 33,450.00

Alternate Bid No. 1

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
291	AGGREGATE BASE CLASS 5	2,200	TON	\$16.00		\$ -
292	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B)	363	TON	\$62.00		\$ -
293	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2;B)	450	TON	\$62.00		\$ -
294	5" CONCRETE WALK	6,000	SQ FT	\$6.20		\$ -
295	CONCRETE CURB AND GUTTER DESIGN SPECIAL	2,744	LIN FT	\$14.00		\$ -
296	TRUNCATED DOMES	20	SQ FT	\$50.00		\$ -
Total Alternate Bid No. 1						\$ -

Total Bid Schedule "A" - Butterfield Drive (S.A.P. 235-122-001)	\$ -
Total Bid Schedule "B" - 225th Lane (S.A.P. 235-140-001)	\$ 85,873.00
Total Bid Schedule "C" - Zea Street (S.A.P. 235-141-001)	\$ -
Total Bid Schedule "D" - Tulip Street (S.A.P. 235-142-001)	\$ 12,356.00
Total Bid Schedule "E" - 226th Avenue (S.A.P. 235-142-002)	\$ -
Total Bid Schedule "F" - Local Funding	\$ 321,284.30
Total Bid Schedule "G" - Miscellaneous Construction	\$ 33,450.00
Total Alternate Bid No. 1	\$ -
Total Work Completed to Date	\$ 452,963.30
Less 5% Retainage	\$ 22,648.17
WE RECOMMEND PAYMENT OF:	\$ 430,315.13

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Reconstruction and Watermain Improvement Project**

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: _____ Date _____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: City Engineer _____ Date _____

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2020 Street Rehabilitation Project - Pay Estimate No. 1

DATE: July 20, 2020

OVERVIEW:

Attached is Pay Estimate No. 1 for the 2020 Street Rehabilitation Project. This pay estimate includes payment for all of the work items completed to date. This estimate recommends payment of \$151,915.11. The contract amount is \$522,325.92. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 1 for the 2020 Street Rehabilitation Project.

BUDGET IMPLICATION:

Arrowhead Street is on the City's Municipal State Aid system therefore the street improvements for this street can be paid for with Municipal State Aid funds. The valve repair work and the street improvements for Flora Street and 231st Lane will be paid from local street and water funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source		
	Municipal State Aid	Local – Street & Water	Total
Work Completed to Date	\$77,860.25	\$82,050.39	\$159,910.64
Less 5% Retainage	\$3,893.01	\$4,102.52	\$7,995.53
Recommended Payment	\$73,967.24	\$77,947.87	\$151,915.11

ATTACHMENTS:

PAY ESTIMATE NO. 1

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Rehabilitation Project**

July 1, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Street Rehabilitation Project
Contractor: North Valley Inc.
Contract Amount: \$522,325.92
Award Date: December 2, 2019
Completion Date: August 28, 2020

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by North Valley, Inc.

Bid Schedule A - Arrowhead Street NW (S.A.P. 235-153-001)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
1	REMOVE CASTING	1	EACH	\$246.47	1	\$ 246.47
2	SALVAGE CASTING	5	EACH	\$246.47	6	\$ 1,478.82
3	SAWING CONCRETE PAVEMENT (FULL DEPTH)	403	LIN FT	\$6.82	164	\$ 1,118.48
4	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1345	LIN FT	\$3.60	830	\$ 2,988.00
5	REMOVE CURB AND GUTTER	960	LIN FT	\$5.29	800	\$ 4,232.00
6	REMOVE BITUMINOUS PAVEMENT	235	SQ YD	\$7.99	216	\$ 1,725.84
7	REMOVE CONCRETE PAVEMENT	1685	SQ FT	\$1.32	1,500	\$ 1,980.00
8	AGGREGATE BASE (CV) CLASS 5	20	CU YD	\$74.77		\$ -
9	MILL BITUMINOUS SURFACE (1.5")	14653	SQ YD	\$1.24		\$ -
10	BITUMINOUS MATERIAL FOR TACK COAT	1099	GALLON	\$3.22		\$ -
11	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	235	SQ YD	\$34.58	216	\$ 7,469.28
12	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	1388	TON	\$62.60		\$ -
13	CASTING ASSEMBLY	1	EACH	\$1,092.72	1	\$ 1,092.72
14	INSTALL CASTING	5	EACH	\$1,230.84	6	\$ 7,385.04
15	GROUT CATCH BASIN OR MANHOLE	21	EACH	\$280.54		\$ -
16	6" CONCRETE WALK	1500	SQ FT	\$11.81	914	\$ 10,794.34
17	8" CONCRETE DRIVEWAY PAVEMENT	21	SQ YD	\$82.42	8	\$ 659.36
18	CONCRETE CURB AND GUTTER	1057	LIN FT	\$30.77	830	\$ 25,539.10
19	TRUNCATED DOMES	102	SQ FT	\$49.45		\$ -
20	SIGN PANELS TYPE C	56	SQ FT	\$80.54		\$ -
21	STORM DRAIN INLET PROTECTION	5	EACH	\$161.08		\$ -
22	SEDIMENT CONTROL LOG TYPE COMPOST	100	LIN FT	\$4.30		\$ -
23	LOAM TOPSOIL BORROW (CV)	100	CU YD	\$53.69		\$ -
24	SITE RESTORATION	587	SQ YD	\$12.89	333	\$ 4,292.37
25	4" SOLID LINE MULTI-COMPONENT	1,016	LIN FT	\$1.30		\$ -
26	24" SOLID LINE MULTI-COMPONENT	75	LIN FT	\$13.92		\$ -
27	4" DOUBLE SOLID LINE MULTI-COMPONENT	470	LIN FT	\$2.61		\$ -
28	PAVEMENT MESSAGE MULTI-COMPONENT	57	SQ FT	\$10.78		\$ -
Total Bid Schedule A - Arrowhead Street NW (S.A.P. 235-153-001)						\$ 71,001.82

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Rehabilitation Project**

Bid Schedule B - Flora Street NW and 231st Lane NW (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
29	SALVAGE CASTING	3	EACH	\$246.47	4	\$ 985.88
30	SAWING CONCRETE PAVEMENT (FULL DEPTH)	186	LIN FT	\$6.82	28	\$ 190.96
31	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	511	LIN FT	\$3.60	274	\$ 986.40
32	REMOVE CURB AND GUTTER	335	LIN FT	\$5.29	232	\$ 1,227.28
33	REMOVE BITUMINOUS PAVEMENT	74	SQ YD	\$7.99	55	\$ 439.45
34	REMOVE CONCRETE PAVEMENT	186	SQ FT	\$1.32	186	\$ 245.52
35	AGGREGATE BASE (CV) CLASS 5	65	CU YD	\$74.77		\$ -
36	MILL BITUMINOUS SURFACE (1.5")	5888	SQ YD	\$1.24		\$ -
37	BITUMINOUS MATERIAL FOR TACK COAT	442	GALLON	\$3.22		\$ -
38	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	74	SQ YD	\$34.58	55	\$ 1,901.90
39	TYPE SP 9.5 WEARING COURSE MIXTURE (2;B)	559	TON	\$62.60		\$ -
40	INSTALL CASTING	3	EACH	\$1,230.84	4	\$ 4,923.36
41	GROUT CATCH BASIN OR MANHOLE	9	EACH	\$280.54		\$ -
42	6" CONCRETE WALK	186	SQ FT	\$11.81	180	\$ 2,125.80
43	CONCRETE CURB AND GUTTER	335	LIN FT	\$30.77	232	\$ 7,138.64
44	TRUNCATED DOMES	20	SQ FT	\$49.45		\$ -
45	STORM DRAIN INLET PROTECTION	3	EACH	\$161.08		\$ -
46	SEDIMENT CONTROL LOG TYPE COMPOST	50	LIN FT	\$4.30		\$ -
47	LOAM TOPSOIL BORROW (CV)	30	CU YD	\$53.69		\$ -
48	SITE RESTORATION	186	SQ YD	\$12.89	100	\$ 1,289.00
Total Bid Schedule B - Flora Street NW and 231st Lane NW (Local Funding)						\$ 21,454.19

Bid Schedule C - Valve Repair Phase 1 (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
49	REMOVE VALVE BOX	8	EACH	\$581.44	8	\$ 4,651.52
50	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	320	LIN FT	\$3.60	280	\$ 1,008.00
51	REMOVE BITUMINOUS PAVEMENT	89	SQ YD	\$9.53	92	\$ 876.76
52	DEWATERING	8	EACH	\$1,628.02	6	\$ 9,768.12
53	AGGREGATE BASE (CV) CLASS 5	20	CU YD	\$125.11		\$ -
54	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	89	SQ YD	\$30.83	92	\$ 2,836.36
55	VALVE BOX	8	EACH	\$2,707.17	8	\$ 21,657.36
56	VALVE REPAIR	8	EACH	\$901.23	7	\$ 6,308.61
57	VALVE OPERATOR EXTENSION	8	EACH	\$1,058.21	7	\$ 7,407.47
Total Bid Schedule C - Valve Repair Phase 1 (Local Funding)						\$ 54,514.20

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Rehabilitation Project**

Bid Schedule D - Valve Repair Phase 2 (Local Funding)

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
58	REMOVE VALVE BOX	17	EACH	\$581.44		\$ -
59	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	680	LIN FT	\$3.60		\$ -
60	REMOVE BITUMINOUS PAVEMENT	189	SQ YD	\$8.19		\$ -
61	DEWATERING	17	EACH	\$1,628.02		\$ -
62	AGGREGATE BASE (CV) CLASS 5	43	CU YD	\$90.69		\$ -
63	TYPE SP 12.5 WEARING COURSE MIXTURE (2;B) 2.5" THICK	189	SQ YD	\$29.08		\$ -
64	VALVE BOX	17	EACH	\$2,707.16		\$ -
65	VALVE REPAIR	17	EACH	\$1,075.66		\$ -
66	VALVE OPERATOR EXTENSION	17	EACH	\$1,058.21		\$ -

Total Bid Schedule D - Valve Repair Phase 2 (Local Funding)

\$ -

Bid Schedule E - Miscellaneous Construction

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	USED TO DATE	EXTENSION
67	MOBILIZATION	1	LUMP SUM	\$10,577.86	1	\$ 10,577.86
68	TRAFFIC CONTROL SUPERVISOR	1	LUMP SUM	\$1,610.84	0.5	\$ 805.42
69	TRAFFIC CONTROL	1	LUMP SUM	\$3,114.30	0.5	\$ 1,557.15

Total Bid Schedule E - Miscellaneous Construction

\$ 12,940.43

Total Bid Schedule A - Arrowhead Street NW (S.A.P. 235-153-001)

\$ 71,001.82

Total Bid Schedule B - Flora Street NW and 231st Lane NW (Local Funding)

\$ 21,454.19

Total Bid Schedule C - Valve Repair Phase 1 (Local Funding)

\$ 54,514.20

Total Bid Schedule D - Valve Repair Phase 2 (Local Funding)

\$ -

Total Bid Schedule E - Miscellaneous Construction

\$ 12,940.43

Total Work Completed to Date

\$ 159,910.64

Less 5% Retainage

\$ 7,995.53

WE RECOMMEND PAYMENT OF:

\$ 151,915.11

**PAY ESTIMATE #1
CITY OF ST. FRANCIS
2020 Street Rehabilitation Project**

APPROVALS:

CONTRACTOR: NORTH VALLEY, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: _____ Date _____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: City Engineer _____ Date _____

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date _____



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

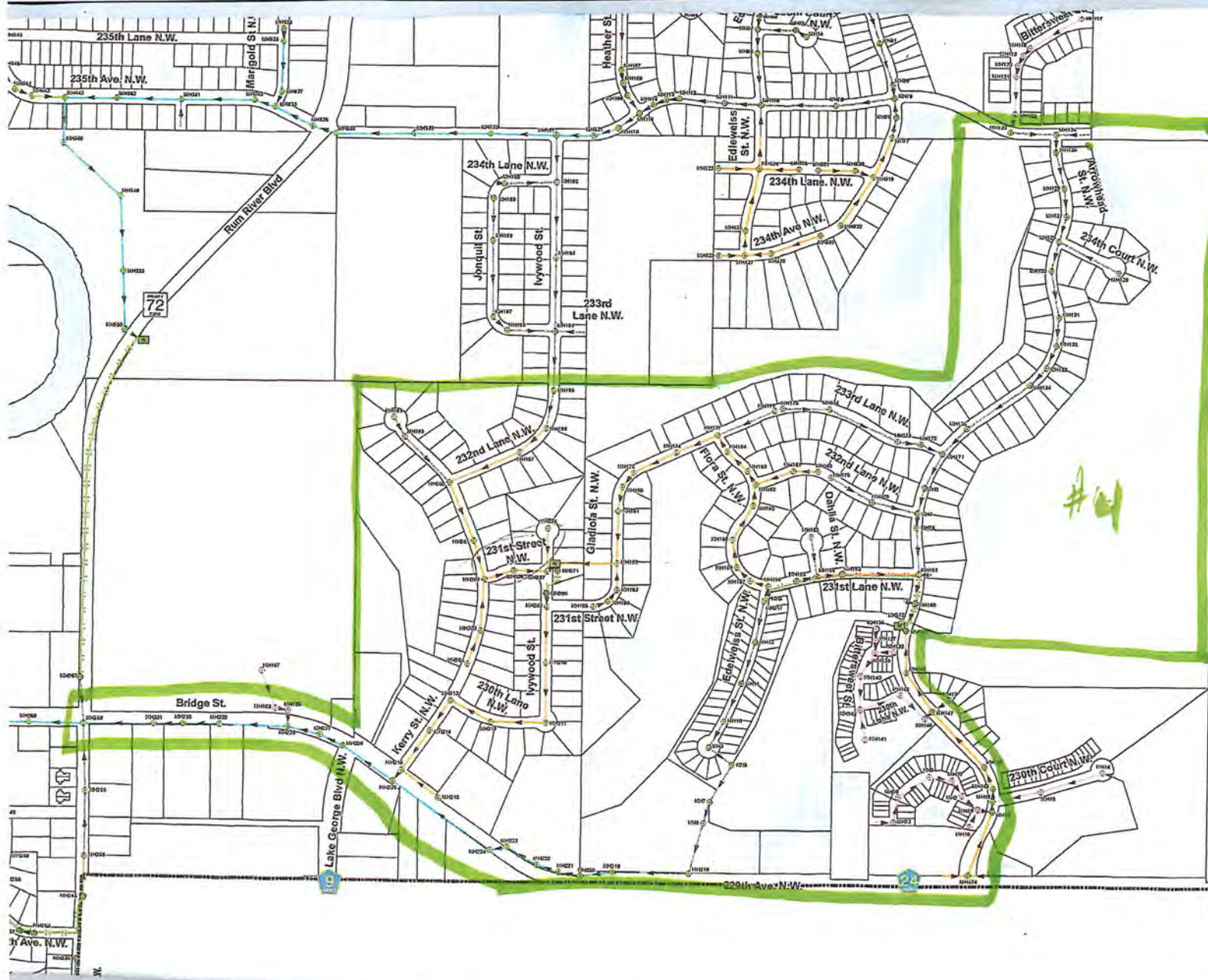
TO: Joe Kohlmann, City Administrator
FROM: Jason Windingstad, Public Works Director
SUBJECT: Routine sewer system cleaning (Jetting)and Televising
DATE: 7-20-2020

OVERVIEW: Each year, the City of St. Francis hires a jetting company to clean one of the five sanitary districts as part of our annual sewer maintenance program. This year, it will be district four. In accordance with our sanitary sewer maintenance policy, we will also be televising the sewer main after jetting. Televising is done on a Five-year cycle, which allows us to see the condition and look for defects of the sanitary main. Sewer cleaning or jetting is accomplished by using high pressure water (2000 psi) to scour and clean the collection system mains. This is done to eliminate any potential blockages or obstructions in the main preventing the flow of wastewater, and to preventing backups.

ACTION TO BE CONSIDERED: Council approval of the quotes, Council authorize the low quote of **\$26,037.50** from Empire Pipe Services to perform work.

BUDGET IMPLICATION: This is a budgeted item in the yearly operation and maintenance budget, typically approved by Council every December.

Attachments: Map of area to be cleaned, 2 quotes.



Legend

Sanitary Manhole

- City
- Private

Sanitary Pipe

- Unknown - City
- 6" - City
- 8" - City
- 10" - City
- 12" - City
- 15" - City
- Private

— Sanitary Forcemain

— Sanitary Casing

■ Sanitary Lift Station

• Sanitary Cleanout-Private

Sanitary Pond

Parcels

City Limits

Lakes/Ponds



Phone 218-927-3138
E-mail joy.larsen@ritterinc.net

Quote: Sanitary Sewer Cleaning & Televising

ITEM	UNIT	EST QTY	UNIT PRICE	AMOUNT
Combination Machine Cleaning	LF	20,150	\$ 0.65	\$ 13,097.50
Sanitary Sewer Televising	LF	20,150	\$ 0.75	\$ 15,112.50
Total Quote				\$ 28,210.00

Joy Larsen-Ritter
CEO
6/29/2020



June 25, 2020

Maintenance Proposal

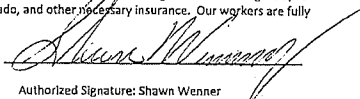
Submitted To: City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070
Attn: Parish Barten

Job Name/ Location: Sanitary Sewer Cleaning & Televising Maintenance, St. Francis, MN

We hereby submit the following specifications per these scope clarifications:

- Sewer Maps/Plans will need to be provided and manholes need to be exposed prior
- Price breakdown is located on the 2nd page of the proposal
- We assume all man holes are accessible by street or alley way
- "Easement work" with difficult access is not included at this time, if required it will be done on hourly basis.
- When cleaning we assume a dump site for all vacuumed debris will be in close proximity
- Cleaning includes up to (2) cleaning passes, over (2) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting, deposit removal, tap cutting will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Our prices are based off this volume, of footage a significant reduction may result in an increase in the per foot price
- (2) Copies of Reports & Videos to be provided at a minimum
- Our technicians are PACP certified (Pipeline Assessment Certification Program) and the video will be conducted per PACP guidelines if requested
- Manhole Inspections if requested will be MACP (Manhole Assessment Certification Program) Level 1
- If needed our televising software is GIS compatible
- Mobilization is included & minimal Traffic Control is included at this time
- Work on State Highways will require a permit & may require additional traffic control

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.


Authorized Signature: Shawn Wenner

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

Date of Acceptance

Authorized Signature

TELEVISIONING & JET VACUUMING SERVICES



June 26, 2020

City of St. Francis
4058 St. Francis Blvd.
St. Francis, MN 55070

Attn: Parish Barten

City of St. Francis

Sanitary Sewer Cleaning & Televisioning Maintenance Proposal

2020

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning & Televisioning of 8-12" existing PVC Sanitary Sewer	LF	16,750	\$1.25	\$20,937.50
2	Cleaning & Televisioning of 18" existing PVC Sanitary Sewer on County Rd. 24 Bridge Street	LF	3,400	\$1.50	\$5,100.00
Total Estimated Amount:					\$26,037.50

Please review "Clarifications" on Page 1

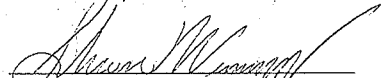
Additional Item Rates that may be needed on a per Incident Basis for the duration of the agreement*

1	Jet Vac Truck w/operator	HR	1	\$245.00
2	Root Cutting & Deposits (Camera & Jet Vac)	HR	1	\$475.00
3	Televisioning Truck w/operator	HR	1	\$230.00
4	Lateral Launch Camera	quote on per incident basis		
5	Manhole Inspections (MACP Level 1)	EA	1	\$75.00
6	Cleaning of Lift station (Average cost)	EA	1	\$460.00
7	Trenchless Spot Repair	per incident basis		
8	Per Diem (only if there is additional work over 6 hrs)	EA	1	\$250.00
9	Technician only	HR	1	\$70.00

*Additional items will be tracked in half-hour increments

Please note: We share our hourly rates for the "Additional Items" in confidence we ask that you only use this information for city purposes.

Empire Pipe Services
415 Truman Street
North Mankato, MN 56003


Shawn Wenner, CEO Empire Pipe Services

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

Date of Acceptance

Authorized Signature



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 07/20/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$168,569.90 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - \$156,252.51
Direct Transfer from Previous Month-\$201,725.28
Manual Checks- none

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 07-20-2020 Packet List
- 07-20-2020 Other Checks

CITY OF ST. FRANCIS
7/20/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
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TOTAL	<u>0.00</u>
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Disbursements via Debits to 4M Account

Payee	Description	Amount
Ehlers Bond Trust Services	2010A Bonds	16,653.13
Ehlers Bond Trust Services	2013A Bonds	19,278.75
Ehlers Bond Trust Services	2015A Bonds	9,530.00
Ehlers Bond Trust Services	2016A Bonds	22,300.00
Ehlers Bond Trust Services	2017A Bonds	88,490.63

TOTAL	<u>156,252.51</u>
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Disbursements via Debits to Checking Account

	Payee	Description	Amount
06/01/20	Health Partners	Health Insurance	26,776.82
	Cayan	Liquor CC fees	5,166.92
06/08/20	Delta Dental	Dental Insurance	1,349.05
06/10/20	Visa	CC Bill	11,711.47
06/11/20	Federal Tax	Payroll	23,652.62
	PERA	Payroll	23,192.81
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	5,101.88
	MSRS	Payroll	600.62
	Healthcare Savings	Payroll	852.00
06/12/20	Centerpoint	Gas Bill	2,270.51
06/16/20	Federal Tax	Payroll	2,769.04
	PERA	Payroll	352.95
	State Tax	Payroll	140.41
	Child support	Payroll	622.19
06/17/20	Connexus	Electric bill	20,234.57
06/18/20	Cayan	Liquor CC fees	42.74
	Cayan	Liquor CC fees	5.20
06/19/20	MN Dept of Revenue-Sales Tax	Sales Tax	20,960.00
06/24/20	Connexus	Electric bill	2,689.55
06/25/20	Federal Tax	Payroll	22,588.47
	PERA	Payroll	20,555.70
	VOYA	Payroll	1,290.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,770.92
	MSRS	Payroll	479.71
	Healthcare Savings	Payroll	452.00
	TASC	Payroll	47.58
06/29/20	PERA	Payroll	574.35
06/30/20	Village Bank	Bank Fees	40.00
	Payment Service Network	CC fees	375.20
	TOTAL		<u>201,725.28</u>

CITY OF ST FRANCIS

07/16/20 12:41 PM

Page 1

***Claim Register©**

AP 07-20-2020

July 2020

Claim TypeClaim# 6954 *ADVANTAGE TAPE*Cash Payment E 609-49750-340 Advertising CONTRACT \$260.00
Invoice IH44245

Transaction Date 7/8/2020 Due 7/8/2020 CASH 10100 Total \$260.00

Claim TypeClaim# 6972 *AIRGAS NORTH CENTRAL*Cash Payment E 101-43100-217 Other Operating Supplies RENTAL \$13.05
Invoice 9971757827Cash Payment E 101-43210-217 Other Operating Supplies RENTAL \$13.05
Invoice 9971757827Cash Payment E 101-45200-217 Other Operating Supplies RENTAL \$13.05
Invoice 9971757827Cash Payment E 601-49440-217 Other Operating Supplies RENTAL \$13.05
Invoice 9971757827Cash Payment E 602-49490-217 Other Operating Supplies RENTAL \$13.06
Invoice 9971757827

Transaction Date 7/9/2020 Due 7/9/2020 CASH 10100 Total \$65.26

Claim TypeClaim# 6985 *ANOKA COUNTY HIGHWAY DEPA*Cash Payment E 601-49440-434 Permit Fees PERMIT FEE 20-081 \$150.00
Invoice 20-081

Transaction Date 7/13/2020 Due 7/13/2020 CASH 10100 Total \$150.00

Claim TypeClaim# 7061 *ANOKA COUNTY PROPERTY REC*Cash Payment E 101-41400-352 General Publishing 2020 TNT, SPEC ASSESS, TIF BILLINGS \$900.19
Invoice .072020Cash Payment E 101-41910-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$426.16
Invoice .072020Cash Payment E 311-47000-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$85.05
Invoice .072020Cash Payment E 507-00000-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$56.62
Invoice .072020Cash Payment E 505-00000-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$46.30
Invoice .072020Cash Payment E 601-49440-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$136.00
Invoice .072020Cash Payment E 602-49490-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$173.27
Invoice .072020Cash Payment E 415-43100-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$37.08
Invoice .072020Cash Payment E 327-47000-441 Miscellaneous 2020 TNT, SPEC ASSESS, TIF BILLINGS \$87.58
Invoice .072020Cash Payment E 603-49490-418 Storm Water Management 2020 TNT, SPEC ASSESS, TIF BILLINGS \$884.00
Invoice .072020

Transaction Date 7/16/2020 Due 7/16/2020 CASH 10100 Total \$2,832.25

Claim TypeClaim# 6973 *ARK TOWING AND RECOVERY*Cash Payment E 101-42110-441 Miscellaneous 2005 FORD TAURUS FORFEITURE \$231.00
Invoice 91723

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Transaction Date	7/9/2020	Due 7/9/2020	CASH	10100	Total	\$231.00
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Claim Type

Claim# 7073 ARTEMENKO, ANTHONY

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 4752		\$148.32
Invoice	.0720			

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$148.32
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Claim Type

Claim# 7050 ARTISAN BEER COMPANY

Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$246.10
Invoice	3427024			

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$246.10
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Claim Type

Claim# 7054 AXON ENTERPRISE, INC

Cash Payment	E 101-42110-237 Small Equipment	SMALL EQUIPMENT		\$197.22
Invoice	SI-1665484			

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$197.22
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Claim Type

Claim# 6996 BAUER BUILT INC.

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	VEHICLE MAINTENANCE		\$276.87
Invoice	940067807			

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$276.87
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Claim Type

Claim# 6951 BELLBOY CORPORATION

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$24.80
Invoice	0084693400			

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT		\$5.56
Invoice	0101593300			

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR		\$1,459.40
Invoice	0084693400			

Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES		\$150.42
Invoice	0101593300			

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.		\$185.25
Invoice	0101593300			

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$1,825.43
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Claim Type

Claim# 6961 BERNICK COMPANIES, THE

Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$923.05
Invoice	99631			

Cash Payment	E 609-49751-252 Beer For Resale	BEER		\$604.57
Invoice	102366			

Cash Payment	E 609-49751-255 N/A Products			\$75.75
Invoice	102366			

Cash Payment	E 609-49751-255 N/A Products	N/A		\$50.20
Invoice	0			

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$1,653.57
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Claim Type

Claim# 7024 BGS (BARNA GUZY)

Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS FORFEITURES		\$221.00
Invoice	219318			

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Cash Payment	E 101-41600-304 Civil Legal Fees	MISCELLANEOUS/NON RETAINER	\$2,716.00
Invoice	219200		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$266.00
Invoice	219324		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$238.00
Invoice	219323		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$70.00
Invoice	219319		
Cash Payment	E 101-41600-304 Civil Legal Fees	JODI BRAUN PERSONAL REP OF THE ESTATE OF ROGER D. BRAUN	\$1,148.00
Invoice	219199		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$364.00
Invoice	219320		
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT	\$1,666.00
Invoice	219198		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$70.00
Invoice	219321		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$84.00
Invoice	219322		
Cash Payment	E 101-41600-304 Civil Legal Fees	GARY SMITH ADMIN HEARING	\$112.00
Invoice	219197		
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL	\$1,900.00
Invoice	219195		
Cash Payment	E 101-41600-312 Criminal Legal Fees	PROSECUTION/RETAINER FILE	\$5,000.00
Invoice	218970		
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE	\$56.00
Invoice	219325		
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR	\$84.00
Invoice	219196		
Transaction Date	7/14/2020	Due 7/14/2020 CASH	10100
			Total
			\$13,995.00

Claim Type

Claim# 6956 BREAKTHRU BEVERAGE

Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$46.40
Invoice	1081150440		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$16.91
Invoice	1081150439		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-\$3.30
Invoice	2080277492		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$68.00
Invoice	1081153782		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$232.00
Invoice	1081153783		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$6,844.15
Invoice	1081153782		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-\$113.60
Invoice	2080277492		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$1,271.50
Invoice	1081150439		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$128.00
Invoice	1081150439		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$680.25
Invoice	1081153782		

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Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. \$18.80
Invoice 1081150439

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$9,189.11
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Claim Type

Claim# 6988 *BROTHERS FIRE PROTECTION CO*

Cash Payment E 601-49440-259 Water Meters WATER METER CHANGE ASSISTANCE \$542.00
Invoice 114318

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$542.00
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Claim Type

Claim# 6989 *BUREAU OF CRIM APPREHENSIO*

Cash Payment E 101-42110-311 Contract CJDN ACCESS FEE \$270.00
Invoice 00000615532

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$270.00
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Claim Type

Claim# 6980 *C&C MAGNET*

Cash Payment E 609-49750-340 Advertising ADVERTISING \$355.50
Invoice .0720

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$355.50
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Claim Type

Claim# 6935 *CINTAS*

Cash Payment E 101-41940-219 Rug Maintenance RUG MAINTENANCE \$16.16
Invoice 4055139405

Cash Payment E 609-49750-219 Rug Maintenance RUG MAINTENANCE \$11.26
Invoice 4055139328

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$27.42
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Claim Type

Claim# 7065 *CLABO, TERESA*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 2337 \$117.45
Invoice .0720

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$117.45
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Claim Type

Claim# 7079 *CORE & MAIN*

Cash Payment E 405-43100-303 Engineering Fees 50# BAG UPM COLD PATCH \$990.00
Invoice M571929

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$990.00
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Claim Type

Claim# 6934 *COUNTY MARKET - CITY ACCOUN*

Cash Payment E 101-42210-212 Motor Fuels FUEL \$115.25
Invoice .0720

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$115.25
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Claim Type

Claim# 7046 *CRYSTAL SPRINGS ICE*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$227.59
Invoice 002.B009902

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. \$192.22
Invoice 002.B009790

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$110.68
Invoice 002.B009866

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Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$242.46
	Invoice	002.B009846				

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$772.95
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Claim Type

Claim# 6976 DAHLHEIMER DIST. CO. INC.

Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$40.70
	Invoice	1250027				

Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$13,517.15
	Invoice	444-03359				

Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$21,817.32
	Invoice	444-03290				

Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$276.00
	Invoice	444-03359				

Transaction Date	7/9/2020	Due 7/9/2020	CASH	10100	Total	\$35,569.77
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Claim Type

Claim# 7059 DELL MARKETING L.P.

Cash Payment	E 102-41400-560	Computers	COMPUTERS			\$176.67
	Invoice	10406034249				

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$176.67
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Claim Type

Claim# 7012 DEX MEDIA EAST LLC

Cash Payment	E 609-49750-340	Advertising	ADVERTISING			\$82.50
	Invoice	610045947344				

Transaction Date	7/14/2020	Due 7/14/2020	CASH	10100	Total	\$82.50
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Claim Type

Claim# 6986 DUSTY S DRAIN CLEANING

Cash Payment	E 601-49440-259	Water Meters	REPLACE METER HORN - 3701 226TH AVE			\$159.00
	Invoice	N20-253				

Cash Payment	E 601-49440-259	Water Meters	REPLACE METER HORN - 3911 225TH LANE			\$159.00
	Invoice	N20-254				

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$318.00
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Claim Type

Claim# 7016 EAGLE GARAGE DOOR CO.

Cash Payment	E 101-42210-401	Repairs/Maint Buildings	REPAIRS			\$1,450.00
	Invoice	6245				

Cash Payment	E 101-42210-401	Repairs/Maint Buildings	REPAIRS			\$115.00
	Invoice	6244				

Transaction Date	7/14/2020	Due 7/14/2020	CASH	10100	Total	\$1,565.00
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Claim Type

Claim# 6990 ECM PUBLISHERS, INC.

Cash Payment	E 101-41400-351	Legal Notices Publishing	NACRE SPLIT- PH			\$48.38
	Invoice	783518				

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$48.38
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Claim Type

Claim# 7060 EHLERS & ASSOCIATES

Cash Payment	E 602-47000-620	Fiscal Agent s Fees	GERERAL OBLIGATON SEWER REVENUE BONDS			\$475.00
	Invoice	58751				

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$475.00
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Claim Type

Claim#	6933	ELITE LIFT TRUCK	Ck# 077754	7/7/2020		
Cash Payment	E 402-43100-580	C-O-L Other Equipment	HUSTLER SUPER 104			\$25,866.00
Invoice 62738						
Transaction Date	7/7/2020	Due 7/7/2020	CASH	10100	Total	\$25,866.00

Claim Type

Claim#	6944	ELITE SANITATION				
Cash Payment	E 101-45200-402	Janitorial Service	RENTAL			\$92.00
Invoice 26736						
Cash Payment	E 101-45200-402	Janitorial Service	RENTAL			\$678.00
Invoice 26766						
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$770.00

Claim Type

Claim#	7081	ELMER-MARTIN, JILL				
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT# 5599			\$166.42
Invoice .0720						
Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$166.42

Claim Type

Claim#	6937	EVERBRIDGE, INC				
Cash Payment	E 101-41110-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-41400-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-42110-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-42210-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-43100-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-45200-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 101-42400-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 601-49440-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 602-49490-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Cash Payment	E 609-49750-310	Computer Consulting Fee	YEARLY CONTRACT			\$424.36
Invoice M52369						
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$4,243.60

Claim Type

Claim#	6948	FERGUSON WATERWORKS				
Cash Payment	E 601-49440-237	Small Equipment	MAGNET			\$33.31
Invoice 0457488						
Cash Payment	E 602-49490-237	Small Equipment	MAGNET			\$33.31
Invoice 0457488						
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$66.62

Claim Type

Claim#	6939	FLYTE HCM LLC				
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Cash Payment	E 101-41540-301 Auditing and Acct g Serv	FSA ADMIN MONTHLY				\$50.00
Invoice	F8331					
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$50.00
Claim Type						
Claim#	7063	GRACHEK, ELENOR				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 2333			\$152.31
Invoice	.0720					
Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$152.31
Claim Type						
Claim#	7066	GRAMS, KATIE				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 4352			\$165.63
Invoice	.0720					
Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$165.63
Claim Type						
Claim#	6978	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			\$4.25
Invoice	190764					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			\$107.74
Invoice	190764					
Cash Payment	E 609-49751-256 Tobacco Products For Res		TOBACCO			\$2,349.12
Invoice	190764					
Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$2,461.11
Claim Type						
Claim#	7075	HEJNY, MIRANDA				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 5273			\$79.06
Invoice	.0720					
Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$79.06
Claim Type						
Claim#	7074	HOODY, HARRISON				
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT# 5132			\$114.94
Invoice	.0720					
Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$114.94
Claim Type						
Claim#	6938	INNOVATIVE OFFICE SOLUTIONS,				
Cash Payment	E 101-41400-200 Office Supplies		OFFICE SUPPLIES			\$302.24
Invoice	IN3017981					
Cash Payment	E 601-49440-200 Office Supplies		OFFICE SUPPLIES			\$2.80
Invoice	IN3019541					
Cash Payment	E 601-49440-200 Office Supplies		OFFICE SUPPLIES			\$16.22
Invoice	IN3025534					
Cash Payment	E 602-49490-200 Office Supplies		OFFICE SUPPLIES			\$16.21
Invoice	IN3025534					
Cash Payment	E 602-49490-200 Office Supplies		OFFICE SUPPLIES			\$2.80
Invoice	IN3019541					
Cash Payment	E 101-42110-200 Office Supplies		OFFICE SUPPLIES			\$56.51
Invoice	IN3025534					
Cash Payment	E 101-42110-200 Office Supplies		OFFICE SUPPLIES			\$140.08
Invoice	IN3019541					
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$536.86

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Claim Type

Claim# 6968 JOHNSON BROS WHLSE LIQUOR

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$9.42
Invoice	1590211		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$13.50
Invoice	1586742		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$10.99
Invoice	1590210		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$40.82
Invoice	1586695		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$12.56
Invoice	1586696		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$14.13
Invoice	1595470		
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$47.10
Invoice	1595469		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$419.20
Invoice	1590211		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$56.52
Invoice	1586742		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$437.28
Invoice	1586696		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$2,189.28
Invoice	1586695		
Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$760.95
Invoice	1595470		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$2,826.41
Invoice	1595469		
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$877.62
Invoice	1590210		

Transaction Date	7/9/2020	Due 7/9/2020	CASH	10100	Total	\$7,715.78
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Claim Type

Claim# 6960 MCDONALD DIST CO.

Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$107.50
Invoice	240-00391		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$7,964.60
Invoice	542037		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$83.20
Invoice	542052		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$998.00
Invoice	542092		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	\$12,481.50
Invoice	541195		
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-\$498.50
Invoice	240-00392		
Cash Payment	E 609-49751-255 N/A Products	N/A	\$131.00
Invoice	541195		

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$18,889.90
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Claim Type

Claim# 7032 MEDTOX LABORATORIES, INC.

Cash Payment	E 101-43100-441 Miscellaneous	MED TESTING	\$42.12
Invoice	06202095907		

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Cash Payment	E 101-45200-441 Miscellaneous	MED TESTING				\$42.12
Invoice	06202095907					
Cash Payment	E 601-49440-441 Miscellaneous	MED TESTING				\$42.12
Invoice	06202095907					
Cash Payment	E 602-49490-441 Miscellaneous	MED TESTING				\$42.14
Invoice	06202095907					

Transaction Date	7/14/2020	Due 7/14/2020	CASH	10100	Total	\$168.50
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Claim Type

Claim# 7035 MIDCONTINENT COMMUNICATION

Cash Payment	E 601-49440-321 Telephone	TELEPHONE				\$150.00
Invoice	13334860111396					
Cash Payment	E 101-42110-321 Telephone	TELEPHONE				\$22.10
Invoice	13332710111396					
Cash Payment	E 609-49750-321 Telephone	TELEPHONE				\$150.00
Invoice	13331300111396					
Cash Payment	E 101-43100-321 Telephone	TELEPHONE				\$22.10
Invoice	13332710111396					

Transaction Date	7/14/2020	Due 7/14/2020	CASH	10100	Total	\$344.20
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Claim Type

Claim# 7080 MN DEPT OF TRANSPORTATION

Cash Payment	E 101-43100-303 Engineering Fees	CONCRETE PLANT INSPECTIONS				\$95.09
Invoice	P00011748					

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$95.09
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Claim Type

Claim# 6945 MN MUNICIPAL UTILITIES ASSOC.

Cash Payment	E 101-41400-311 Contract	SAFETY MANAGEMENT PROGRAM				\$518.75
Invoice	55580					
Cash Payment	E 101-42110-311 Contract	SAFETY MANAGEMENT PROGRAM				\$518.75
Invoice	55580					
Cash Payment	E 101-42210-311 Contract	SAFETY MANAGEMENT PROGRAM				\$518.75
Invoice	55580					
Cash Payment	E 101-43100-311 Contract	SAFETY MANAGEMENT PROGRAM				\$778.12
Invoice	55580					
Cash Payment	E 101-45200-311 Contract	SAFETY MANAGEMENT PROGRAM				\$778.12
Invoice	55580					
Cash Payment	E 601-49440-311 Contract	SAFETY MANAGEMENT PROGRAM				\$778.12
Invoice	55580					
Cash Payment	E 602-49490-311 Contract	SAFETY MANAGEMENT PROGRAM				\$778.12
Invoice	55580					
Cash Payment	E 609-49750-311 Contract	SAFETY MANAGEMENT PROGRAM				\$518.77
Invoice	55580					

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$5,187.50
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Claim Type

Claim# 7062 MUELLER, ROBERT

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 1182				\$135.85
Invoice	.0720					

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$135.85
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Claim Type

Claim# 6997 PACE ANALYTICAL SERVICES

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Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$142.50
Invoice	2012018001					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$144.50
Invoice	2012018109					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$381.50
Invoice	2012018115					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$99.50
Invoice	2012018128					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$250.00
Invoice	2012018295					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$188.50
Invoice	2012018636					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$188.50
Invoice	2012018787					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$114.50
Invoice	2012018826					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$144.50
Invoice	2012018830					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$114.50
Invoice	2012018993					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$144.50
Invoice	2012019000					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$142.50
Invoice	2012019287					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$95.00
Invoice	2012018284					

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$2,150.50
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Claim Type

Claim# 6943 PAUSTIS WINE COMPANY

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$17.50
Invoice	94780					

Cash Payment	E 609-49751-253 Wine For Resale					\$1,126.00
Invoice	94780					

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$1,143.50
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Claim Type

Claim# 6949 PEPSI COLA

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				-\$21.80
Invoice	87093904					

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$623.00
Invoice	87093903					

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$601.20
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Claim Type

Claim# 6966 PHILLIPS WINE & SPIRITS CO.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$1.57
Invoice	6055554					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.85
Invoice	6055552					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$9.42
Invoice	6055553					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$21.98
Invoice	6059064					

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Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$854.25
	Invoice 6055552				
Cash Payment	E 609-49751-255 N/A Products	N/A			\$72.00
	Invoice 6055554				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$1,672.15
	Invoice 6059064				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$179.25
	Invoice 6055553				
Transaction Date	7/9/2020	Due 7/9/2020	CASH	10100	Total \$2,818.47

Claim TypeClaim# 6953 *PONDS GOLF COURSE, THE*

Cash Payment	E 609-49750-447 Donations	PARKER PETERSON MEMORIAL GOLF TOURNAMENT			\$100.00
	Invoice .0720				

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total \$100.00
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Claim TypeClaim# 7076 *RENOVATION GROUP*

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 5516			\$177.34
	Invoice .0720				

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total \$177.34
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Claim TypeClaim# 6947 *ROSEVILLE, CITY OF*

Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES			\$1,439.76
	Invoice 0229168				
Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES			\$5,039.16
	Invoice 0229168				
Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES			\$925.56
	Invoice 0229168				
Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES			\$205.68
	Invoice 0229168				
Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES			\$411.36
	Invoice 0229168				
Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES			\$205.68
	Invoice 0229168				
Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES			\$233.50
	Invoice 0229198				
Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES			\$233.50
	Invoice 0229198				

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total \$10,751.00
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Claim TypeClaim# 6946 *ROYAL SUPPLY*

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Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$48.80
Invoice 491						
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$24.40
Invoice 491						
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$12.20
Invoice 491						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$12.20
Invoice 491						
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$12.20
Invoice 491						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$12.20
Invoice 491						
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$40.58
Invoice 549						
Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$20.29
Invoice 549						
Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$10.14
Invoice 549						
Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$10.14
Invoice 549						
Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$10.14
Invoice 549						
Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$10.15
Invoice 549						
Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$223.44

Claim Type

Claim# 7067 SCHROEDER, VICKI

Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT# 4587				\$76.22
Invoice .0720						

Transaction Date	7/16/2020	Due 7/16/2020	CASH	10100	Total	\$76.22
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Claim Type

Claim# 7011 SHI INTERNATIONAL CORP

Cash Payment	E 101-41400-240 Office Equip	OFFICE EQUIPMENT				\$1,402.00
Invoice B11955534						
Cash Payment	E 102-41400-560 Computers	MICROSOFT OFFICE				\$268.00
Invoice B11964868						

Transaction Date	7/14/2020	Due 7/14/2020	CASH	10100	Total	\$1,670.00
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Claim Type

Claim# 6984 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
Invoice 1970554						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$8.96
Invoice 1970553						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.68
Invoice 1968750						
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$27.31
Invoice 1968749						
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,035.65
Invoice 1970553						
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$210.00
Invoice 1970554						

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Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$3,511.63
Invoice	1968749		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$260.00
Invoice	1968750		

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$5,067.63
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Claim Type

Claim# 7056 ST. FRANCIS TRUE VALUE HARD

Cash Payment	E 101-42210-217 Other Operating Supplies	HOSE	\$37.99
Invoice	44099		

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$37.99
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Claim Type

Claim# 6936 TJ ASSOCIATES

Cash Payment	E 603-49490-418 Storm Water Management	STORMWATER MAILING	\$383.66
Invoice	233926		

Transaction Date	7/8/2020	Due 7/8/2020	CASH	10100	Total	\$383.66
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Claim Type

Claim# 6977 U S BANK EQUIPMENT FINANCE

Cash Payment	E 101-41400-240 Office Equip	COPIER/SCANNER LEASES	\$200.87
Invoice	.072020		

Cash Payment	E 101-43100-240 Office Equip	COPIER/SCANNER LEASES	\$200.87
Invoice	.072020		

Cash Payment	E 101-43210-240 Office Equip	COPIER/SCANNER LEASES	\$200.87
Invoice	.072020		

Cash Payment	E 101-45200-240 Office Equip	COPIER/SCANNER LEASES	\$200.87
Invoice	.072020		

Cash Payment	E 601-49440-240 Office Equip	COPIER/SCANNER LEASES	\$200.87
Invoice	.072020		

Cash Payment	E 602-49490-240 Office Equip	COPIER/SCANNER LEASES	\$200.60
Invoice	.072020		

Transaction Date	7/13/2020	Due 7/13/2020	CASH	10100	Total	\$1,204.95
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Claim Type

Claim# 7053 V/INOCOPIA, INC.

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$2.50
Invoice	0259822-IN		

Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	\$108.25
Invoice	0259822-IN		

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$110.75
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Claim Type

Claim# 6975 W W GOETSCH

Cash Payment	E 602-49490-229 Project Repair & Maintena	PUMP MAINTENANCE	\$1,240.00
Invoice	104357		

Transaction Date	7/9/2020	Due 7/9/2020	CASH	10100	Total	\$1,240.00
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Claim Type

Claim# 7052 WINE MERCHANTS

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	\$15.70
Invoice	7290595		

Cash Payment	E 609-49751-253 Wine For Resale	WINE	\$1,020.00
Invoice	7290595		

Transaction Date	7/15/2020	Due 7/15/2020	CASH	10100	Total	\$1,035.70
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Claim Type

Claim# 7077 ZLYKA, JEFFREY

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT# 5590 \$72.16
Invoice .0720

Transaction Date 7/16/2020 Due 7/16/2020 CASH 10100 Total \$72.16

Pre-Written Checks	\$25,866.00
Checks to be Generated by the Compute	\$142,703.90
Total	\$168,569.90

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Small Business Relief Grant Program Policy
DATE: July 20, 2020

OVERVIEW

The City has received Federal CARES Act funding passed through the State of Minnesota. Cities were provided funds to address municipal costs and have the ability to provide grants to local businesses.

There are a several parameters in which businesses must adhere to in order to receive funds. Staff has created an application and a policy to address and capture those requirements. Businesses receiving a grant would be required to enter into a Grant Agreement and report the use of funds to the City for auditing purposes.

Once the City has determined the amount available for businesses it will release a grant application and outreach efforts. The proposed and tentative timeline is as follows:

- *Council approval:* *July 20, 2020*
- *Release Grant Application:* *August 3, 2020*
- *Grant Application Deadline:* *August 20, 2020*
- *Council Approve Recipients:* *September 21, 2020*

The attached Policy may have updates as we continue to learn more information from the Federal and State level, in addition to working with the State, County and Cities on best practices. As we may have updates, generally the attached is what it will look like.

ITEMS TO BE DISCUSSED:

Staff requests Council approval subject to guidance from City Attorney

ATTACHMENTS:

DRAFT Small Business Relief Grant Program Policy



CARES ACT SMALL BUSINESS RELIEF GRANT PROGRAM POLICY

Adopted by City Council: XX, XX, 2020

Application Timeline:

Deadline	4:00 pm on XX/XX/2020
Review	Weeks of XX/XX/2020 and xx/xx/2020
Approval	Council Meeting XX/XX/2020

Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City St. Francis (City). Accordingly, City Council has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The Small Business Relief Grant Program (Grant) is administered by the City.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the City's position relating to the use of the Small Business Relief Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City.
- The City reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a Cares Act Small Business Relief Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the City.
- Funds are available due to the Federal CARES Act as signed on xx/xx/2020. City is a pass through of funds creating Grants for small business relief. Federal funds are subject to audit

III. OBJECTIVES

The objective of the Cares Act Grant is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of St. Francis businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The Grant may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a Grant, a business or non-profit must demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Have been “in business by January 1, 2020” (City shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 50 FTE (full-time equivalent) employees at the location address as of January 1, 2020;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. Home Based businesses, are allowed and must be conforming to all Land Use permits and requirements.
7. Commercial Real Estate property owners are not eligible and should refer tenants to Grant program.
8. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
9. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
10. The applicant must demonstrate, through their narrative, that operations will not survive “but-for” a grant opportunity.
11. Applicants are encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are encouraged to apply for an Economic Injury Disaster

Loan through the Small Business Administration (SBA), a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) prior to applying for this grant.

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the Grant include businesses which have been deemed non-essential by the State of Minnesota or those which have faced mandated closures per State of Minnesota orders. Business owners that are residents of the State of MN will be a high priority.

The City may allow for non-profits to apply to the Grant if they also have been deemed non-essential by the State of Minnesota or which have faced mandated closures per State of Minnesota orders.

D. INELIGIBLE ACTIVITIES

The Grant may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.
6. Home Based Business mortgage or utilities
7. Costs paid for by other State, Federal or County grant or loan awards, including PPP, EDIL and Small Business Loans/Grants.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the current and previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The City retains the right to terminate any agreement under the Grant if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The City retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the City. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.
- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the City within 60-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.
- FUNDING AVAILABILITY:
 - The Grant has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.
- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the Grant will be accepted until 4 pm on XX/XX/2020. Applications will be required to be submitted to the City (contact information is listed below). Upon submission of an application, City Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

City of St. Francis Community Development

Attn: Kate Thunstrom
 23340 Cree Street NW
 St. Francis, MN 55070
kthunstrom@stfrancismn.org
 763-267-6191

Application Timeline:

Deadline	4:00 pm on XX/XX/2020
Review	Week of XX/XX/2020
Approval	Council Meeting XX/XX/2020

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: CUP Cancellation on Meadows of St. Francis 2nd Addition, Vacant Lot
DATE: July 20, 2020

OVERVIEW

The Meadows of St. Francis 2nd Addition was granted a Conditional Use Permit (CUP) for the development of a behavior health center. The CUP was granted in June of 2018 with an anticipated build within the 2018 and 2019 calendar years.

To date the development has not begun construction nor have they entered into a development agreement with the City. A permit was delivered to the City for plan review and has since been cancelled. In May 2020 Staff was notified that the property owner was considering a sale of the property. Staff was notified by their Real Estate agent in July that the sale was now officially moving forward.

A CUP runs with the land, so as long as it is in place, any future land owner can utilize the land use approval. Cancelling the CUP would require any project not "permitted" by Code to process a land use permit, including another behavior health center or other qualified CUP or IUP project.

If the CUP remains on the property, a site plan could still be approved for other uses of development. A behavioral health center would remain permitted use as long as they meet the condition of the existing CUP.

If Council requests Staff to move forward with the cancellation of the CUP, it would move to a public hearing at the Planning Commission, August 19th and Council on September 8, 2020.

ITEMS TO BE DISCUSSED:

Council to provide Staff direction to either "cancel" or "maintain" Conditional Use Permit on property.

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Emergency Ordinance
DATE: July 20th, 2020

OVERVIEW

The City of St. Francis adopted an Emergency Ordinance due to COVID-19. This was requested to be reviewed.

Under the State of Minnesota's initial Executive Orders regarding COVID-19, the City did modify operations by closing buildings to the public, holding electronic meetings, rotating staff to reduce infection of entire departments, adjusted the Bottle Shop hours, and continued City Hall operations by allowing staff to work remotely.

Since May 18th, and consistent with the Governor's Executive Orders – the City has reopened buildings to the public and Staff are within the building for the workday. Since Jun 1st, the Bottle Shop has been restored to normal business hours. In addition, the Community Center has been made available to be rented out as long as they sign a lengthy waiver.

It is unclear if the impact of COVID-19 will continue to impact functions of society but the latest trend has been toward reopening. There is a sentiment by some that COVID-19 could potentially ramp back up in the Fall of 2020.

Generally, Staff has been following industry guidelines that have been pushed out by the State of Minnesota regarding specific departmental functions.

Staff has attached the multitude of documents that were required to be adopted as part of a Reopening Plan. The plan did not need to be submitted but was required to be put in place. The plan essentially is a collection of documents and guidelines from the State of Minnesota.

Action to be considered:

Review and discuss. Provide staff with direction.

ORDINANCE 2020-264, SECOND SERIES

AN EMERGENCY ORDINANCE ADOPTING A PROCLAMATION
AND DECLARATION OF EMERGENCY

THE CITY OF ST. FRANCIS, MINNESOTA DOES HEREBY ORDAIN:

Section 1. Background and Preamble.

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “coronavirus disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are thirty-five known cases of COVID-19 in Minnesota, including 3 cases in Anoka County; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, as of March 15, 2020 the World Health Organization Situation Report confirmed a total of 153,517 cases of COVID-19 in over 135 countries, including 5,735 deaths; and as of March 15, 2020 a total of 35 cases of COVID-19 have been reported in Minnesota including three in Anoka County; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the City of St. Francis Emergency Management Team has been preparing and working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of St. Francis and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

WHEREAS, the City Administrator and Emergency Management Director find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the City Administrator and Emergency Management Director find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of St. Francis, and additional resources will be needed from Anoka County and state and federal sources.

WHEREAS, the St. Francis City Charter at Section 3.06 permits the adoption of an Emergency Ordinance upon 4/5ths vote of the Council

Section 2. Proclamation, Declaration, Request and Direction

THE CITY OF ST. FRANCIS ORDAINS THAT:

Under the authority given by Minnesota Statutes, Section 12.29, the Mayor declares that a local emergency exists within the City of St. Francis, effective March 16, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12.

The City Council hereby ratifies said declaration and extends it pursuant to Minnesota Statutes, Section 12.29, subd. 1 until such time as it is rescinded by further action of the Council.

Based upon such declaration, the St. Francis City Council directs as follows:

1. Directs City Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of St. Francis.
2. Directs all City departments and offices to operate and support the response to this matter, under the direction and coordination of the Emergency Management Director and Emergency Management Team, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained with a recognition that duties and responsibilities, hours of work and other normal employment practices as outlined in the personnel policies may be revised or suspended in order to meet pandemic and citizen service requirements.
3. Directs the City's Emergency Management Director and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Anoka County, the State of Minnesota, and the Federal government, as needed.
4. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of St. Francis may not be practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City may be

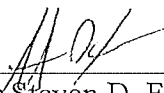
conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.

5. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Clerk.

Section 3. Duration.

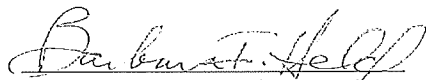
This Emergency Ordinance shall take effect immediately upon adoption except that no prosecution shall be based upon provisions of an emergency Ordinance until twenty four (24) hours after the Ordinance has been adopted by the Council and posted in three (3) conspicuous places in the City, or until the Ordinance has been published once in the official newspaper, unless the person charged with the violation had actual notice of the adoption of the Ordinance prior to the act or omission of which complaint is made.

Passed by the City Council of the City of St. Francis, Minnesota, on this 16th of March, 2020



Mayor Steven D. Feldman

Attest:



Barbara I. Held, City Clerk



Joe Kohlmann

From: Joe Kohlmann
Sent: Thursday, May 14, 2020 4:28 PM
To: Joe Kohlmann
Subject: Reopening of St. Francis City Buildings
Attachments: COVID-19_public_sector_admin_facilities_preparedness_plan_guidance.pdf; MDH Screen Form.pdf; Cleaning and Disinfecting Your Facility _ CDC.PDF; MDH Exposure Recommendations.pdf; Executive Order 20-56.pdf

St. Francis Team:

Governor Walz issued Executive Order 20-56 to address Safely Reopening Minnesota's Economy... -

The City of St. Francis will be open for Staff and members of the public beginning on May 18th at 7:00 a.m. – normal operating hours.

Please take note of the following objectives, changes, and information for the reopening effective Monday:

- 1) All Employees Must Read the attached "COVID-19 Public Sector Admin Facilities Preparedness Plan" prior to Monday at 7:00 a.m.
- 2) ALL EMPLOYEES MUST DAILY CHECK OFF THE ATTACHED MDH SCREEN FORM BEFORE COMING TO WORK – employees do not need to physically check off the boxes and submit the form but need to read over the form daily and verify none of the symptoms are present. If the symptoms are present, you are not to come to work and must contact your supervisor immediately.
- 3) Social distancing will be practiced continuously.
- 4) Police, Fire, Liquor, and Public Works will be subject to their individual Department Head's decisions on safe operating procedures since departments function quite differently.
- 5) Each Building should have high traffic areas, desk tops and table tops disinfected before close each day. (CDC Guidance attached)
- 6) If you have had potential exposure to COVID19 – notify your supervisor immediately. (MDH guidelines attached)
- 7) If you are considered at risk as defined below, or have regular contact with someone who is, please contact your supervisor as soon as possible to work out arrangements and possible accommodations:

2. At-risk persons defined. Consistent with guidance issued by the Centers for Disease Control and Prevention ("CDC"), "at-risk persons" include people who are: a. 65 years and older. b. Living in a nursing home or a long-term care facility, as defined by the Commissioner of Health. c. Any age with underlying medical conditions, particularly if not well controlled, including: i. People with chronic lung disease or moderate to severe asthma. ii. People who have serious heart conditions. iii. People who are immunocompromised (caused by cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, or prolonged use of corticosteroids and other immune

weakening medications). iv. People with severe obesity (body mass index (BMI) of 40 or higher). v. People with diabetes. vi. People with chronic kidney disease undergoing dialysis. vii. People with liver disease.

- 8) If you find out any other pertinent information, best practice, or anything else you would like to address – notify your supervisor immediately and the City will do everything within its power to address the information.

Resources if you're curious:

Guidance Documents by industry: <https://www.health.state.mn.us/diseases/coronavirus/guidance.html>

Executive Orders: <https://www.leg.state.mn.us/lrl/execorders/eoresults?gov=44>

Thank you all for everything during this very difficult time. I think our team can have a safe and successful reopening.

Thanks,

Joe Kohlmann
City Administrator
City of St. Francis
(763) 235-2301



COVID-19 Preparedness Plan: Public-sector administration facilities

Minnesota OSHA Workplace Safety Consultation

www.dli.mn.gov

Executive orders



Minnesota Gov. Tim Walz's Executive Orders 20-40 and 20-48 are online at <https://mn.gov/governor/news/executiveorders.jsp>.

They state, in part, that to resume business operations employers will be expected to develop and implement a COVID-19 Preparedness Plan.

COVID-19 Preparedness Plan

A COVID-19 Preparedness Plan should include and describe how your facilities will implement the following:

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. housekeeping, including cleaning, disinfecting and decontamination;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

Employee involvement

Involve employees in implementing a COVID-19 Preparedness Plan. Discuss:

- how concerns are reported and acted upon;
- how suggestions can be submitted, such as via a supervisor, a human resources manager or a suggestion box; and
- how past suggestions have been implemented.



Assess the risk

Employers should do a risk assessment to determine potential worker exposure to COVID-19.



Those working in an administrative office will typically be at low risk.

- **Very high-exposure-risk jobs** are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures. Workers in this category include doctors, nurses and EMTs.
- **High-exposure-risk jobs** are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include ambulance drivers and health care support teams.

www.osha.gov/Publications/OSHA3990.pdf

Assess the risk

Employers should do a risk assessment to determine potential worker exposure to COVID-19.



Those working in an administrative office will typically be at low risk.

- **Medium-exposure-risk** jobs include those that require frequent and/or close contact (within six feet of) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.
- **Lower-exposure-risk** jobs do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact with the general public. Workers in this category have minimal contact with the public and coworkers.

www.osha.gov/Publications/OSHA3990.pdf

Communicate handwashing protocols

Key times to wash your hands:

- before preparing food and eating;
- after using the toilet;
- after coughing, sneezing or blowing your nose;
- after touching garbage or commonly touched surfaces within a facility, such as door handles, tables and counters; and
- before and after treating a cut or wound.

Ensure adequate facilities for handwashing and maintain adequate soap supplies. Consider portable units for the field staff.



Use of hand sanitizer

When soap and water are not available, hand sanitizer may be used. Keep hand sanitizer available in high-traffic and high-touch areas, such as:

- lunch room and other break areas;
- meeting rooms; and
- public reception areas.

Field staff members should have hand sanitizer available if portable washing facilities are not readily available.

- Provide hand sanitizer or sanitizing wipes in vehicles.



Respiratory etiquette



The best way to prevent illness is to avoid being exposed through person-to-person contacts.

- Encourage the use of and provide disposable tissues for vehicles, desk areas, meetings rooms, etc.
- Face covering use should not be discouraged and their use should be encouraged during face-to-face discussions.
- People should still maintain at least six feet of distance.





Maintain a healthy work environment

- Consider increasing fresh air amounts brought in through the building ventilation system.
- Support customer respiratory etiquette and hand hygiene by:
 - posting instructional signs and reviewing work location protocols;
 - provide tissues and no-touch disposal receptacles; and
 - have hand sanitizer available for use.

Maintain a healthy work environment

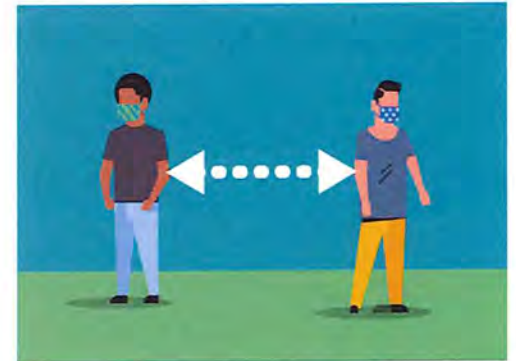


- Discourage handshaking and encourage other noncontact methods of greeting.
- Avoid sharing of work desks, equipment and tools, also:
 - minimize vehicle sharing and car pooling;
 - require the use of facial coverings if within six feet (such as in vehicles); and
 - clean and sanitize tools and equipment.

Tips for social distancing

Keep your distance

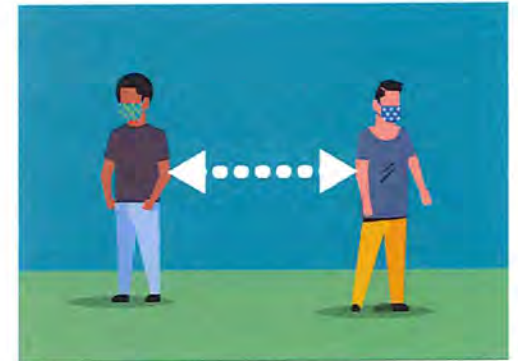
- Prevent creating congested areas.
 - Define “employee only” areas:
 - establish “employee only” entrances; and
 - consider one-way entrances and exits.
- Revise employee break times to avoid congestion in lunch and break areas.
- Consider designating additional break areas, as needed.



Tips for social distancing

Keep your distance

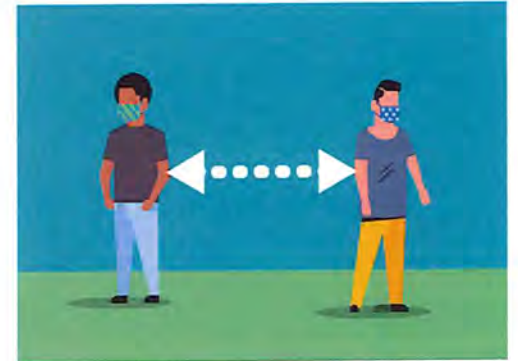
- Restrict public access to buildings.
 - Consider appointment-only meetings.
 - Create a designated “check-in” location, outside of the building, with a single point of contact.
 - Have persons wait outside or in their car and contact them when you are ready to meet with them.
 - Provide drop-boxes for documents or bill payments.
 - Do not allow persons from the public to enter and come in contact with workers.



Tips for social distancing

Keep your distance

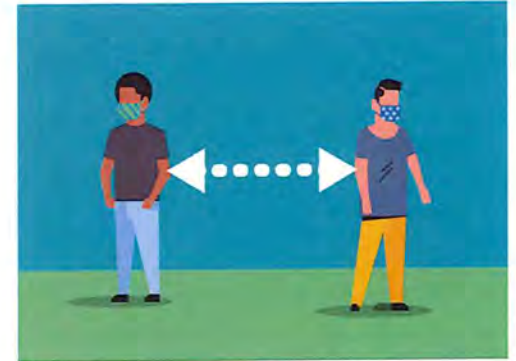
- Limit the number of people who can wait in a lobby area.
 - Arrange seating in lobby areas to maintain social distancing.
- Place six-foot distancing markings on the floor in front of desks, reception counters and other areas where the public is first greeted.
- Provide a Plexiglas barrier for persons to stand behind.



Tips for social distancing

Keep your distance

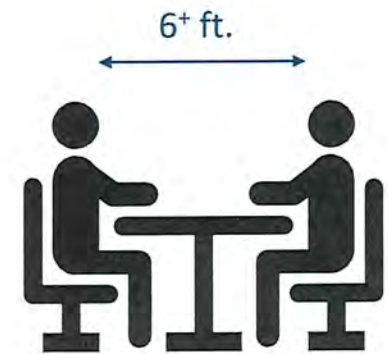
- If there is any exchange of items, instruct persons to reach around the barrier versus stepping off to the side.
- Have areas outside the main facility for designated drop-off of delivered items and for mail pick-up.
 - Require notification when items are delivered or will be picked up.



Tips for social distancing

Keep your distance

- Pre-plan meetings:
 - do not gather in large groups;
 - limit the number attending based on available room size and configuration; and
 - limit the group to 10 or fewer, as often as possible.
- Pre-arrange chairs to maintain social distancing.
- Consider pre-assigned seating.
- Walk into the room single file, while maintaining appropriate distancing.



Tips for social distancing

Keep your distance

- Restrict public attendance at in-person meetings.
- Post instructional signage outside meeting rooms.
- Rely more on virtual meetings and teleworking technology.
- If necessary to be in the office, designate work spaces that are adequately separated from others (no shared spaces).
 - Consider designated days for office access.
 - Require prior notification of a supervisor or human resources.



Tips for social distancing

Keep your distance

- Designate an area away from others to isolate anyone showing symptoms of COVID-19 illness.
 - Offer and encourage use of a facial covering (if tolerated).
- Keep the person in the area until he or she can be transferred home or to a health care facility.



Employee and visitor screening

- Conduct screening of employees and the public who enter the facility. Ask whether they have had any of the following symptoms since their last day at work or the last time they were here:
 - a new fever of 100.4°F or higher;
 - a new cough or sore throat; or
 - shortness of breath or new muscle aches.
- Consider temperature screening if it can be done with proper social distancing and hygiene.
- Workers with a temperature of 100.4°F should be sent home and referred to their health care provider for further instructions.

Employee and visitor screening

Visitor restrictions

- Screen visitors prior to their arrival on site and confirm they have had no travel to destinations with widespread COVID-19 transmission within the past 14 days.
- Follow Centers for Disease Control and Prevention (CDC) risk-assessment guidance.
 - Limit visitors to those who are essential to business operations and restrict where visitors can go within the facility.

Housekeeping

- Establish a schedule for cleaning and sanitizing work areas.
 - Increase the frequency of cleaning in high-traffic, high-touch areas, such as lunch rooms, break rooms, lavatories, door handles, light switches, tables, faucets, sinks and desk areas.
- **Soap and water is sufficient for cleaning.**
- **Follow manufacturer instructions for use of disinfectants, ensuring adequate contact time.**
- Review CDC guidance about cleaning and disinfecting a facility, available at www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.



Housekeeping

For electronics, such as tablets, touch screens, keyboards, remote controls and ATMs:

- consider mounting a wipeable cover on touch areas; and
 - use alcohol-based wipes or sprays containing at least 70% alcohol for disinfecting.
- Follow manufacturer instructions for equipment cleaning.



If an employee shows COVID-19 symptoms

Employees need to report symptoms prior to coming to work.

- Ensure employees understand how to report when they are feeling ill or if they are caring for someone who is sick, before coming to work, such as calling or emailing their supervisor and human resources.

If an employee becomes sick at work, prompt identification and isolation of the potentially infectious individual is critical:

- move the potentially infectious person to a location away from workers, customers and visitors until the person can be transferred from the facility.
 - The designated isolation area should be away from others or a room with closable doors.
 - Clean and disinfect all surfaces in the space after each use.

If an employee shows COVID-19 symptoms

If an employee becomes sick at work:

- limit the spread of respiratory secretions from persons who may have COVID-19 by providing a face mask, if available, and asking the person to wear it, if tolerated; and
- restrict personnel from entering isolation areas:
 - avoid close contact with the sick person (fewer than six feet); and
 - use additional engineering and administrative controls, and personal protective equipment (PPE), if close contact is necessary.

If an employee exhibits COVID-19 symptoms



Inform other workers of possible exposure to a person(s) with COVID-19 symptoms.

- Confidentiality must be maintained; only report that an exposure could have occurred.
- Information about those who had close contact with the ill employee during the time the employee had symptoms and two days prior to symptoms should be compiled.
 - Require those workers to self-monitor for COVID-19 symptoms, until further instruction is provided.

www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html

COVID-19 sick leave, other leave policies

To encourage prompt reporting of symptoms, provide paid leave for workers who have COVID-19.

Resources for paid leave relating to COVID-19 are available, see:

- Minnesota Executive Order 20-07, Paid COVID-19 leave, at <https://mn.gov/mmb-stat/policies/covid-19-leave-policy.pdf>; and
- Federal Families First Coronavirus Relief Act (FFCRA), effective April 1 through Dec. 31, 2020, at www.dol.gov/sites/dolgov/files/whd/posters/ffcra_poster_wh1422_non-federal.pdf.

COVID-19 sick leave, other leave policies



Minnesota Executive Order 20-07, Paid COVID-19 leave

- The executive order establishes paid COVID-19 leave and the terms and conditions for the use of different types of paid COVID-19 leave under different scenarios, including:
 1. school leave – to care for a child whose school or place of care is physically closed;
 2. health leave – for employees who cannot telework or are too ill to work;
 3. care leave – for employees caring for an ill dependent, self-quarantining or particularly vulnerable to COVID-19;

COVID-19 sick leave, other leave policies



Minnesota Executive Order 20-07, Paid COVID-19 leave

4. distance leave – for quarantine or isolation orders that direct employees not report to work; and
 5. agency closure leave – for employees whose agency is closed for COVID-19 related issues.
- Applies to all employees of agencies in the executive branch, the Minnesota State Retirement System, the Public Employees Retirement Association, the Teacher's Retirement Association and the Minnesota State Colleges and Universities system.

COVID-19 sick leave, other leave policies



Qualifying reasons for leave related to COVID-19:

1. is subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Educate and train employees



- Employee right-to-know training for infectious agents is to include:
 - symptoms of COVID-19 illness, such as fever, cough, shortness of breath and muscle pain;
 - modes of transmission, such as person to person and contact with contaminated surfaces; and
 - safeguards that will be implemented to protect workers

Learn more at www.revisor.mn.gov/rules/5206.0700.

Know the difference

Allergies

- Sneezing
- Itching eyes, nose or roof of the mouth
- Running, stuffy nose
- Watery, red or swollen eyes

Flu

- Fever
- Aches
- Cough
- Sneezing
- Muscle aches
- Chills and sweats
- Congestion, sore throat
- Fatigue and weakness

COVID-19

- Fever
- Cough
- Shortness of breath or difficulty breathing

CDC added six new symptoms associated with Covid-19: chills, repeated shaking with chills, muscle pain, headache, sore throat, a loss of taste or smell.

Symptoms appear two to 14 days after exposure.

Educate and train employees



- Review the COVID-19 preparedness plan.
- Hazard communication training is to include:
 - symptoms of chemical exposure and other hazardous properties;
 - where exposure could occur;
 - how exposure can be recognized; and
 - methods to protect workers from harmful exposure.

Applicable to hazardous chemical cleaning and sanitizing products used for COVID-19.

Training about hand hygiene

Employees should be taught about prevention through the use of handwashing.

- **Wet** your hands with clean, running water (warm or cold), turn off the tap and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
- **Scrub** your hands for at least 20 seconds (about the length of the “Happy Birthday” song twice).
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

www.cdc.gov/handwashing/when-how-handwashing.html



Training about hand hygiene

For those in the field who do not have access to soap and water, the use of hand sanitizers can substitute.

- **Apply** the gel product to the palm of one hand.
- **Rub** your hands together.
- **Rub the gel over all the surfaces of your hands and fingers** until your hands are dry. This should take about 20 seconds.
- **Use an alcohol-based [hand sanitizer](http://www.cdc.gov/handwashing/when-how-handwashing.html)** that contains at least 60% alcohol.

www.cdc.gov/handwashing/when-how-handwashing.html



Training about respiratory etiquette

- Cover your coughs and sneezes:
 - use a cloth covering or tissue to protect others in case you are infected;
 - cough and sneeze into the elbow of a shirt sleeve;
 - do **not** use a face mask meant for a health care worker (N95 respirator); and
 - avoid touching your mouth, nose and eyes, and practice proper hand-hygiene immediately afterward.
- Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19.

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

Training about PPE use

- Employees must be taught to properly use required PPE, such as safety glasses, shields, dust masks, respirators, gloves and hazardous materials suits.
- It is the employer's responsibility to do a PPE assessment.
- Employees in public administration buildings will typically not be required to use a respirator. Supplies need to be limited to health care use, so avoid voluntary use of N95 respirators.
- The use of face coverings should not be discouraged, particularly if close contact with others cannot be avoided.

Respirators, masks and face-coverings

- Respiratory protection protects the wearer from hazardous atmospheres, materials and agents within the wearer's breathing zone.
- Masks and face-coverings protect those around the wearer from infectious agents expelled by the wearer while sneezing, coughing or speaking.



Cloth or Paper Face Mask



Surgical Face Mask



Filtering Facepiece Respirator
(e.g. N95)

- Masks and face-coverings are **not** regarded as PPE.

Additional guidance

Additional guidance can be accessed through the DLI COVID-19 updates webpage at www.dli.mn.gov/updates.

- For work performed by field personnel, refer to the [COVID-19 in construction](#) presentations for guidance about work activities similar to construction work.

Additional guidance can be found on the CDC COVID-19 webpages at:

- [First responders and law enforcement](#)
- [Correctional and detention facilities](#)
- [Parks and recreational facilities](#)
- [Schools and child care programs](#)
- [Colleges and universities](#)

Stress and workplace violence

Every year, approximately two million people throughout the country are victims of nonfatal violence at the workplace. Officials at the Department of Justice have found violence to be a leading cause of fatal injuries at work with about 1,000 workplace homicides each year.

Unfortunately, the stress caused by COVID-19 has aggravated an already existing problem. Government worker exposure to workplace violence increases because, in many cases, citizens are looking to the government to solve all of their problems. The moment an agency turns from social service to enforcement, there is going to be pushback that could result in violent or aggressive behavior.

Stress and workplace violence

Fortunately, the same solutions that worked during less-stressful times are the same solutions that will work now.

1. Teach customer service skills that do not involve close personal contact.
 - Strategies, such as empathy, body language, smiling, greetings and nonphysical interactions, will go a long way in making people feel they are being heard.
2. Set limits: There have been cases where people intentionally broke social distancing rules to intimidate or bully others – coughing or sneezing on them or telling inappropriate jokes that feed on people's fear.
 - Set firm boundaries through signage or enforcement of existing rules.

Stress and workplace violence

3. Keep public, semi-public and private areas distinctly separated.
 - Visitors or clients should not be allowed to go into employee-only areas, such as offices or cafeterias.
4. Have a workplace violence prevention plan in place that includes:
 - assessment of the risk factors for employees;
 - ways to mitigate the most likely cause of violence at your workplace;
 - a plan to restore the workplace after an incident; and
 - a plan to provide help to employees who may have been traumatized by a workplace violence event.

Stress and workplace violence

5. People who have reached their emotional limits due to the loss of loved ones, loss of income, domestic violence issues, sickness and loss of hope want help and they want it now.
 - It is essential to have a list of resources and mental help professionals who can help, including suicide hotlines, AA, mental health professionals, police and county sheriffs.
6. Have drills that address procedures for dealing with aggressive clients or visitors.
 - Have an emergency response procedure plan in place that includes, lock-down locations or places employees can safely evacuate to.

Stress and workplace violence



Resources for help

[Minnesota OSHA Workplace Safety Consultation](#) offers free workplace assessment for workplace violence prevention and other safety and health programs. Contact MNOSHA Workplace Safety Consultation at osha.consultation@state.mn.us, 651-284-5060 or 800-657-3776.

Mental well-being resources during the time of COVID-19 are available [on the Minnesota Department of Health website](#).

Mental health hotlines provide free support to Minnesotans experiencing mental distress are listed on the next slide. Also consider contacting the [National Alliance on Mental Illness \(NAMI\) Minnesota](#) at 888-626-4435 or the [Minnesota Association for Children's Mental Health](#) at 800-528-4511 to connect for help, to navigate the mental health system, for support and for resources.

Stress and workplace violence

- Crisis Text Line: This emergency service provides free, 24/7 support via text message and is available if you or someone you know is experiencing a psychiatric or mental health crisis.
 - To access, text MN to 741741.
- County crisis contacts – directories of mental health crisis phone numbers by county for:
 - [adult's mental health crisis response numbers](#); or
 - [children's mental health crisis response numbers](#).



Thank you

Minnesota OSHA Workplace Safety Consultation

osha.consultation@state.mn.us

651-284-5060

CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

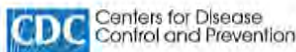


Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- ☐ **Fever (100.4°F or higher), or feeling feverish?**
- ☐ **Chills?**
- ☐ **A new cough?**
- ☐ **Shortness of breath?**
- ☐ **A new sore throat?**
- ☐ **New muscle aches?**
- ☐ **New headache?**
- ☐ **New loss of smell or taste?**



Coronavirus Disease 2019 (COVID-19)

Cleaning and Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect



Clean

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Recommend use of [EPA-registered household disinfectant](#)  .
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

To make a bleach solution, mix:

 - 5 tablespoons (1/3rd cup) bleach per gallon of water
OR
 - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.



Soft surfaces

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant. [These disinfectants](#)  meet EPA's criteria for use against COVID-19.
- Vacuum as usual.



Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



Cleaning and disinfecting your building or facility if someone is sick

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations, if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.

- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.



Cleaning and disinfecting outdoor areas

- Outdoor areas, like playgrounds in schools and parks generally require **normal routine cleaning**, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.



When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).



Additional considerations for employers

- Educate workers performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions on what to do if they develop **symptoms** within 14 days after their last possible exposure to the virus.
- Develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE and how to properly dispose of PPE

- Ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200 [\[PDF\]](#)).
- Comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030 [\[PDF\]](#)), including proper disposal of regulated waste, and PPE (29 CFR 1910.132 [\[PDF\]](#)).



Alternative disinfection methods

- The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known.
 - EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19.
- CDC does not recommend the use of sanitizing tunnels. There is no evidence that they are effective in reducing the spread of COVID-19. Chemicals used in sanitizing tunnels could cause skin, eye, or respiratory irritation or damage.
- CDC only recommends use of the [surface disinfectants identified on List N](#) [\[PDF\]](#) against the virus that causes COVID-19.



For facilities that house people overnight

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

More details: [Detailed Disinfection Guidance for Community Facilities](#)

More information

[Transport Vehicles](#)

Page last reviewed: April 14, 2020

Interim Recommendations for Critical Infrastructure Workers Who Have Had Exposure to a Person with Suspected or Confirmed COVID-19

GUIDANCE AS OF 4/10/20

The following recommendations do not apply to health care workers who have had exposure to a person with suspected or confirmed COVID-19. For health care worker recommendations, please refer to [MDH COVID-19 Recommendations for Health Care Workers](https://www.health.state.mn.us/diseases/coronavirus/hcp/hcwrecs.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/hcp/hcwrecs.pdf>).

Critical Infrastructure Workers

On April 9, 2020, CDC released [Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html) (<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>). This CDC guidance applies to critical infrastructure workers as defined by federal criteria. Exclusion of asymptomatic critical-infrastructure workers for prolonged periods may affect the continuity of operations of essential functions in certain work sectors, such as law enforcement. The CDC guidance sets forth practices by which COVID-19-exposed workers can continue to be in a workplace if they remain asymptomatic. MDH has reviewed CDC guidance and has the following interim recommendations for Minnesota employers and employees.

MDH Interim Recommendations

MDH recognizes that critical infrastructure workforce challenges must be balanced with the need to prevent further spread of COVID-19 within workplaces and in the larger community. **At this time, with the exception of specific settings with whom MDH is working directly with to limit disease transmission while ensuring adequate staffing (such as a correctional facility experiencing an outbreak), MDH recommends the following approach for critical infrastructure workers:**

- Contacts of people with suspected or confirmed COVID-19 infection should adhere, to the extent possible, to the recommended precautions in [CDC's Public Health Recommendations for Community-Related Exposure](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>).
- These precautions include staying home until 14 days after last exposure; maintaining social distancing of at least 6 feet from others at all times; self-monitoring for symptoms (check temperature twice a day and watch for fever, cough or shortness of breath); avoiding contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure) and self-isolating if symptoms develop.

INTERIM RECOMMENDATIONS FOR CRITICAL INFRASTRUCTURE WORKERS WHO
HAVE HAD EXPOSURE TO A PERSON WITH SUSPECTED OR CONFIRMED COVID-19

- There is growing evidence of transmission risk from infected people without symptoms or before the onset of recognized symptoms. Therefore, people who have contact with suspected or confirmed COVID-19 infection should take precautions to the extent possible, even if they have no symptoms.
- MDH should be consulted to discuss implementation of safety practices in the workplace if a specific critical infrastructure employer has a local, acute shortage of staff, has exhausted other staffing options, and has determined that excluding COVID-19-exposed workers from the workplace would represent a crisis for the continuity of critical operations. Practices that employers may need to implement include:
 - Pre-screening of employee by employer for temperature measurement and the presence of any respiratory symptoms (i.e., cough, shortness of breath, or sore throat), and subsequent exclusion from work if symptoms present.
 - Regular employee self-monitoring under supervision of the employer's occupational health program.
 - Using face masks/cloth face coverings as a source control measure.
 - Practicing diligent hand hygiene.
 - Avoiding sharing items such as headsets, other equipment, food, and utensils.
 - Maintaining social distancing of at least 6 feet from others, including during break times; staggering break and meal times and preventing congregation.
 - More frequent cleaning and disinfecting all workspaces including offices, bathrooms, common areas, shared electronic equipment, and commonly touched surfaces. Refer to [CDC: Cleaning and Disinfecting Your Facility \(https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and [CDC: Resources for Businesses and Employers \(https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html).
 - Working with their facility maintenance personnel to increase air exchanges in rooms.
 - Ensuring that employees immediately go home (or not report to work, if they become ill at home) if they develop respiratory symptoms or a subjective (feeling feverish) or measured temperature ($\geq 100^{\circ}\text{F}$).
 - Following MDH recommendations that any employee with symptoms consistent with COVID-19 should isolate themselves at home until:
 - At least 7 days have passed since symptoms first appeared; **AND**
 - At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

Minnesota Department of Health
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4/10/20

To obtain this information in a different format, call: 651-201-5414.

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Emergency Executive Order 20-56

Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency

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

The COVID-19 pandemic continues to present an unprecedented and rapidly evolving challenge to our State. Since the World Health Organization ("WHO") characterized the COVID-19 outbreak as a pandemic on March 11, 2020, confirmed cases of COVID-19 in Minnesota have rapidly increased. On March 15, 2020, Minnesota detected the first confirmed cases caused by "community spread"—infections not epidemiologically linked to overseas travel. By March 17, 2020, all fifty states had reported a confirmed case of COVID-19, and on March 21, 2020, the Minnesota Department of Health ("MDH") announced the first confirmed fatality due to COVID-19 in Minnesota.

Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. On March 13, 2020, I issued Executive Order 20-01 and declared a peacetime emergency because this pandemic, an act of nature, threatens the lives of Minnesotans, and local resources are inadequate to address the threat. After notifying the Legislature, on April 13, 2020 and again on May 13, 2020, I issued Executive Orders extending the peacetime emergency declared in Executive Order 20-01.

The need to slow the spread of the virus required the closure of certain non-critical businesses in our economy. Consistent with national trends, over 650,000 Minnesotans have applied for unemployment insurance since March 16, 2020. In Executive Order 20-33, seeking to balance public health needs and economic considerations, I directed the Commissioners of Health, Employment and Economic Development, and Labor and Industry to begin planning to allow more Minnesota workers to return to work when it is safe to do so. I explained that such a plan must include guidelines and requirements for appropriate social distancing, hygiene, and public health best practices. Executive Order 20-38 expanded exemptions related to outdoor recreational activities and facilities. Executive Orders 20-40 and 20-48 allowed for certain non-critical businesses to reopen after they had planned for and provided a safe work environment.

In light of our increased preparedness to treat those most vulnerable to COVID-19 and mitigate these ongoing economic impacts, this Executive Order continues our plan to safely reopen our economy by allowing even more non-critical businesses to reopen, provided that they follow guidance from MDH, the Department of Employment and Economic Development (“DEED”), and the Department of Labor and Industry (“DLI”). In particular, such businesses must ensure compliance with the Minnesota Occupational Safety and Health Act of 1973, Minnesota Statutes 2019, Chapter 182 (“Minnesota OSHA Standards”), in addition to guidelines related to COVID-19 set forth by MDH and the Centers for Disease Control and Prevention (“MDH and CDC Guidelines”).

Despite the progress we have made since declaring the COVID-19 peacetime emergency, certain establishments—including those in which people gather and linger, those with communal facilities, and those in which close physical contact is expected—continue to pose a public health risk. We must continue to carefully consider and prepare for the reopening of such businesses.

Likewise, certain non-work activities outside of the home are conducive to social distancing and hygiene, while others raise significant public health risks. Large social and other gatherings of people for extended time periods raise the risk of COVID-19 transmission from household to household. The risks of such transmission are diminished in transitory settings, such as retail establishments, where individual interactions and contact are more limited in duration.

In Minnesota Statutes 2019, section 12.02, the Minnesota Legislature conferred upon the Governor emergency powers “in order to (1) ensure that preparations of this state will be adequate to deal with disasters, (2) generally protect the public peace, health, and safety, and (3) preserve the lives and property of the people of the state.” Pursuant to Minnesota Statutes 2019, section 12.21, subdivision 1, the Governor has general authority to control the state’s emergency management as well as carry out the provisions of Minnesota’s Emergency Management Act.

Minnesota Statutes 2019, section 12.21, subdivision 3(7), authorizes the Governor to cooperate with federal and state agencies in “matters pertaining to the emergency management of the state and nation.” This includes “the direction or control of . . . the conduct of persons in the state, including entrance or exit from any stricken or threatened public place, occupancy of facilities, and . . . public meetings or gatherings.” Pursuant to subdivision 3 of that same section, the Governor may “make, amend, and rescind the necessary orders and rules to carry out the provisions” of Minnesota Statutes 2019, Chapter 12. When approved by the Executive Council and filed in the Office of the Secretary of State, such orders and rules have the force and effect of law during the peacetime emergency. Any inconsistent rules or ordinances of any agency or political subdivision of the state are suspended during the pendency of the emergency.

For these reasons, I order as follows:

1. Executive Order 20-48 is rescinded as of Sunday, May 17, 2020 at 11:59 pm.
2. Paragraphs 6 through 8 of this Executive Order are effective as of Sunday, May 17, 2020 at 11:59 pm and remain in effect through Sunday, May 31, 2020 at 11:59 pm.
3. **Masks and face coverings strongly encouraged.** I strongly encourage all Minnesotans to wear a manufactured or homemade cloth face covering when they

leave their homes and travel to any public setting where social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) and to follow face covering guidelines issued by MDH and the CDC until this Executive Order is rescinded. Such face masks and coverings are for source control (to help limit the person wearing the covering from infecting others). They are not yet known to be protective of the wearer and therefore are not personal protective equipment.

4. **At-risk persons.** All persons currently living within the State of Minnesota who are at risk of severe illness from COVID-19, as defined by Executive Order 20-55, are strongly urged to stay at home or in their place of residence and follow the provisions of Executive Order 20-55.

5. **Definitions.**

- a. “Home” and “homes” and “residence” and “residences” are broadly defined to include mobile homes, hotels, motels, shared rental units, shelters, and similar facilities, to the extent they are used for lodging.
 - b. “Worker” and “workers” are broadly defined to include owners, proprietors, employees, contractors, vendors, volunteers, and interns.
 - c. “Business” and “businesses” are broadly defined to include entities that employ or engage workers, including private-sector entities, public-sector entities, non-profit entities, and state, county, and local governments.
 - d. “Critical Businesses” are all businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48.
 - e. “Non-Critical Businesses” are all businesses that are not Critical Businesses and are not closed under Executive Orders 20-04, as amended by Executive Orders 20-08 and 20-18.
6. **Activities outside of the home.** Mindful that we must continue to limit social interactions to protect public health, individuals may leave their homes for activities, subject to the requirements and guidelines set forth below. These requirements may be clarified, as deemed necessary by the Governor, to ensure the health, safety, and security of all Minnesotans. Clarifications will be available for public review at the State’s COVID-19 website (<https://mn.gov/covid19/>).
 - a. **Guidelines.** Individuals engaging in activities outside of the home must follow the requirements of this Executive Order and MDH and CDC Guidelines. Individuals engaging in outdoor activities must follow the Minnesota Department of Natural Resources (“DNR”) and MDH guidelines on outdoor recreation and guidelines for facilities and the public (“Outdoor Recreation Guidelines”) available at DNR’s website (<https://www.dnr.state.mn.us/covid-19.html>).

- b. **Unnecessary travel strongly discouraged.** Consistent with federal guidance and to protect our neighbors, Minnesotans are encouraged to stay close to home and are strongly discouraged from engaging in unnecessary travel.
- c. **Gatherings.** All gatherings of more than 10 people are prohibited. Gatherings are groups of individuals, who are not members of the same household, congregated together for a common or coordinated social, civic, community, faith-based, leisure, or recreational purpose—even if social distancing can be maintained. This prohibition includes planned and spontaneous gatherings, public and private gatherings, and indoor and outdoor gatherings. Examples of prohibited gatherings include, but are not limited to, social, civic, community, faith-based, or leisure events, sporting or athletic events, performances, concerts, conventions, fundraisers, parades, fairs, and festivals that bring together more than 10 people from more than one household. Prohibited gatherings do not include commercial activity by workers and customers of Critical and Non-Critical Businesses.
 - i. **Legislative and other governmental meetings.** The limits on gatherings in this Executive Order do not apply to legislative and other governmental meetings. Remote meetings are strongly encouraged whenever possible.
 - ii. **The Judicial Branch.** The limits on gatherings in this Executive Order do not apply to proceedings held by the Minnesota Judicial Branch. Proceedings held by the Judicial Branch are subject to the policies established by the chief justice and will occur as directed by court order. Individuals may appear as directed by a Minnesota state court, including to serve as a juror, appear as a party, as a witness, or as legal counsel on behalf of a party, or otherwise to comply as directed by a court order, subpoena, or summons.
 - iii. **Federal activities.** Nothing in this Executive Order will be construed to limit, prohibit, or restrict in any way the operations of the federal government or the movement of federal officials in Minnesota while acting in their official capacity, including federal judicial, legislative, and executive staff and personnel.
 - iv. **Drive-in gatherings.** To enable safe congregation of more than 10 people, drive-in gatherings are permitted, provided that all participants remain within their own vehicles and follow guidelines provided by MDH and available at MDH's website (<https://www.health.state.mn.us/diseases/coronavirus/>).

d. **Tribal Activities and Lands.**

- i. Activities by tribal members within the boundaries of their tribal reservations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- ii. Activities within the boundaries of federal land held in trust for one of the 11 Minnesota Tribal Nations are exempt from the restrictions in this Executive Order but may be subject to restrictions by tribal authorities.
- iii. Activities by tribal members to exercise their federal treaty rights within the boundaries of their treaty territory (also known as “ceded territory”) are exempt from the restrictions in this Executive Order but may be subject to restrictions by applicable tribal authorities.
- iv. Tribal members may travel to and from their tribal reservations in accordance with applicable tribal law.

7. **Workers and businesses.** Workers and businesses are subject to the requirements set forth below.

- a. **Extension of temporary closure of bars, restaurants, and other places of public accommodation.** The closure of bars, restaurants, and other public accommodations set forth in Executive Order 20-04, as amended by Executive Orders 20-08 and 20-18, is extended until May 31, 2020 at 11:59 pm. Barbershops and salons may continue to conduct retail product sales in accordance with the requirements for Non-Critical Businesses set forth below.
- b. **Plan to reopen bars, restaurants, and other places of public accommodation.** The Commissioners of Health, Employment and Economic Development, and Labor and Industry are directed to develop a phased plan to achieve the limited and safe reopening of bars, restaurants, and other places of public accommodation beginning on June 1, 2020. This plan will be ready for presentation to the public no later than May 20, 2020.
- c. **Continue to work from home whenever possible.** Any worker who can work from home must do so.
- d. **Critical Businesses.** Businesses whose workers qualified for a Critical Sector exemption under paragraph 6 of Executive Order 20-48 may continue to operate in the same manner as provided in Executive Order 20-48.
 - i. **Child care businesses and youth programming.** Child care providers and other businesses providing care and programming to children and youth of Critical Businesses, including workers in child care centers, family child care, certified centers, youth summer programming (including day camps but not overnight camps), and

other activities and facilities, are Critical Businesses. These businesses are encouraged to prioritize enrollment for workers in Critical Businesses according to guidance provided by the Children's Cabinet and other agencies. This category continues to include workers in a personal home, such as family, friend, and neighbor care necessary for workers to continue to perform their duties. These settings must adhere to MDH and CDC Guidelines.

- e. **Non-Critical Businesses.** If it has not done so already, a Non-Critical Business choosing to open or remain open must establish and implement a COVID-19 Preparedness Plan ("Plan"). Each Plan must provide for the business's implementation of Minnesota OSHA Standards and MDH and CDC Guidelines in their workplaces. These requirements are set forth in guidance published by DEED and DLI ("Plan Guidance") available on DEED's website (<https://mn.gov/deed/safework/>).
- i. **Required Plan content.** As set forth in the Plan Guidance, at a minimum, each Plan must adequately address the following areas:
 - A. **Require work from home whenever possible.** All Plans must ensure that all workers who can work from home continue to do so.
 - B. **Ensure that sick workers stay home.** All Plans must establish policies and procedures, including health screenings, that prevent sick workers from entering the workplace.
 - C. **Social distancing.** All Plans must establish social distancing policies and procedures.
 - D. **Worker hygiene and source control.** All Plans must establish hygiene and source control policies for workers.
 - E. **Cleaning, disinfection, and ventilation protocols.** All Plans must establish cleaning, disinfection, and ventilation protocols for areas within the workplace.
- ii. **Customer facing businesses.** All Non-Critical Businesses that are customer facing (*i.e.*, businesses that have in-person customer interactions) must include additional Plan provisions to keep the public and workers safe as set forth in the Plan Guidance available on DEED's website (<https://mn.gov/deed/safework/>). This includes requirements that workers and customers must maintain physical distancing of 6 feet and that store occupancy must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal. In customer facing businesses that share common areas, such as malls, all Plans must similarly include a facility occupancy that

must not exceed 50 percent of the normal occupant capacity as determined by the fire marshal and provide an enhanced sanitizing, cleaning, and disinfecting regimen consistent with Minnesota OSHA Standards and MDH and CDC Guidelines for those common areas. All Plans must also include signage in common areas to discourage gathering.

- iii. **Household services businesses.** All Non-Critical Businesses that provide household services (*e.g.*, housecleaning, maid services, and piano tuners) must also develop Plan provisions intended to keep customers and workers safe as set forth in the Plan Guidance available on DEED's website (<https://mn.gov/deed/safework/>).
- iv. **Optional template.** A template COVID-19 Preparedness Plan, which covers the above requirements, is available as part of the Plan Guidance, available on DEED's website (<https://mn.gov/deed/safework/>).
- v. **Certification and signature.** Senior management responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement and follow the Plan.
- vi. **Dissemination and posting.** Each Non-Critical Business must provide its Plan, in writing, to all workers, and the Plan must be posted at all of the business's workplaces in locations that will allow for the Plan to be readily reviewed by all workers. Where physical posting is impracticable, the Plan can be posted electronically, provided that the Plan is received by all workers and remains available for their review.
- vii. **Training.** Each Non-Critical Business must ensure that training is provided to workers on the contents of its Plan and required procedures, so that all workers understand and are able to perform the precautions necessary to protect themselves and their co-workers. This training should be easy to understand and available in the appropriate language and literacy level for all workers. Businesses should also take steps to supervise workers and ensure that workers understand and adhere to necessary precautions to prevent COVID-19 transmission. Documentation demonstrating compliance with this training requirement must be maintained and made available to regulatory authorities and public safety officers, including DLJ, upon request.
- viii. **Compliance.** Employees and management must work together to ensure compliance with the Plan, implement all protocols, policies, and procedures, and create a safe and healthy work environment.
- ix. **Availability to regulatory authorities and public safety officers.** Non-Critical Businesses do not need to submit their Plans for

preapproval. Upon request, Non-Critical Businesses must make their Plans available to regulatory authorities and public safety officers, including DLI.

- x. In the event of a complaint or dispute related to a Non-Critical Business's Plan, DLI is authorized to determine whether the Plan adequately implements Minnesota OSHA Standards and MDH and CDC Guidelines in its workplaces.

- f. Executive Order 20-54 remains in full force and effect. All work must be conducted in a manner that adheres to Minnesota OSHA Standards and MDH and CDC Guidelines, including social distancing and hygiene practices. Under existing law and authority, DLI may issue citations, civil penalties, or closure orders to places of employment with unsafe or unhealthy conditions, and DLI may penalize businesses that retaliate against employees who raise safety and health concerns.

8. **Outdoor recreational activities and associated facilities.** Notwithstanding Executive Orders 20-04, 20-08, and 20-18, the below facilities are permitted to be open and do business, provided that they adhere to paragraph 6 of this Executive Order and the Outdoor Recreation Guidelines available at DNR's website (<https://www.dnr.state.mn.us/covid-19.html>). This permission **does not extend to** charter boats, launches, or facilities that involve prohibited gatherings or people in groups or close proximity (e.g., mini golf, pools, commercial outdoor racetracks, and concert venues). **Indoor facilities** associated with outdoor recreational facilities covered by Executive Orders 20-04, 20-08, and 20-18, must comply with those Executive Orders, and all indoor facilities associated with outdoor recreational facilities must also conform with the provisions of paragraph 7 of this Executive Order. I encourage public outdoor recreational facilities be open for families and children, and direct all individuals utilizing such facilities to follow the Outdoor Recreation Guidelines. All outdoor recreational activities and facilities must comply with Minnesota law, including but not limited to license and permit requirements, invasive species regulations, and park rules.

- a. Minnesota State Parks, Trails, State Forests, State Recreation Areas, Wildlife Management Areas, Scientific and Natural Areas, and other State managed recreational lands.
- b. Locally, regionally, and privately managed parks and trails.
- c. State, regional, or local public water accesses.
- d. Public and private marinas and docks that provide storage, docking, and mooring services to slip owners, seasonal renters, and the general public, as well as facilities that provide safety-related services including fueling, emergency dockage, and sanitary pump-out stations.

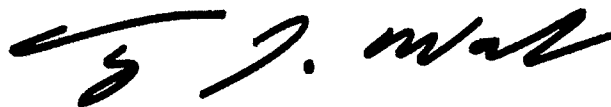
- e. Public and private golf courses and outdoor driving ranges.
 - f. Ski areas.
 - g. Off-highway vehicles, snowmobiles, and watercraft repair shops, sales facilities, and showrooms.
 - h. Lake service providers to install, repair, and remove docks, boatlifts, and other water related equipment or deliver boats.
 - i. Bait and tackle shops.
 - j. Outdoor shooting ranges and game farms.
 - k. Outdoor recreational equipment rental outlets. Equipment may be rented but only if the equipment can be effectively sanitized between uses. Such outlets must implement clear check-in and check-out procedures that minimize contact between customers and workers. Any rentals must be conducted in accordance with the Outdoor Recreation Guidelines.
 - l. Dispersed and remote camping sites for single household use. A dispersed campsite is a single campsite, not in a developed campground, used for overnight camping. A remote campsite is a designated backpack or watercraft campsite, not in a developed campground, used for overnight camping. Both private and public developed campgrounds remain closed to recreational camping.
 - m. Outdoor tournaments, competitions, practices, and sports that allow for social distance, do not require group gatherings prohibited by paragraph 6.c, and that adhere to the Outdoor Recreation Guidelines.
 - n. Small one-on-one or one-on-two person guided and instructional activities such as guided fishing, birding, or outdoor fitness training. Guided and instructional activities must be conducted in accordance with the Outdoor Recreation Guidelines.
 - o. Any other outdoor recreation activities and facilities that may be designated in the Outdoor Recreation Guidelines.
9. Minnesotans must respect the efforts of employers or businesses to protect the safety of their workers and customers by complying with those businesses' social distancing and hygiene instructions. Employers must post social distancing and hygiene instructions at entrances and in locations that can be easily seen by customers and visitors.
10. I urge all Minnesotans to voluntarily comply with this Executive Order. Pursuant to Minnesota Statutes 2019, section 12.45, an individual who willfully violates this Executive Order is guilty of a misdemeanor and upon conviction must be punished by

a fine not to exceed \$1,000 or by imprisonment for not more than 90 days. Any business owner, manager, or supervisor who requires or encourages any of their employees, contractors, vendors, volunteers, or interns to violate this Executive Order is guilty of a gross misdemeanor and upon conviction must be punished by a fine not to exceed \$3,000 or by imprisonment for not more than a year. In addition to those criminal penalties, the Attorney General, as well as city and county attorneys, may seek any civil relief available pursuant to Minnesota Statutes 2019, section 8.31, for violations of this Executive Order, including civil penalties up to \$25,000 per occurrence from businesses and injunctive relief. Nothing in this Executive Order is intended to encourage or allow law enforcement to transgress individual constitutional rights.

Pursuant to Minnesota Statutes 2019, section 4.035, subdivision 2, and section 12.32, this Executive Order is effective immediately upon approval by the Executive Council. It remains in effect until the peacetime emergency declared in Executive Order 20-01 is terminated or until it is rescinded by proper authority.

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

Signed on May 13, 2020.



Tim Walz
Governor

Filed According to Law:

Steve Simon
Secretary of State

Approved by the Executive Council on May 13, 2020:

Alice Roberts-Davis
Secretary, Executive Council

MEMORANDUM

TO: Joe Kohlman, City Administrator

CC: Jason Windingstad, Director of Public Works

FROM: Craig Jochum, City Engineer

DATE: July 16, 2020

RE: 225th Lane Subgrade Corrections

This memo is in regards to 225th Lane, from Rum River Boulevard to Tulip Street, which is being reconstructed with the 2020 Street Reconstruction and Watermain Improvement Project. The original construction plans indicated this street was constructed in 1979 with 2" of Bituminous and 4" of Class 5 aggregate base. The cores from the soils report indicated there was 4 inches of Bituminous and 5-6" of Class 5 aggregate base. We would assume that the additional 2 inches of Bituminous from the original design compared to the cores was likely from an overlay project, however the City has no records of an overlay.

Based on the Cores we anticipated 10" of reclaim would be produced from mixing the existing Bituminous with the class 5. The actual reclaim depth averaged 14 inches or 4 inches more than expected. The entire 14 inch of reclaim material was salvaged for refuse. It was also discovered that a geotextile fabric was installed under the gravel from Rum River Boulevard to 1,500 feet East of Rum River Boulevard. This fabric was not shown on the Record Plans nor did it show up in the two borings in this area. The area with the fabric consists of a silting-sand type soil. It is difficult to predict how these types of soils will stabilize when they are disturbed. The material was excavated to a depth of 8 feet to replace the watermain and water services. Approximately 2/3 of the westerly 1,500 feet of 225th Lane has areas of soft subgrade.

To address the soft subgrade, it is recommended that the 14" of reclaim material that was salvaged be reinstalled over a geotextile fabric. The current bid has unit prices for all the work with the exception of the geotextile fabric, which is \$2.37 per square yard (sy). Approximately 6,200 sy of fabric is required on 225th Lane. The cost of the fabric on 225th Lane is \$14,694. Salvaging the reclaim is already a bid item. The additional 6 inches of reclaim is approximately \$5,800. There will also be some additional common excavation which is also a current bid item. The additional common excavation is approximately \$8,500. The total estimated cost for the soils corrects is \$28,994. These costs can be financed with the City's Municipal State Aid fund. It is not known at this time but it is anticipated that the soils issue may continue up Zea Street/226th Avenue. Similar costs would be anticipated as discussed for 225th Lane.

With the recommended design discussed above there could possibly be some areas that will need to be spot repaired prior to paving or possibly after the base course is constructed. The alternative to avoid this risk would be to use a design that includes 24" of granular material over the geotextile and then add the class 5 and bituminous pavement. This design would also require a drain tile the length of the street which would be tied into the storm sewer system. This design is estimated to cost approximately \$285,000 compared to the estimate \$28,994.

In summary even if there are areas that will need to be spot repaired, the cost of the recommended design is significantly less the optional design. Based on our observations and the geotechnical engineer's recommendation we are recommending that the soft subgrade areas be address with 14" of class 5 over the geotextile fabric.

To qualify for Municipal State Aid funds a change order must be processed to add the geotextile fabric to the contract. Attached is Change Order No. 1 for your consideration. As previously discussed, 6,200 sy of geotextile fabric is required for 225th Lane. Also as discussed it is anticipated that fabric may also need to be used on Zea Street/226th Avenue therefore the total amount documented on the change order is 12,000 sy. This is a unit price project therefore the contractor will only be paid for the actual units or sy of geotextile fabric installed. If you have any questions please call me at 763-852-0485.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER No. 1

Rev. February 2018

SP/SAP(s)	235-122-001	MN Project No.:		Change Order No.	1
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Project Location	2020 Street Reconstruction and Watermain Improvement Project		
Local Agency	City of St. Francis	Local Project No.	SF317
Contractor	Kuechle Underground	Contract No.	
Address/City/State/Zip	10998 State HWY 55, PO Box 509, Kimball, MN 55353		
Total Change Order Amount \$		\$28,440	

(Describe work and justification for change order.)

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	2105.504	Geotextile Type 5	SQ YD	\$2.37	12,000	\$28,440
Net Change this Change Order						\$28,440

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)

☒ (X) Is NOT changed		☐ () May be revised as provided in MnDOT Specification 1806	
☐ () Is Increased by _____ Working Days		☐ () Is Increased by _____ Calendar Days	
☐ () Is Decreased by _____ Working Days		☐ () Is Decreased by _____ Calendar Days	

Approved by Project Engineer: _____ Date: _____

Print Name: _____ Phone: _____

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____



St. Francis Police Department Quarterly Report

April – June 2020

To: City Council and City Administrator Joe Kohlmann
From: Todd Schwieger, Chief of Police
Date: July 20th, 2020

Police Department Second Quarter Report:

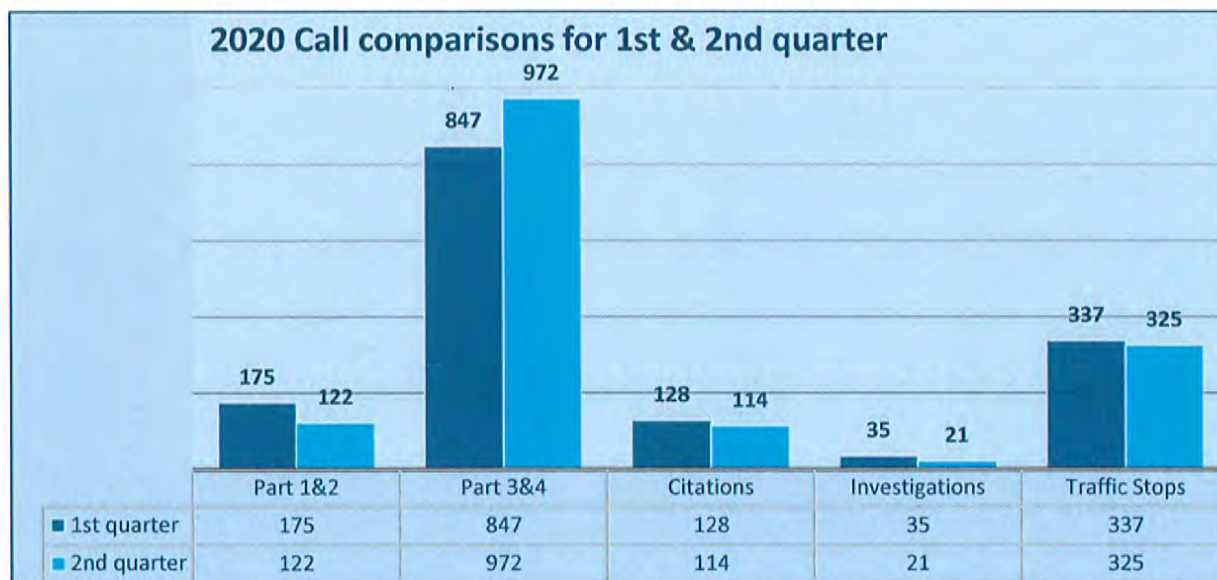
It was an interesting spring for the police department to say the least. Like everyone else, staff had to adapt to the new normal of wearing masks, working from home, using more hand sanitizer than one ever imagined and disinfecting everything under the sun. Despite the challenges of the COVID pandemic the police department staff did an outstanding job adjusting. Even with the lobby closure for several weeks most services were still available to the public thanks to the hard work of staff. Officers and staff had to work under different operating guidelines implemented by the department in response to COVID to keep themselves and members of the public safe.

Overall, calls for service in the second quarter increased over the 1st quarter. Examples of call types officers observed an increase in were suspicious activity calls and open door/business checks while thefts, domestic situations, vehicle accidents and medicals decreased slightly. Citations and DWI's also decreased in numbers during the 2nd quarter. During the beginning of the COVID pandemic Anoka County as well as counties throughout the state were seeing a sharp increase in burglaries. St Francis PD took a proactive approach to this trend and officers conducted 301 business and house checks in the second quarter looking for individuals attempting to take advantage of business closures and residents out of town.

The National Night Out planning committee also met in May and determined to cancel this year's National Night Out event normally held in the Community Park due to ongoing COVID concerns. Staff is planning on safely attending block parties that will be held throughout the City.

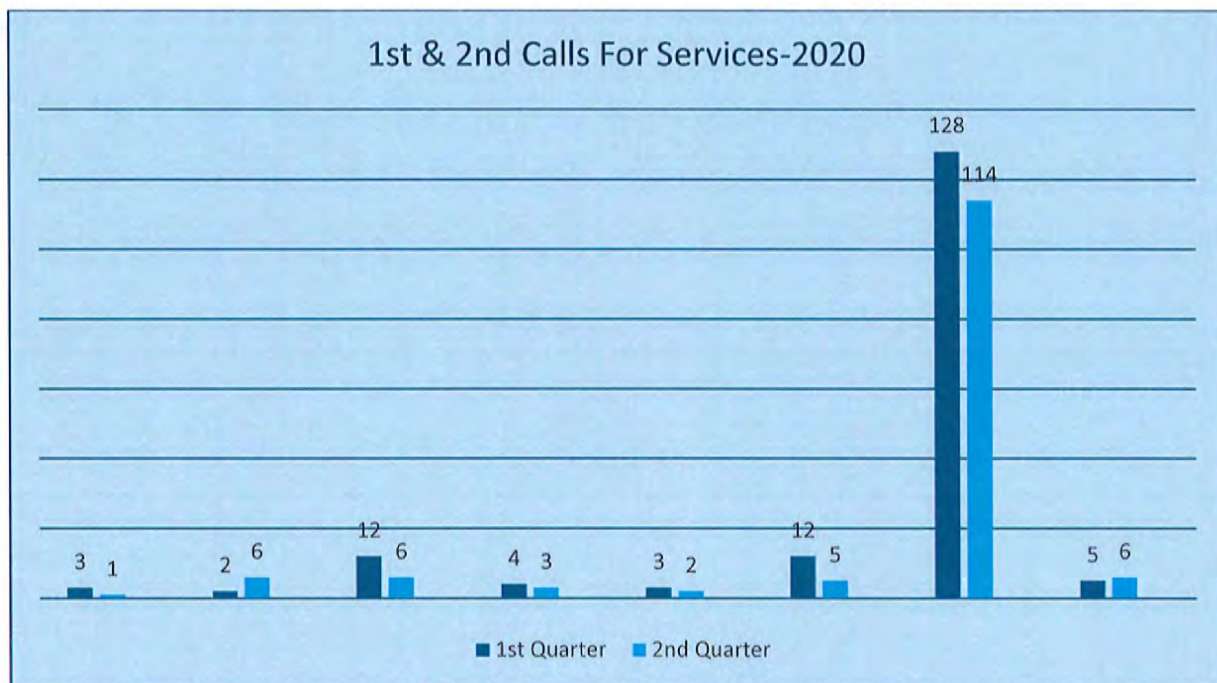
2020 Call Comparisons for 1st and 2nd Quarter

Offense Type	Description Examples	Number of Calls- 1 st Quarter 2020	Number of Calls-2 nd Quarter 2020
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	175	122
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	847	972
Traffic	Traffic Stops	337	325
Total Activity		1359	1419
Investigations		35	21
Citations		128	114



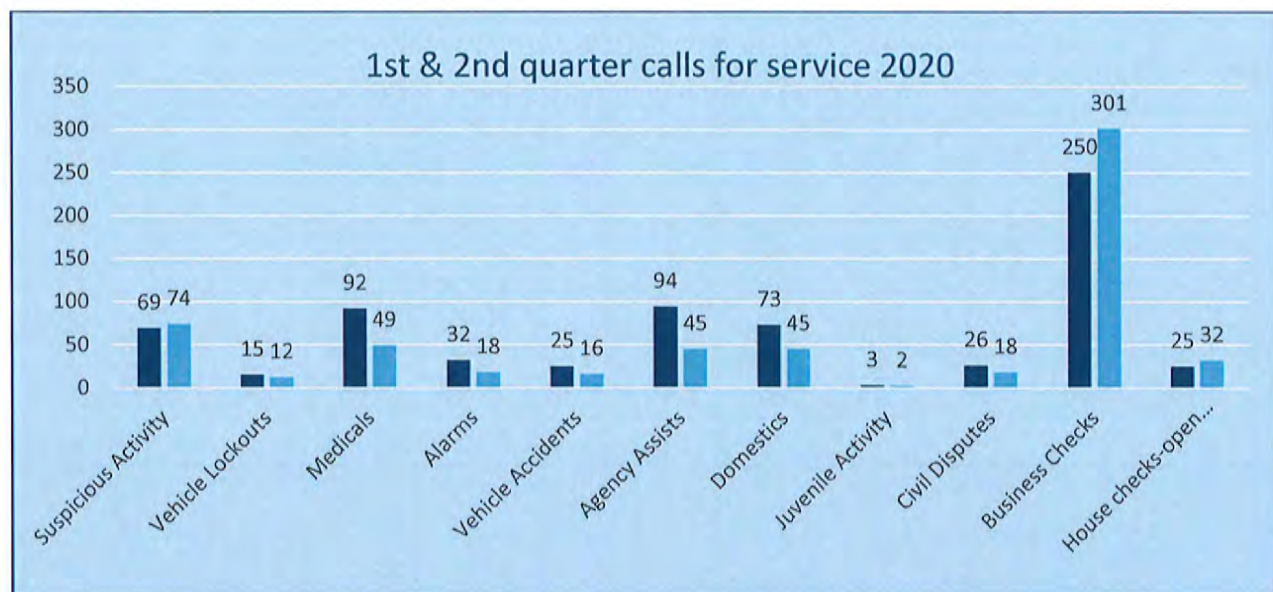
Calls for Service Breakdown Part 1 and 2 Offenses-2020

	1st Quarter	2nd Quarter
Thefts from Vehicle	3	1
Theft –No Pay	2	6
Theft	12	6
Burglaries	4	3
Assaults	3	2
DWIs	12	5
Citations	128	114
Fraud	5	6



Calls for Services Breakdown Part 3, 4, 5 Offenses- 2020

	2020- 1 st Quarter	2020- 2 nd Quarter
Suspicious Activity	69	74
Vehicle lockouts	15	12
Medicals	92	49
Alarms	32	18
Vehicle Accidents	25	16
Agency Assists	94	45
Domestic situations	73	45
Juvenile Activity	3	2
Civil disputes/Landlord-tenant/Child Custody	26	18
Business/House Checks	250	301
Open Door Checks	25	32



COMMUNITY RESOURCE OFFICER

During the 2nd quarter of 2020 Officer Hearn has been continuing to focus on City Ordinance Chapter 10-16-15 (Outdoor Storage) and others as needed and during this time, he has identified nineteen City Ordinance Violations. Officer Hearn was also able to make contact with all fifteen-property owners and resolve ten of the nineteen violations with no further follow up from City Hall. Four of the nineteen ordinance violations were rental-housing violations.

Besides Code Enforcement Officer Hearn has focused on traffic enforcement throughout the city and has made sixty-five traffic stops with thirty-four citations in the second quarter. He also does regular patrols through the neighborhoods while assisting day call cars as needed on priority calls. He has assisted on one hundred and fifty calls for service, in addition to the nineteen Ordinance Violation calls.

Community outreach plays a large role in creating and maintaining positive relationships between the police department and community. Officer Hearn has started a Citizen's Academy (which has since been on hold until the fall), assisted in the planning and execution of the first ever Bike Safety Rally and Parade, assisted with Night to Unite planning and has also been working on creating another Winning with Cops event. He has also taken a more of an active role in the department social media account and updating the account as needed. It should also be noted that due to the national pandemic many community events had to be put on hold, or canceled until a later date. Also, many ordinance violations were delayed due to Covid-19 measures that were set in place on a local, and national level.

While community events were limited due to the national pandemic the St Francis Police Department got creative. On June 25th, 2020 the St Francis Police Department held our first ever Bike Safety Rally and Parade. Some of Officer Hearn's roles in the event were to assist in the planning and implementation of the event. His main role was to gather sponsors by visiting with local businesses in the area and ask for their participation and/or donating to the event. Below are some photos of the successful event.



DRUG TAKE BACK



Despite the COVID pandemic and police department lobby closure the drug box was made available to residents during National Prescription Drug Take Back Day in April. With special procedures in place, several residents took advantage of the opportunity to dispose of their unwanted

prescription medications. The police department felt it was important to continue to provide a way for residents to dispose of unwanted medications despite the lobby closure due to COVID. The lobby was re-opened in May and the drug box is again available Monday through Friday during office hours.





Minnesota TZD is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. While individual disciplines have a long history of successful traffic safety programs, TZD aims to tie these together with a common vision and mission for even greater success. The TZD program uses data to target areas for improvement and employ proven countermeasures.

Several St Francis Officers have participated in TZD events within Anoka County during late spring and summer. During these events officers were looking for impaired drivers, distracted drivers as well as speed violators. Listed are some statistics from these enforcement waves and it should be noted that events in April and May were largely affected by the COVID pandemic and some were cancelled or postponed.

APRIL

Anoka County had a total of 5 Impaired Driving events which resulted in the following stats:

- 240 Traffic Stops
- 4 DWI's
- 26 DAR/DAS
- 9 Seat Belt
- 2 Texting
- 68 speeding citations

SFPD for those events had 2 DWI's, 4 DAR/DAS, and 5 speeding citations.

MAY

Anoka County had 5 Impaired Driving events which resulted in the following stats:

- 281 Traffic Stops
- 6 DWI's
- 24 DAR/DAS
- 9 Texting



MAY CONTINUED

- 2 Warrant Arrests
- 72 Speeding Citations

SFPD had 2 DWI's, 9 DAR/DAS, 2 Texting, and 22 Speeding Citations

JUNE

Anoka County had 9 Impaired Driving events, 1 distracted driving wave, and the start of 1 speed wave.

- 582 Traffic Stops
- 14 DWI's
- 30 DAR/DAS's
- 74 Texting
- 37 Seat Belt
- 4 Warrant Arrests
- 158 Speeding Citations

SFPD had 4 DWI's, 8 DAR/DAS, 6 Seat Belts, 1 Texting, 1 Warrant Arrest, and 36 Speeding Citations.