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

JUNE 15, 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 – June 1, 2020
   B. City Council Work Session Notes - June 8, 2020
   C. Bike Safety Rally Donation
   D. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
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 Rdg)
   B. St. Francis Area Schools – 22919 St. Francis Blvd Site Plan Approval Agreement
   C. Liquor License Renewals – Fee Adjustment
   D. GIS - Request for Proposals (GIS) Update
   E. Interim Emergency Management Ordinance
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Department Reports – Public Works Monthly Reports/May 2020
    B. Councilmember Reports -
    C. Upcoming Events –
        June 17 Planning Comm. Meeting @ 7:00 pm - CANCELLED
        July 6 City Council Meeting @ 6:00 pm
        July 20 City Council Meeting @ 6:00 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-263

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES

JUNE 1, 2020

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

2. **ROLL CALL**
Members present: Mayor Steve Feldman, Councilmembers Robert Bauer, Joe Muehlbauer, Sarah Udvig, and Kevin Robinson. Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), Planner Beth Richmond (Hoisington Koegler Group Inc.-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 MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.
Ayes: Udvig, Bauer, Robinson, Muehlbauer, and Feldman.
Nays: None
Motion carried 5-0.

4. **CONSENT AGENDA**
A. City Council Minutes – May 18, 2020
B. Declaring Surplus Property – Forfeiture Vehicles Resolution 2020-24
C. Payment of Claims $134,750.86 (Checks #'s 77561-77610)

MOTION BY BAUER SECOND ROBINSON APPROVING THE CITY COUNCIL CONSENT AGENDA ITEMS A-C.
Ayes: Feldman, Muehlbauer, Udvig, Robinson, and Bauer.
Nays: None
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**
None

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**
A. St. Francis Area Elementary School/St. Francis–Site Plan - Resolution 2020-25
City Planner Beth Richmond reported the St. Francis School District requested a site plan review to allow for changes to its internal circulation at its elementary and middle school property at 22919 St. Francis Blvd. The work will be completed in two phases and their request is to move forward with Phase 1 at this time. The Planning Commission discussed the timing of Phase 1 but after their discussion, they did unanimously recommend approval of the Phase 1 site plan. Richmond stated Phase 1 includes modifications to the site's internal circulation: bus lanes, bus driver parking, and trail extension. Phase 2 will include modifications to the site's access points and will require review and approval by the City and MnDOT. The proposed conditions of the site plan approval are listed in the draft Resolution 2020-25 provided for Council review and approval.

Feldman stated my concerns are with Phase 2 and the potential cost of the proposed MnDOT project associated with the intersection. Richmond stated yes, they have agreed to that too. The applicants are viewing the meeting if you have questions. Feldman stated I am okay with Phase 1.

Muehlbauer said his concern too is more with Phase 2. Not a fan of all the traffic to Ambassador Blvd, but nothing they can do.

Udvig said she was okay with Phase 1.

Robinson asked the City Engineer if they have any concerns. Jochum said if MnDOT changes Hwy 47 it would be the schools cost, and right now that is unknown.

Bauer said he still would like to see Bridge Street extend all the way to Hwy 47. It has been a 20-year plan. The cost associated with Phase 2 is a concern.

Superintendent Beth Giese stated we would like to figure a way to work together regarding the Bridge Street extension. I don't know the whole history of the project but not off the table by any means.

Feldman asked would this plan hinder the chance of the road going through? Does the first Phase also hinder the chance of the bus garage moving?

Architect stated we are trying to correct the bus parking and make it safer.

The council briefly discuss the Bridge Street extension again. The School District stated they do not have a timeline for Phase 2. Feldman said the Council still needs to speak with MnDOT too.

MOTION BY UDVIG SECOND BAUER TO ADOPT RESOLUTION 2020-25 A RESOLUTION APPROVING A SITE PLAN TO ALLOW MODIFICATIONS TO THE INTERNAL CIRCULATION OF THE PROPERTY LOCATED AT 22919 ST. FRANCIS BLVD. NW SUBJECT TO THE CONDITIONS AND FINDING OF FACT.
Ayes: Udvig, Bauer, Muehlbauer, Robinson, and Feldman.
Nays: None
Motion carried 5-0.

B. 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(1st Reading)

City Planner Beth Richmond reported staff relies on the City Code, St. Francis Forward Plan and the Comprehensive Plan to help inform potential developers about the types of uses that the City has planned for each area of the City. Staff reviewed the City Code on drive-thrus and found that while drive- thrus are defined in the Code, they are not clearly permitted in any zoning district within the City. So staff looked at different cities and most cities listed them as Conditional Use Permits (CUP's) within commercial districts. The Planning Commission held a public hearing on the zoning amendment and no public comment was received. The Planning Commission discussed lane length and emphasized the importance of establishing standards which adequately protect adjacent residential uses for the impacts of a drive-thru use. The Planning Commission did unanimously recommended approval of the proposed ordinance amendment.

Feldman stated Bridge Street and Ambassador Blvd. are county roads, does it work with them? Richmond stated in the CUP process both the City and Anoka County would review and comment on the application.

Bauer asked if this locks out current businesses for providing curbside service. Richmond stated no.

Udvig said it looks good and the county will have their say if it is on a county road.

Robinson stated good job. Did you (Richmond) concur with our engineer on this? Richmond said I am not sure if the city engineer has seen this. Jochum stated Beth (Richmond) did a good job.

Muehlbauer said good to be ready for future businesses.

Feldman said it is a good idea to work together with Anoka County.

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE FIRST 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.

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

C. 4953 Ambassador Blvd.- Temporary Housing

Community Development Director Kate Thunstrom reported staff received a Temporary Habitat Housing application for 4953 Ambassador Blvd. last minute, May 27 and was not fully reviewed prior to the creation of the agenda report. Just today, staff received more information. The approval process includes a review by Zoning to determine use, location and access approvals. The approval process by the Building Official includes any applicable State building codes, health and safety. The permit fee of $200 has been received but have not received the $5,000 escrow fee. The applicant is building a new single family home and is requesting two temporary structures, not just one. These must be moved after construction is completed.

Feldman stated Jason, the property owner is viewing the meeting. Jason stated power was put in last week, septic and well tomorrow or hopefully within a week. Feldman had Thunstrom explain why the City requires an escrow for the 90 day permit. There is also an extension allowed by the building Official if requested. Thunstrom stated an escrow is to protect the City. The funds would be use if the City would need to abate. If compliant, the escrow funds are refunded.

Udvig said it looks okay and covered with a 90-day permit.

Robinson said first I would like to say thank you Jason for making St. Francis your home. Before we would grant an additional 90 days, would we notify the neighbors, do we need to have another set of eyes to look at the progress? Thunstrom stated we could have contracted service Metro West review it and there is no requirement to notify the neighbors. Robinson asked if there have been request in the past. Thunstrom stated the City has voted for and against this type of habitation, so that is why the ordinance is in existence.

Feldman said I am sure the request is for cost factors. Jason stated it is my wife, myself and two daughters. Feldman said I think these people want to be a good neighbor too. Supply chains are being effected by the epidemic.

Muehlbauer asked if Jason had a time frame for completion. Jason said hoping by October.

Bauer said we need to look at everything including neighbors but commend the City Council on being flexible on land ownership
Feldman said rules are put in place based on big picture. You can't put trailers in to rent them out, rules are also for protection of the City.

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE TEMPORARY HOUSING APPLICATION FOR 4953 AMBASSADOR BLVD WITH CONDITIONS LISTED IN THE REPORT.

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

D. Schedule a Work Session

Feldman reported he has been in contact with the St. Francis American Legion regarding the license fees. They say 70% of their profits go back into the community. I know there could possibly be some flexibility with liquor license fees, so I would like to call a Work Session and receive the Councils input on options. Feldman stated businesses have enough on their plate and we can see how we could possibly help them. Discussion was on whether or not it should be a meeting via Zoom or an in person. The Work Session will be on June 8th at 6:00 pm. Watch website calendar if it will be via Zoom or in person at the Community Center.

10. **MEETING OPEN TO THE PUBLIC**

St. Francis Area Schools Superintendent Beth Giese gave a shout out to the St. Francis Police and Fire Departments with their help during this crazy first school year with all that has gone on. Giese stated she has also met with other city staff and proud to be here.

11. **REPORTS**

City Administrator Joe Kohlmann wanted to give a quick update regarding the curfew that been in place for the last several days. It is up to the cities now if they want to extend the curfews. Just wanted to inform you that it is an available tool for cities to use if needed. Police Chief Schwieger stated most cities are choosing not to go with extending the curfew at this time. We will keep monitoring it the next day or two. Feldman stated safety and well-being is the top priority for our residents.

A. Councilmember Reports -

Bauer – asked Chief Schwieger aren't we always under a curfew? Chief Schwieger stated the youth have a curfew per our City Code and that we will continue to enforce. Bauer said stay safe and social distance.
Udvig – thanked city staff for all their time and effort during this time.
Muehlbauer – hearts and prayers to the George Floyd family. Safe protest and 2nd Amendment rights, prayers to all residents of Minneapolis. Special thanks to Chief Schwieger.

Robinson – hearts and prayers to everyone that have lost family members. Thank our public safety departments. Is there anything the City has to do with the emergency plan that we put in place? Administrator Kohlmann stated it would need to be rescinded by the City Council. We can place it on the June 15 agenda.
Feldman – questioned City Engineer Craig Jochum about a light on the south end of Butterfield Drive along Bridge Street. Jochum said it would be a cost to the City. Feldman stated maybe we can asked the residents in that area if they want one. This past weekend I had two gentleman stop off at our house selling things. Officer Bulera had stopped and spoke to them, asking if they had a peddler's license. He handled the situation very professionally. I too want to thank staff – sad day in America. Not all police officers are bad, it is a shame. There are a lot of good police officers. Want to thank all staff again and glad our fire chief is full time. Dave, Todd, Jason, Joe and all staff, thank you. Also, want to thank the council members for working together and working as a team for the betterment to our residents.
Trying to set up a meeting through Zoom with our two residents (Gary and Dallas)who have concerns with what the other is doing on their property. Some of this is out of our control.
Bringing trust back in and working as a team. I believe the residents are starting to trust what we are doing as we continue to move forward.

Poppy Street Improvements – Bauer asked about annexation. Also discussed different options of a joint powers agreement between the cities. Feldman said this street is falling apart and it needs to be done, but done properly. It is a collector street.

B. Upcoming Events -
June 2 Local Race Filings Close @ 5:00 pm
June 15 City Council Meeting @ 6:00 pm
June 17 Planning Comm. Meeting @ 7:00 pm -CANCELLED
July 6 City Council Meeting @ 6:00 pm

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 7:39 pm.

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Barbara I. Held, City Clerk

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

CITY COUNCIL WORK SESSION NOTES
JUNE 8, 2020
6:00 P.M.

Call to Order/Roll Call
The Work Session via Zoom was called to order at 6:00 pm by Mayor Steve Feldman.

Roll Call: Present were Mayor Steve Feldman, Council members Robert Bauer, Kevin Robinson and Sarah Udvig. Joe Muehlbauer arrived at 6:03 pm. Also present were City Engineer Craig Jochum, City Attorney Dave Schaps, City Administrator Joe Kohlmann, and Finance Director Darcy Mulvihill.

They Council decided to move Poppy Street ahead of the Business Licensing discussion.

Item 2. Poppy Street Improvement Discussion
Craig Jochum provided an overview of the issues facing Poppy Street. The Council discussed with Craig the various options and Dave Schaps offered that there isn't any probably legal remedies. The issues of the Right of Way were discussed. Potential alternatives to a full road reconstruction were also discussed. Ultimately, the Council directed Staff to provide some talking points and a summary of the issues the City is facing. It was determined the Councilmember Muehlbauer and Councilmember Bauer could approach Oak Grove and try to find a pathway for the cities to work together on the project.

Item 1. Liquor Renewal Fees Discussion
Jenni from the American Legion provided an overview of how COVID-19 has impacted operations and overall business at the establishment. She stated that in addition to the State mandated closure, a few events have had to be canceled. She provided an overview of the costs they incur, including the Liquor License form the City of St. Francis. The Council discussed the issue and ultimate determined that all of the Liquor Licenses in St. Francis, and Wine and Beer Licenses should receive a 25% discount on their 2021 Renewal. The fees could also be paid half in December of 2020 and half on July 1st of 2021. Jenni thanked the Council and the stated what they are doing is really supporting businesses.

Adjournment
Mayor Feldman adjourned the work session at 7:40 pm.

Submitted by,

_____
Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Bike Safety Rally Donation**

DATE: June 15, 2020

OVERVIEW: On June 25th, 2020 the St Francis Police Department along with the St Francis Fire Department will hold a Bike Safety Rally and Parade. Due to COVID concerns this event is replacing the Bike Rodeo in 2020 which normally involves large groups of people. The Bike Safety Rally will keep participants in their vehicles who will go through a parade like route. Along the route will be representatives from local businesses, bike safety tips, fire trucks and squad cars. Also included will be raffles and prizes which local businesses have offered to donate. A recent monetary donation has been received from Northland Screw Products in the amount of $300.00 to help fund prizes for the event.

ACTION TO BE CONSIDERED: To accept the donation of $300.00 from Northland Screw Products to be utilized for the Bike Safety Rally and Parade.

BUDGET IMPLICATION: The donation will supplement the police department budget in supporting the Bike Safety Rally and Parade.

Attachments:

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 06/12/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $194,745.26 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - none
Direct Transfer from Previous Month-$192,120.22
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:

- 06-15-2020 Packet List
- 06-15-2020 Other Checks

CITY OF ST FRANCIS

*Claim Register©

AP 06-15-2020

June 2020

Claim Type

Claim# 6557 *ACE SOLID WASTE, INC.*

Cash Payment	E 101-43210-384 Refuse/Garbage Disposal	GARBAGE	$63.54
Invoice 5962682			
Cash Payment	E 101-42210-384 Refuse/Garbage Disposal	GARBAGE	$66.46
Invoice 5962682			
Cash Payment	E 609-49750-384 Refuse/Garbage Disposal	GARBAGE	$212.05
Invoice 5962682			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	GARBAGE	$77.53
Invoice 5962682			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	GARBAGE	$77.53
Invoice 5962682			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	GARBAGE	$61.73
Invoice 5962682			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	GARBAGE	$61.73
Invoice 5962682			
Cash Payment	E 101-42110-384 Refuse/Garbage Disposal	GARBAGE	$42.69
Invoice 5962682			
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	GARBAGE	$42.67
Invoice 5962682			
Cash Payment	E 601-49440-384 Refuse/Garbage Disposal	GARBAGE	$42.69
Invoice 5962682			
Cash Payment	E 101-45200-384 Refuse/Garbage Disposal	GARBAGE	$42.69
Invoice 5962682			
Cash Payment	E 101-43100-384 Refuse/Garbage Disposal	GARBAGE	$42.69
Invoice 5962682			
Cash Payment	E 101-42110-384 Refuse/Garbage Disposal	RECYCLING	$70.14
Invoice 5962682			

Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100 **Total** $904.14

Claim Type

Claim# 6582 *ADVANCED AUTOMOTIVE CARE, I*

Cash Payment	E 601-49440-221 Vehicle Repair & Maintena	11 RAM 2500	$397.36
Invoice 55202			

Transaction Date 6/8/2020 Due 6/8/2020 CASH 10100 **Total** $397.36

Claim Type

Claim# 6662 *AIRGAS NORTH CENTRAL*

Cash Payment	E 101-43100-217 Other Operating Supplies	RENTAL	$13.39
Invoice 9971025638			
Cash Payment	E 101-43210-217 Other Operating Supplies	RENTAL	$13.39
Invoice 9971025638			
Cash Payment	E 101-45200-217 Other Operating Supplies	RENTAL	$13.39
Invoice 9971025638			
Cash Payment	E 601-49440-217 Other Operating Supplies	RENTAL	$13.39
Invoice 9971025638			
Cash Payment	E 602-49490-217 Other Operating Supplies	RENTAL	$13.40
Invoice 9971025638			

Transaction Date 6/11/2020 Due 6/11/2020 CASH 10100 **Total** $66.96

Claim Type

Claim# 6605 *ALLINA HEALTH*

Cash Payment	E 101-43100-441 Miscellaneous	MISC	$72.00
Invoice 317741454			

CITY OF ST FRANCIS

*Claim Register©

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June 2020

Transaction Date	6/9/2020	Due 6/9/2020	CASH	10100	**Total**	$72.00
Claim Type						
Claim# 6541 *ARK TOWING AND RECOVERY*						
Cash Payment E 101-42110-441 Miscellaneous			FORFEITURE			$124.00
Invoice 91635						
Cash Payment E 101-42110-441 Miscellaneous			FORFEITURE			$124.00
Invoice 91625						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$248.00
Claim Type						
Claim# 6562 *ASPEN MILLS*						
Cash Payment E 101-42110-437 Uniform Allowance			UNIFORM - SCHWIEGER N			$958.95
Invoice 252784						
Cash Payment E 101-42110-437 Uniform Allowance			UNIFORM - LARSON			$244.40
Invoice 257328						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$1,203.35
Claim Type						
Claim# 6629 *BAUER BUILT INC.*						
Cash Payment E 101-42110-221 Vehicle Repair & Maintena			FIREHAWK PVS			$656.90
Invoice 940066841						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$656.90
Claim Type						
Claim# 6633 *BERNICK COMPANIES, THE*						
Cash Payment E 609-49751-252 Beer For Resale			BEER			$753.30
Invoice 87621						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$753.30
Claim Type						
Claim# 6659 *BGS (BARNA GUZY)*						
Cash Payment E 101-41600-304 Civil Legal Fees			MUNICIPAL			$1,900.00
Invoice 217961						
Cash Payment E 101-41600-304 Civil Legal Fees			COMMUNITY DEVELOPMENT			$1,162.00
Invoice 217964						
Cash Payment G 803-22043 Esc-Laketown (Rivers Edge)			LAKETOWN HOMES LLC			$140.00
Invoice 218078						
Cash Payment E 405-43100-805 2020 Street Improvements			2020 STREET RECONSTRUCTION PROJECT			$1,050.00
Invoice 218079						
Cash Payment E 101-41600-304 Civil Legal Fees			GENERAL LABOR			$602.00
Invoice 217962						
Cash Payment E 101-41600-304 Civil Legal Fees			MISCELLANEOUS/NON RETAINER			$2,940.00
Invoice 217965						
Cash Payment E 101-41600-312 Criminal Legal Fees			PROSECUTION / RETAINER FILE			$5,000.00
Invoice 217642						
Cash Payment E 101-41600-304 Civil Legal Fees			GARY SMITH ADMIN HEARING			$434.00
Invoice 217963						
Transaction Date	6/11/2020	Due 6/11/2020	CASH	10100	**Total**	$13,228.00
Claim Type						
Claim# 6573 *BREAKTHRU BEVERAGE*						
Cash Payment E 609-49751-252 Beer For Resale			BEER			$290.12
Invoice .062020						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$290.12

CITY OF ST FRANCIS

*Claim Register©

AP 06-15-2020

June 2020

Claim Type

Claim# 6563 *BROOKSIDE CONSTRUCTION INC*

Cash Payment	G 803-22000 Deposits		ESCROW REF-6445 AMBASSADOR BLVD			$3,200.00
Invoice .0620						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$3,200.00

Claim Type

Claim# 6561 *C. EMERY NELSON, INC*

Cash Payment	E 602-49490-229 Project Repair & Maintena		MAINTENANCE			$2,531.86
Invoice 35792						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$2,531.86

Claim Type

Claim# 6624 *CHOICE HOMES*

Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #3787			$123.02
Invoice .0620						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$123.02

Claim Type

Claim# 6667 *CINTAS*

Cash Payment	E 609-49750-219 Rug Maintenance	RUG MAINTENANCE	$11.26
Invoice 4049079095			
Cash Payment	E 101-41940-219 Rug Maintenance	RUG MAINTENANCE	$16.16
Invoice 4052651114			
Cash Payment	E 601-49440-402 Janitorial Service	RUG MAINTENANCE	$16.03
Invoice 4052005252			
Cash Payment	E 609-49750-219 Rug Maintenance	RUG MAINTENANCE	$11.26
Invoice 4052651033			
Cash Payment	E 602-49490-402 Janitorial Service	RUG MAINTENANCE	$16.03
Invoice 4052005252			
Cash Payment	E 101-42110-402 Janitorial Service	RUG MAINTENANCE	$16.02
Invoice 4052005252			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4044285339			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice 4044285339			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4045569763			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice 4045569763			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4046210882			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice 4046210882			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4046776544			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice 4046776544			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4047426508			
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS	$4.65
Invoice 4047426508			
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS	$4.66
Invoice 4047955159			

CITY OF ST FRANCIS

*Claim Register©

AP 06-15-2020

June 2020

Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4047955159						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4050223362						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4050223362						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4050821117						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4050821117						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4051347357						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4051347357						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4052005145						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4052005145						
Cash Payment	E 601-49440-417 Uniform Clothing & PPE		UNIFORMS			$4.66
Invoice 4052651115						
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS			$4.65
Invoice 4052651115						
Transaction Date	6/11/2020	Due 6/11/2020	CASH	10100	**Total**	$189.17
Claim Type						
Claim#	6567 *COUNTY MARKET - CITY ACCOUN*					
Cash Payment	E 101-42210-212 Motor Fuels		FUEL			$169.44
Invoice .0620						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$169.44
Claim Type						
Claim#	6585 *CRAWFORD EQUIPMENT*					
Cash Payment	E 101-45200-415 Equipment Rentals		RENTAL			$195.00
Invoice 01-36521						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$195.00
Claim Type						
Claim#	6545 *CRYSTAL SPRINGS ICE*					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			$93.96
Invoice 2000112						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			$70.72
Invoice 2000204						
Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC.			$109.08
Invoice 2000137						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$273.76
Claim Type						
Claim#	6642 *DAHLHEIMER DIST. CO. INC.*					
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$8,185.65
Invoice 444-03061						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$19,009.45
Invoice 1233037						
Cash Payment	E 609-49751-252 Beer For Resale		BEER			$335.50
Invoice 1233084						

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Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $276.00
Invoice 444-03061

Transaction Date 6/10/2020 Due 6/10/2020 CASH 10100 **Total** $27,806.60

Claim Type

Claim# 6631 *DUSTY S DRAIN CLEANING*

Cash Payment E 601-49440-259 Water Meters METER $159.00
Invoice 10355

Transaction Date 6/10/2020 Due 6/10/2020 CASH 10100 **Total** $159.00

Claim Type

Claim# 6609 *EMBEDDED SYSTEMS*

Invoice

Cash Payment E 101-42110-311 Contract SIREN MAINTENANCE $830.25
Invoice 344053-R

Transaction Date 6/9/2020 Due 6/9/2020 CASH 10100 **Total** $830.25

Claim Type

Claim# 6555 *FEDERATED COOP*

Cash Payment E 101-45200-419 Turf/Fertilizer/Weed Contro WEED CONTROL $38.97
Invoice 30278833

Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100 **Total** $38.97

Claim Type

Claim# 6632 *FLYTE HCM LLC*

Cash Payment E 101-41540-301 Auditing and Acct g Servic FSA ADMIN MONTHLY $50.00
Invoice F7817

Transaction Date 6/10/2020 Due 6/10/2020 CASH 10100 **Total** $50.00

Claim Type

Claim# 6551 *GOPHER STATE ONE-CALL*

Cash Payment E 602-49490-442 Gopher State MAY TICKETS $64.80
Invoice 0050761

Cash Payment E 601-49440-442 Gopher State MAY TICKETS $64.80
Invoice 0050761

Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100 **Total** $129.60

Claim Type

Claim# 6611 *HACH COMPANY*

Cash Payment E 602-49490-235 Lab Supplies PARTS $564.50
Invoice 11978256

Cash Payment E 601-49440-235 Lab Supplies PARTS $291.25
Invoice 11981559

Cash Payment E 602-49490-235 Lab Supplies PARTS $608.06
Invoice 11976386

Cash Payment E 602-49490-235 Lab Supplies PARTS $291.25
Invoice 11981559

Transaction Date 6/9/2020 Due 6/9/2020 CASH 10100 **Total** $1,755.06

Claim Type

Claim# 6583 *HAWKINS, INC.*

Cash Payment E 602-49490-216 Chemicals and Chem Prod FERRIC CHLORIDE $3,472.59
Invoice 4724843

Cash Payment E 601-49440-216 Chemicals and Chem Prod CHLORINE CYLINDER $3,176.16
Invoice 4724845

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Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$6,648.75
Claim Type						
Claim# 6565 *INNOVATIVE OFFICE SOLUTIONS,*						
Cash Payment	E 101-41400-200 Office Supplies		OFFICE SUPPLIES			$185.57
Invoice IN2985494						
Cash Payment	E 101-42110-200 Office Supplies		OFFICE SUPPLIES			$40.24
Invoice IN2994729						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$225.81
Claim Type						
Claim# 6579 *INTEREUM*						
Cash Payment	E 101-42110-200 Office Supplies		CHAIRS			$1,378.73
Invoice 171188						
Cash Payment	E 101-42110-200 Office Supplies		CHAIRS AND DESKS			$1,752.05
Invoice 171247						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$3,130.78
Claim Type						
Claim# 6576 *ISD #15*						
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena		2018 DODGE CHARGER PURSUIT			$66.88
Invoice 4819						
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena		2020 DODGE DURANGO			$44.03
Invoice 4820						
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena		2017 DODGE CHARGER			$363.93
Invoice 4814						
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena		2019 DODGE CHARGER			$44.03
Invoice 4816						
Cash Payment	E 101-43100-218 Equipment Repair & Maint		2002 CATERPILLAR			$154.70
Invoice 4817						
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena		2011 CHEVROLET TAHOE			$627.39
Invoice 4812						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$1,300.96
Claim Type						
Claim# 6641 *JOHNSON BROS WHLSE LIQUOR*						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$213.81
Invoice 1567756						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$18.84
Invoice 1571185						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$15.70
Invoice 1567757						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$9.42
Invoice 1571184						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$707.25
Invoice 1571185						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$554.75
Invoice 1571184						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$536.00
Invoice 1567757						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$9,028.60
Invoice 1567756						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$11,084.37

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Claim Type

Claim# 6604 *LMC INSURANCE TRUST*

Cash Payment E 101-41400-160 Work Comp Insurance Invoice .062020	WORK COMP		$417.25
Cash Payment E 101-41500-160 Work Comp Insurance Invoice .062020	WORK COMP		$290.75
Cash Payment E 101-43100-160 Work Comp Insurance Invoice .062020	WORK COMP		$4,273.75
Cash Payment E 101-42210-160 Work Comp Insurance Invoice .062020	WORK COMP		$5,207.25
Cash Payment E 101-42110-160 Work Comp Insurance Invoice .062020	WORK COMP		$11,458.50
Cash Payment E 101-45200-160 Work Comp Insurance Invoice .062020	WORK COMP		$1,551.75
Cash Payment E 101-43210-160 Work Comp Insurance Invoice .062020	WORK COMP		$330.00
Cash Payment E 601-49440-160 Work Comp Insurance Invoice .062020	WORK COMP		$1,545.50
Cash Payment E 602-49490-160 Work Comp Insurance Invoice .062020	WORK COMP		$1,850.50
Cash Payment E 609-49750-160 Work Comp Insurance Invoice .062020	WORK COMP		$1,954.50
Cash Payment E 101-41410-160 Work Comp Insurance Invoice .062020	WORK COMP		$0.00
Cash Payment E 101-42400-160 Work Comp Insurance Invoice .062020	WORK COMP		$128.50
Cash Payment E 101-41910-160 Work Comp Insurance Invoice .062020	WORK COMP		$233.75
Transaction Date 6/9/2020 Due 6/9/2020 CASH 10100		**Total**	$29,242.00

Claim Type

Claim# 6623 *MARTIES FARM SERVICE*

Cash Payment G 601-22200 Deferred Revenues Invoice .0620	REFUND ACCT #2549		$26.99
Transaction Date 6/10/2020 Due 6/10/2020 CASH 10100		**Total**	$26.99

Claim Type

Claim# 6547 *MCDONALD DIST CO.*

Cash Payment E 609-49751-252 Beer For Resale Invoice 537009	BEER		$134.00
Cash Payment E 609-49751-252 Beer For Resale Invoice 537309	BEER		$9,677.20
Cash Payment E 609-49751-252 Beer For Resale Invoice 537336	BEER		-$133.70
Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100		**Total**	$9,677.50

Claim Type

Claim# 6559 *METRO SALES, INC.*

Cash Payment E 101-41400-200 Office Supplies Invoice INV1598140	COPIES		$88.83
Cash Payment E 101-42400-200 Office Supplies Invoice INV1598140	COPIES		$88.83
Cash Payment E 101-42110-200 Office Supplies Invoice INV1598140	COPIES		$88.83

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Cash Payment	E 101-43100-200 Office Supplies		COPIES			$88.83
Invoice INV1598140						
Cash Payment	E 101-45200-200 Office Supplies		COPIES			$88.83
Invoice INV1598140						
Cash Payment	E 601-49440-200 Office Supplies		COPIES			$88.83
Invoice INV1598140						
Cash Payment	E 602-49490-200 Office Supplies		COPIES			$88.83
Invoice INV1598140						
Cash Payment	E 609-49750-200 Office Supplies		COPIES			$88.82
Invoice INV1598140						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$710.63

Claim Type

Claim# 6608 *MIDCONTINENT COMMUNICATION*

Cash Payment	E 601-49440-321 Telephone		TELEPHONE			$150.00
Invoice 13334860111340						
Cash Payment	E 609-49750-321 Telephone		TELEPHONE			$150.00
Invoice 13331300111340						
Cash Payment	E 101-42110-321 Telephone		TELEPHONE			$18.50
Invoice 13332710111340						
Cash Payment	E 101-43100-321 Telephone		TELEPHONE			$18.49
Invoice 13332710111340						
Transaction Date	6/9/2020	Due 6/9/2020	CASH	10100	**Total**	$336.99

Claim Type

Claim# 6556 *MINUTEMAN PRESS*

Cash Payment	E 101-43210-439 Recycling Days		NEWSLETTER			$269.30
Invoice 979651						
Cash Payment	E 101-41400-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 601-49440-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 602-49490-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 609-49750-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-43100-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-41110-344 Newsletter		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-42400-352 General Publishing		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-42110-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-42210-441 Miscellaneous		NEWSLETTER			$126.96
Invoice 979651						
Cash Payment	E 101-45200-441 Miscellaneous		NEWSLETTER			$126.94
Invoice 979651						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$1,538.88

Claim Type

Claim# 6665 *MN DEPT OF HEALTH*

Cash Payment	E 101-42110-308 Community Education		HOSPITALITY FEE			$40.00
Invoice 854136						

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Transaction Date	6/11/2020	Due 6/11/2020	CASH	10100	**Total**	$40.00
Claim Type						
Claim# 6663 *MN U C FUND*						
Cash Payment E 101-42210-441 Miscellaneous			UNEMPLOYMENT			$104.73
Invoice .062020						
Transaction Date	6/11/2020	Due 6/11/2020	CASH	10100	**Total**	$104.73
Claim Type						
Claim# 6617 *MUNICIPAL CODE CORPORATION*						
Cash Payment E 101-41400-311 Contract			SUPPLEMENT PAGES			$1,060.48
Invoice 00344953						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$1,060.48
Claim Type						
Claim# 6581 *NORTH METRO TREE SERVICE IN*						
Cash Payment E 101-45200-311 Contract			TREE REMOVAL			$1,290.00
Invoice 02						
Cash Payment E 101-43100-311 Contract			TREE REMOVAL			$1,175.00
Invoice 01						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$2,465.00
Claim Type						
Claim# 6587 *NORTHLAND OCCUPATIONAL HEA*						
Cash Payment E 101-43100-441 Miscellaneous			TESTING			$25.00
Invoice 6824						
Cash Payment E 101-45200-441 Miscellaneous			TESTING			$25.00
Invoice 6824						
Cash Payment E 601-49440-441 Miscellaneous			TESTING			$25.00
Invoice 6824						
Cash Payment E 602-49490-441 Miscellaneous			TESTING			$25.00
Invoice 6824						
Cash Payment E 101-43100-441 Miscellaneous			TESTING			$6.25
Invoice 6823						
Cash Payment E 101-45200-441 Miscellaneous			TESTING			$6.25
Invoice 6823						
Cash Payment E 601-49440-441 Miscellaneous			TESTING			$6.25
Invoice 6823						
Cash Payment E 602-49490-441 Miscellaneous			TESTING			$6.25
Invoice 6823						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$125.00
Claim Type						
Claim# 6572 *NOVAK-FLECK, INC.*						
Cash Payment G 803-22000 Deposits			ESCROW REF-3428 236TH LANE NW			$7,050.00
Invoice .062020						
Cash Payment G 803-22000 Deposits			ESCROW REF-3417 235TH AVENUE			$3,800.00
Invoice .0620						
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$10,850.00
Claim Type						
Claim# 6566 *OPUS 21*						
Cash Payment E 601-49440-382 Utility Billing			UTILITY BILLING			$1,317.76
Invoice 200478						
Cash Payment E 602-49490-382 Utility Billing			UTILITY BILLING			$1,317.76
Invoice 200478						

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Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$2,635.52
Claim Type						
Claim# 6571 *PACE ANALYTICAL SERVICES*						
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017261			TESTING			$1,032.25
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017299			TESTING			$108.00
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017340			TESTING			$184.00
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017504			TESTING			$189.50
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017543			TESTING			$114.50
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017679			TESTING			$114.50
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017804			TESTING			$381.50
Cash Payment E 602-49490-313 Sample Testing Invoice 2012017862			TESTING			$129.50
Cash Payment E 602-49490-313 Sample Testing Invoice 1220-3220			Testing			$1,353.05
Transaction Date	6/8/2020	Due 6/8/2020	CASH	10100	**Total**	$3,606.80
Claim Type						
Claim# 6638 *PEPSI COLA*						
Cash Payment E 609-49751-254 Miscellaneous Merchandis Invoice 17700303			MISC			$442.95
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$442.95
Claim Type						
Claim# 6649 *PHILLIPS WINE & SPIRITS CO.*						
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6042350			FREIGHT			$9.42
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6040275			FREIGHT			$9.42
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6040273			FREIGHT			$83.99
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6042351			FREIGHT			$1.57
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6040274			FREIGHT			$7.85
Cash Payment E 609-49751-206 Freight and Fuel Charges Invoice 6042352			FREIGHT			$3.14
Cash Payment E 609-49751-253 Wine For Resale Invoice 6042351			WINE			$46.22
Cash Payment E 609-49751-251 Liquor For Resale Invoice 6040273			LIQUOR			$5,888.25
Cash Payment E 609-49751-255 N/A Products Invoice 6040275			N/A			$144.00
Cash Payment E 609-49751-251 Liquor For Resale Invoice 6042350			LIQUOR			$866.99
Cash Payment E 609-49751-254 Miscellaneous Merchandis Invoice 6042352			MISC			$49.50

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Cash Payment	E 609-49751-253 Wine For Resale		WINE			$204.00
Invoice 6040274						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$7,314.35
Claim Type						
Claim#	6622 *PROGRESSIVE BUILDERS*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #5872			$280.46
Invoice .0620						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$280.46
Claim Type						
Claim#	6564 *ROSEVILLE, CITY OF*					
Cash Payment	E 101-41110-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 101-41400-310 Computer Consulting Fee		IT SERVICES			$1,439.76
Invoice 0229006						
Cash Payment	E 101-42110-310 Computer Consulting Fee		IT SERVICES			$5,039.16
Invoice 0229006						
Cash Payment	E 101-42210-310 Computer Consulting Fee		IT SERVICES			$925.56
Invoice 0229006						
Cash Payment	E 101-43100-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 101-45200-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 601-49440-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 602-49490-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 609-49750-310 Computer Consulting Fee		IT SERVICES			$205.68
Invoice 0229006						
Cash Payment	E 101-42400-310 Computer Consulting Fee		IT SERVICES			$411.36
Invoice 0229006						
Cash Payment	E 101-41910-310 Computer Consulting Fee		IT SERVICES			$205.68
Invoice 0229006						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$10,284.00
Claim Type						
Claim#	6621 *RYAN, DAN*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #5343			$144.87
Invoice .0620						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$144.87
Claim Type						
Claim#	6549 *SKOGQUIST, ERIK*					
Cash Payment	E 101-41550-311 Contract		2020 2ND QUARTER ASSESSING			$4,102.46
Invoice .0620						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$4,102.46
Claim Type						
Claim#	6636 *SOUTHERN GLAZERS OF MN*					
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$70.40
Invoice 1958820						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$1.28
Invoice 1958822						

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Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$1.28
Invoice 1958823						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$56.75
Invoice 1958821						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$64.00
Invoice 1958823						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$4,468.75
Invoice 1958820						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$144.00
Invoice 1958822						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$5,291.15
Invoice 1958821						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$10,097.61

Claim Type

Claim#	6570 *SPRING LAKE PARK FIRE DEPT*		Ck# 077611 6/4/2020			
Cash Payment	E 101-42110-308 Community Education		BIKE HELMETS			$150.00
Invoice .0620						
Transaction Date	6/4/2020	Due 6/4/2020	CASH	10100	**Total**	$150.00

Claim Type

Claim#	6620 *SULLIVAN, GABRIELLE*					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #4580			$160.06
Invoice .0620						
Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$160.06

Claim Type

Claim#	6554 *SUN MECHANICAL INC*					
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		TESTING FOR TRUCK GARAGE			$2,645.00
Invoice 200015-1						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$2,645.00

Claim Type

Claim#	6598 *SYLVA CORPORATION, INC*					
Cash Payment	E 101-45200-229 Project Repair & Maintena		SOFTSTEP			$783.00
Invoice 62565						
Cash Payment	E 101-45200-229 Project Repair & Maintena		SOFTSTEP			$1,595.00
Invoice 62564						
Cash Payment	E 101-45200-229 Project Repair & Maintena		SOFTSTEP			$870.00
Invoice 62561						
Cash Payment	E 101-45200-229 Project Repair & Maintena		SOFTSTEP			$870.00
Invoice 62563						
Cash Payment	E 101-45200-229 Project Repair & Maintena		SOFTSTEP			$812.00
Invoice 62562						
Transaction Date	6/9/2020	Due 6/9/2020	CASH	10100	**Total**	$4,930.00

Claim Type

Claim#	6552 *TH CONSTRUCTION*					
Cash Payment	G 803-22000 Deposits		ESCROW REF-23941 PALM ST			$3,500.00
Invoice .0620						
Cash Payment	R 101-34103 Zoning and Subdivision Fees		2ND ENGINEER REVIEWS			-$154.00
Invoice .0620						
Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$3,346.00

Claim Type

Claim#	6558 *THARP, STEVE*					

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Cash Payment E 602-49490-229 Project Repair & Maintena TILL PONDS $550.00
Invoice 379233

Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100 **Total** $550.00

Claim Type

Claim# 6574 *TJ ASSOCIATES*

Cash Payment E 101-42110-308 Community Education BIKE RALLY SIGNS $143.80
Invoice 233696

Cash Payment E 101-42110-308 Community Education BIKE RALLY $220.35
Invoice 233736

Transaction Date 6/8/2020 Due 6/8/2020 CASH 10100 **Total** $364.15

Claim Type

Claim# 6568 *TOTAL CONTROL SYSTEMS, INC.*

Cash Payment E 602-49490-229 Project Repair & Maintena WWTP BIOSOLIDS TRANSDUCERS $1,659.80
Invoice 9359

Cash Payment E 602-49490-229 Project Repair & Maintena WWTP PUMP $1,267.20
Invoice 9360

Transaction Date 6/4/2020 Due 6/4/2020 CASH 10100 **Total** $2,927.00

Claim Type

Claim# 6619 *U S BANK EQUIPMENT FINANCE*

Cash Payment E 101-41400-240 Office Equip COPIER LEASE $200.87
Invoice .0620

Cash Payment E 101-43100-240 Office Equip COPIER LEASE $200.87
Invoice .0620

Cash Payment E 101-43210-240 Office Equip COPIER LEASE $200.87
Invoice .0620

Cash Payment E 101-45200-240 Office Equip COPIER LEASE $200.87
Invoice .0620

Cash Payment E 601-49440-240 Office Equip COPIER LEASE $200.87
Invoice .0620

Cash Payment E 602-49490-240 Office Equip COPIER LEASE $200.60
Invoice .0620

Transaction Date 6/10/2020 Due 6/10/2020 CASH 10100 **Total** $1,204.95

Claim Type

Claim# 6603 *VESSCO, INC.*

Cash Payment E 601-49440-216 Chemicals and Chem Prod CHEMICAL PRODUCTS $449.12
Invoice 80236

Transaction Date 6/9/2020 Due 6/9/2020 CASH 10100 **Total** $449.12

Claim Type

Claim# 6553 *VINOCOPIA, INC.*

Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $12.00
Invoice 0257502-IN

Cash Payment E 609-49751-252 Beer For Resale BEER $99.00
Invoice 0257502-IN

Cash Payment E 609-49751-253 Wine For Resale WINE $624.00
Invoice 0257502-IN

Transaction Date 6/3/2020 Due 6/3/2020 CASH 10100 **Total** $735.00

Claim Type

Claim# 6550 *WELLS, MARY*

Cash Payment E 101-41550-311 Contract 2020 2ND QUARTER ASSESSING $4,102.46
Invoice .0620

CITY OF ST FRANCIS

*Claim Register©

AP 06-15-2020

June 2020

Transaction Date	6/3/2020	Due 6/3/2020	CASH	10100	**Total**	$4,102.46

Claim Type

Claim# 6626 *XYLEM WATER SOLUTIONS USA, I*

Cash Payment E 601-49440-216 Chemicals and Chem Prod WATER SOLUTIONS $431.77

Invoice 3556B11408

Transaction Date	6/10/2020	Due 6/10/2020	CASH	10100	**Total**	$431.77

Pre-Written Checks	$150.00
Checks to be Generated by the Compute	$194,595.26
Total	$194,745.26

CITY OF ST. FRANCIS
6/15/2020

Checks cut since last Council Meeting

Check Number	Check Date	Payee	Description	Amount
		TOTAL		0.00

Disbursements via Debits to 4M Account

Payee	Description	Amount
TOTAL		0.00

Disbursements via Debits to Checking Account

	Payee	Description	Amount
05/01/20	Health Partners	Health Insurance	26,776.82
05/04/20	Cayan	Liquor CC Fee	4,346.67
05/12/20	Visa	Credit Card Bill	11,817.12
05/14/20	Federal Tax	Payroll	22,192.17
	PERA	Payroll	21,147.18
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,696.03
	MSRS	Payroll	487.67
	Healthcare Savings	Payroll	852.00
05/15/20	Centerpoint	Gas Bill	3,904.95
05/19/20	Federal Tax	Payroll	3,599.78
	PERA	Payroll	195.23
	State Tax	Payroll	158.23
	Child support	Payroll	1,176.33
	Cayan	Liquor CC Fee	42.74
	Connexus	Electric bill	18,656.75
05/20/20	MN Dept of Revenue	Sales tax	18,773.00
	Cayan	Liquor CC Fee	5.35
05/27/20	Federal Tax	Payroll	22,340.02
05/28/20	PERA	Payroll	20,938.77
	VOYA	Payroll	1,490.00
	ICMA	Payroll	285.00
	State Tax	Payroll	4,684.38
	MSRS	Payroll	493.08
	Healthcare Savings	Payroll	852.00
	Village Bank	Bank fees	40.00
05/29/20	Payment Service Network	Credit card fees	393.95
	TOTAL		192,120.22

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 A

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment – Drive Thrus
DATE: June 15, 2020

OVERVIEW

At the June 1st Council meeting, Beth with HKGi presented the first reading of a Drive Thru ordinance amendment proposed for the B1 and B2 Commercial Districts. Since that time there have been Staff discussions that we would like to clarify at our next team meeting with HKGi and Hakanson scheduled for the end of June.

Tonight Staff is requesting that instead of moving forward with the Second Reading that Council continue the reading to the next meeting on July 6, 2020.

ITEMS TO BE DISCUSSED:

Staff requests Council to make a motion to continue the Second Reading of the Ordinance Amendment of Drive Thrus to the July 6, 2020 Council meeting

ATTACHMENTS:

HKGi Staff report and attachments

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

TO: Joe Kohlmann, City Administrator
FROM: Beth Richmond, Planner
SUBJECT: Ordinance Amendment – Drive-Thrus
DATE: June 1, 2020

OVERVIEW:

The City regularly fields development proposals for the commercial areas of the City, particularly along Bridge Street. Staff relies on the City Code, St. Francis Forward plan, and Comprehensive Plan to help inform potential developers about the types of uses that the City has planned for in each area of the City. After a recent discussion with a potential business owner about the potential for drive-thrus, Staff reviewed the Code and found that, while drive-thrus are defined in the Code, they are not clearly permitted in any zoning district within the City.

Instead of waiting to respond to individual development proposals, Staff believes that a more proactive approach regarding drive-thrus will benefit the City. Determining if and where drive-thrus should be allowed and the standards associated with this use will help the City to dictate the character of its business zoning districts and allow Staff to give clear direction to potential developers.

Uses such as coffee shops, restaurants, banks, and drug stores benefit from having a drive-thru window. However, drive-thrus frequently pose challenges to other urban design objectives and nuisances to adjacent land uses. The degree of challenges and nuisances vary by district intent as well as the context of the individual site context. City staff reviewed several comparable cities to understand how drive-thrus are regulated within those communities. Staff found that drive-thrus are often permitted as conditional uses within commercial districts. Standards regulating internal site circulation and stacking capacity, access points, and impacts to nearby residential properties are typically associated with drive-thrus.

Staff is presenting the following for consideration:
Permitting drive-thrus as conditional uses in the B-1 and B-2 districts and establishing unique standards in both districts to govern their use.

On May 20, 2020, the Planning Commission held a Public Hearing to receive comments on the Zoning amendment. No Public Comments were received. The Planning Commission discussed appropriate queuing lane length and emphasized the importance of establishing standards which adequately protect adjacent residential uses for the impacts of a drive-thru use. Following their discussion, the Commission unanimously recommended approval of the proposed ordinance amendment.

ITEM TO BE DISCUSSED:

Amendment to Chapter 10 Zoning, Sections 62: B-1 Central Business District and 63: B-2 General Business District to include Drive-Thrus as a conditional use.

TIMELINE:

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

June 1st – 1st Reading
June 15th – 2nd Reading
June 19th – Publish for comment
July 19th – Effective

ATTACHMENTS:

Draft Ordinance
Planning Commission Report – May 20, 2020

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

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

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 10, Section 62-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-1 Central Business District and read as follows:

10-62-4. - Conditional Uses

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-1 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 7 of this Ordinance:

D. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs.
2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.
3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.
4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.
5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.
6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).
7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.

8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.

9. Only one lane with a minimum of fifty feet (50') leading to the drive-up window shall be provided for queuing.

10. If the drive-thru facility is adjacent to residential properties:

    a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
    b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
    c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 2. Code Amended. That Chapter 10, Section 63-4 shall hereby be amended to add Drive-Thru establishments as conditional uses in the B-2 General Business District and read as follows:

10-63-4. - Conditional uses.

Subject to applicable provisions of this Ordinance, the following are conditional uses in a B-2 District and require a conditional use permit based upon procedures set forth in and regulated by Chapter 6 of this Ordinance:

K. Drive-thru establishments, provided that:

1. All drive-thru lanes shall be clearly identified using striping, landscaping, and/or signs

2. Queuing spaces or areas shall not interfere with parking spaces, aisles, loading areas, through traffic, vehicle or pedestrian circulation, or driveway access.

3. Curb-cut entrances for queuing driveways and exit driveways shall be consolidated with any other driveway entrances or exits on the site.

4. Drive-thru windows, drop boxes, menu boards, and associated or similar structures shall be located to the rear or side of the principal building, and must incorporate landscape screening, decorative fences, walls, or a combination of these elements to minimize their view from the street.

5. Drive-thru lanes should be located away from building entrances and (unless screened) should not be located between a principal building and the street, or if a corner site, all adjacent roadways.

6. Drive-thru lanes shall be designed in a manner that allows drivers not using the drive-thru, or wishing to exit the drive-thru area, to bypass the drive-thru lane(s).

7. All new lighting must be LED, fully shielded, be no brighter than needed for the task, and shine only where it is needed. Lights should have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower, and dim or turn off at 11PM or one hour after close of business, whichever is later. Existing lighting should be retrofitted or replaced to meet these standards.

8. Menu boards must be no brighter than needed for the task, be lit with LED lights of a correlated color temperature (CCT) no higher than 5,000 Kelvin (K) (ideally 4,000K or lower), and be turned off when the drive-thru closes.

9. A minimum of one hundred feet (100') leading to the drive-up window for one lane and sixty feet (60') per lane when more than one lane shall be provided for queuing.

10. If the drive-thru facility is adjacent to residential properties:

    a. The facility shall establish sound barriers and be screened from vehicle lights in stacking areas.
    b. Systems for placing of orders shall be located and designed so that noise is not perceptible on adjacent residential properties.
    c. The hours of operation are limited to 6:00am to 10:00pm unless extended by the City Council as part of a conditional use permit.

Section 3. Effective Date. This ordinance will take effect and be in force after its passage and official publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ___DAY OF JUNE, 2020.

APPROVED:

_____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

_____
Barbara I. Held
City Clerk

(seal)

TO: Kate Thunstrom, Community Development Director

FROM: Brad Scheib and Beth Richmond, City Planner

SUBJECT: Draft Amendment to Zoning Code, Chapter 10 Sections 62-4 and 63-4 Allowing Establishments with Drive-Thru operations as conditional use permits in the B-1 and B-2 Districts.

DATE: 05/14/2020

OVERVIEW:

Staff was approached by an applicant interested in using an existing downtown building for a coffee shop with a drive-thru. In reviewing the ordinances, it was unclear on how we would address such a request. This staff report describes how drive -thrus are addressed in the existing code, identifies the issues associated with drive-thrus and recommends modifications to make it more clear how they are allowed and regulated within the City of St. Francis.

HOW DOES THE CODE ADDRESS DRIVE-THRUS?

The code has drive-thru, restaurant, and business (on-site) definitions. The drive thru definition considers drive-thrus a principal or accessory use. The restaurant and business (on-site) definitions do not count drive-thrus as restaurants or on-site businesses. The code lacks conditions and performance standards that address drive-thrus, other than the restaurant definition saying that drive-thrus are not automatically allowed where restaurants or other service businesses that commonly have drive-thrus are allowed.

POTENTIAL ISSUES ASSOCIATED WITH DRIVE-THRUS

Potential issues associated with drive-thru uses that warrant special considerations based on individual site conditions include:

- Conflicts with ingress and egress associated with pedestrian systems (sidewalks) and traffic patterns
- Queuing of vehicles and adequate stacking capacity to prevent back up on to local streets
- Potential conflicts with internal site circulation and required parking areas
- Pollution (air, noise, light) from idling cars
- Noise pollution from speaker systems associated with ordering

BEST PRACTICES

Based on our research and experience with drive-thru establishments, the following are some examples of best practices for regulating drive-thrus:

- Having drive-through lanes be clearly identified using striping, landscaping, curbs, and/or signs.

- Having drive-thru windows, menu boards, and other related features in the rear or side of building and be screened from public view or adjacent land uses using landscape screening, decorative fences, walls, or a combination of those.
- Making sure drive-thru lanes do not interfere with parking, pedestrians, traffic, access, etc.
- Designing such lanes in a manner that allows drivers not using the drive-through, or wishing to exit the drive-through area, to bypass the drive-through lane(s).
- Having lighting (including for menu boards) be no brighter than needed for the task, be designed to minimize light pollution (such as light trespass), and dim or turn off after the drive thru or business closes.
- Minimizing volumes and direction of speaker noise or managing hours of operations.

COMPARABLE CITIES

Staff researched comparable cities as one of the determinations for best practices. Most cities allow drive through establishments as conditional use permits and provide performance standards as noted below. Many cities will generally be more restrictive on drive through establishments or even prohibit them all together within districts that are intended to be more pedestrian oriented and smaller scale commercial buildings. While less restrictive within highway business districts or more larger scale shopping districts. The key factor is often based on the desired character and intent of the district and how good of a fit a drive-thru facility is within that district. It appears that few cities have no regulations for drive-thrus.

RECOMMENDED APPROACH

Staff recommends amending the Zoning Code to allow drive-thrus as a conditional use in the Central Business District (B-1) and General Business District (B-2), and adding performance standards that address issues associated with drive-thrus in those districts. Allowing drive-thrus by conditional use enables the city to put reasonable conditions on the use to mitigate potential impacts which might vary site to site. As uses become more successful or popular, and demand increases, the Conditional Use Permit allows for an amendment process to evaluate site changes and potential impacts.

ACTION TO BE CONSIDERED:

Consider adopting Ordinance 2020-XX as attached.

BUDGET IMPLICATION:

There is no budget implication to this action.

ATTACHMENTS:

1. Ordinance draft

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 B

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: St. Francis Area Schools – Site Plan Approval Agreement

DATE: June 15, 2020

OVERVIEW

On February 19, 2019, Council approved a Building Permit Release Agreement to accommodate the construction schedule of the Elementary School. The purpose of the Agreement was to allow the building permits to move forward while the School District, City and State worked on Hwy 47 concepts and designs.

In an effort to accommodate the St. Francis Area Schools need to move forward with their project, Staff reviewed and obtained Council approval on a Phase 1 of the Site Plan, June 1, 2020. Phase affects bus and onsite parking needs. At this time there are not final designs with Hwy 47 and the phased approval allows site work to be completed that does not affect access points to State, County and City roads.

As part of the Engineering and Planner review in the June 1, 2020 Staff report, the City identified a need for a Site Plan Approval Agreement. The original Building Permit Release Agreement did not allow any site plan work to be completed. The updated Agreement addresses the current Phase approvals.

ITEMS TO BE DISCUSSED:

Motion to approve the agreement with St. Francis Area Schools

ATTACHMENTS:

Site Plan Approval Agreement

SITE PLAN APPROVAL AGREEMENT

This contract and agreement (hereinafter "Agreement") is entered into this ___ day of _____, 2020 between the City of St. Francis, a Minnesota municipal corporation under the laws of the State of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

1. The City and District acknowledge that a site plan for 22919 St Francis Blvd NW, St. Francis, Minnesota was approved by the St. Francis City Council on June 1, 2020, as denoted in City Resolution 2020-25. The District acknowledges and agrees to the conditions listed by the City Council that were included in the approval and which are incorporated by reference to this Agreement.

2. The City has agreed to approve a portion of the total site of the St. Francis Middle School and St. Francis Elementary School property with the understanding that any and all further site improvements shall not be undertaken until Minnesota Department of Transportation ("MnDOT') has decided upon a transportation plan and presented to the City and District said plan for the reconfiguration of State Highway 47.

3. The Parties agree that no other or additional site work will be initiated, undertaken, constructed, or completed anywhere on the site outside the scope of the City Resolution 2020-25 approval until the City and District have the opportunity review the plans and recommendations resulting from the MnDOT study and the City has been able to review all traffic and operational related impacts regarding the future District site plan application.

4. The District expressly agrees to follow all City and MnDOT comments, polices, ordinances, and all other applicable rules during the construction approved site plan improvements to the site and for all future site improvements contemplated in any additional site plan application.

5. All comments and recommendations attached from City staff and its consultants regarding the site plan approval in City Resolution 2020-25 are expressly incorporated into this Agreement, and any other comments that may arise in regard to the site plan application will be addressed cooperatively between the Parties. The City reserves the right to deny any future site plan application if the application does not meet the standards set out in the City's Zoning Code.

6. The District agrees to pay any and all fees associated with the site plan approval, the site plan application require fees, and any site improvements, including but not limited to, construction costs for site improvements, building permit fees, WAC/SAC fees, escrows and other associated fees identified in the City's fee schedule or policies.

7. The Parties agree to work cooperatively with MnDOT and use reasonable efforts to ensure that all stakeholders cooperatively enable MnDOT to create and implement effective plan of improvements to State Highway 47 and the surrounding areas.

8. The Parties also agree that approval of the Site Plan City Resolution 2020-25 does not indicate, grant, confer, or grandfather any further approvals or allow for the bypassing of the City's application process for further or additional applications for Site Plan review. The City at all times reserves the right to deny any future site plan application if the City believes the site plan application is inconsistent with the requirements of the City Code. The District warrants and expressly agrees to refrain from making any physical changes to the area designated to be address in any future site plan application without out first obtaining the appropriate approvals through the City's planning and zoning site plan review process.

General Provisions.

1. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

2. Assignment. The District may not assign this Agreement to any other person unless written consent is obtained from the City.

3. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

4. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Anoka County, Minnesota.

5. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

6. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City:
Joe Kohlmann
City of St. Francis
St. Francis City Hall
23340 Cree Street NW
St. Francis, MN 55070

Notice to District:
ISD 15 Superintendent
4115 Ambassador Boulevard NW,
St. Francis, MN 55070

7. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

8. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the City and District have entered into this Site Plan Approval Agreement as of the date first above written.

Mayor Steve Feldman	Chairwoman Jill Anderson
City Clerk Barb Held	Superintendent Beth Giese

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: 2021 Liquor Licenses

DATE: June 15th, 2020

OVERVIEW

At the June 8th City Council Worksession, the City discussed potential ways to help support local businesses that have been impacted by COVID-19 – specifically, the potential to reduce city liquor licenses for the 2021 renewal year. This is primarily due to bars and restaurants being extraordinarily impacted by State mandated closures.

The Council provided Staff with direction to prepare a 25% reduction in wine/beer/liquor associated fees for 2021 and provide the option to make the total payment in two installments – one in December 2020 and one on July 1st of 2021.

The table below shows the 2020 licenses anticipated to renew for 2021 and the 2021 proposed fee with the 25% reduction:

LICENSE RENEWALS FOR 2020

LIQUOR LICENSES:	REGULAR	SUNDAY	**2021 Proposal**
(1) Beef O'Bradys	$ 4,000.00	$ 200.00	**$3,150**
(2) Patriot Lanes	4,000.00	200.00	**$3,150**
(3) Rum River Inn	4,000.00	200.00	**$3,150**
(4) St. Francis American Legion	4,000.00	200.00	**$3,150**
(5) The Ponds Golf Course	4,000.00	200.00	**$3,150**
WINE/BEER LICENSES:			
(1) Mansetti's	$400.00		**$300**
(2) Tasty Pizza	$400.00		**$300**

Action to be considered:
Motion to approve a 25% reduction in the stated beer/wine/liquor fees for 2021 and allow license holders to make payments in two installments- one in December 2020 and the second on July 1st, 2021.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director
Jason Windingstad, Public Works Director

SUBJECT: Update Geographic Information System (GIS) Provider – RFP

DATE: June 15, 2020

OVERVIEW

GIS software is a tool that is used by the City to map, store and analyze information. City staff, Engineering and Planning use GIS for zoning, land use, mapping, to create and update data on the city's public infrastructure related to water/sewer, curb stops, hydrants and maintenance history.

The City had utilized a GIS system from Bolton Menk, Inc. (BMI). Since the release of their services in 2017 the software had not been updated and subsequently has been turned off completely. On April 6th, Council approved the release of a RFP for a GIS service provider.

Twelve (12) proposals were received from service providers. Staff used a uniform review process including; staffing and capacity, timeline to implementation, fees identified, references, product identification and ability to specifically meet city needs.

Staff further narrowed the selection to four providers to better understand the proposed product. On Tuesday, May 26th, Public Works and Community Development staff previewed a demonstration on each program to see if it met city needs. Those four organizations were as follows:

GIS Provider	5 year proposal total
MSA	$46,850
Ulteig	$133,500
Wenck	$94,100
WSB	$38,600

Staff is proposing that the City move forward with WSB for GIS provider services.

ITEMS TO BE DISCUSSED:

Council to select a GIS Service Provider

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9E

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Emergency Ordinance

DATE: June 15th, 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.

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.

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 Untied 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 Statues, 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

2005949_1

City of St. Francis

Water and Sewer Monthly Report – May 2020

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	**Water Treatment Report**			
Water	Inspect Facility Daily	Facility Inspection	18	Inspections
Water	Operational Hours	Hours spent at facility	36	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	**Water Flows/Results**			
		Total Raw water	19.64	Million Gallons
		Total Finished water	20.1	Million Gallons
		Finished water sold	19.97	Million Gallons
		Accounted water %	99	%
		Oak Grove water use	3.01	Million Gallons
		Average Daily Flow	.648	Million Gallons
		Average Chlorine	.49	Mg/l
		Average Raw Iron	1.02	Mg/l
		Average Raw Manganese	.076	Mg/l
		Average Fluoride	.79	Mg/l
		Iron Removal	**99**	%
		Manganese Removal	**86**	%

Wastewater	**Wastewater Treatment Report**			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours spent at facility.	144	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.98	Million Gallons
		Total Effluent	9.99	Million Gallons
		Reuse effluent	.320	Million Gallons
		Influent TSS	426	Mg/l
	Limit: (15mg/l)	Effluent TSS	0	Mg/l
	Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
		Influent CBOD	318	Mg/l
	Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
	Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
		Influent Phosphorus	5.2	Mg/l
	Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	**100**	**% Removal**
		Influent Ammonia Nitrogen	35.1	Mg/l
	Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	**100**	**% Removal**
Water/ Sewer	**Monthly Tasks**			
Water/Sewer	Locates	Process Locate Requests	118	Utility Locate Requests

Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	22	Work Orders
Re-reads	Re-read Meters	Re-read Meters	17	Meters
Water/Sewer	**Monthly Projects**	Description	Quantity	Units
All Lift Stations	Lift Station Maintenance	Inspect each lift station. Change oil, check floats, transducers and wear rings.	18	Lift Stations
River Shores Lift Station	Replace Lift Pump	Pump failed because of bearing failure. Pump will be sent in for repair.	1	Pump
Wastewater Treatment Facility	Aeration Blower Maintenance	Change blower inside blower filter.	8	Filters
Wastewater Treatment Facility	Aeration Lower Repair	A bearing on aeration blower two failed. Our vendor fixed the issue. Warranty item.	1	Bearing Assembly
Wastewater Treatment Facility	Complete DMR	Monitoring report required each month for the MPCA that has all sampling data.	1	Report
Wastewater Treatment Facility	Waste Manhole Inspection and Maintenance	Change oil on two pumps. Inspect for wear.	2	Pumps
Wellhouse and Water Treatment Facility	Motor and Pump Inspections	Each year, our well vendor inspects each motor and pump for wear and pumping efficiencies.	7	Motors and Pumps
Distribution System	Yearly Hydrant Flushing	Flush 400 hydrant each year to clean water mains and inspect for working order.	400	Hydrants
Water Treatment Facility	Repair Solenoid Valve	A solenoid valve failed on the filter effluent chlorine line. Valve was replaced.	1	Valve
City Buildings	Flat Roof Inspections	All flat roofs were inspected by our contract vendor. No major issues. Full report is expected soon.	5	Roofs
City Buildings	HVAC Inspections	All AC units were inspected. Minor repairs were performed.	11	Units

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

City of St. Francis

Streets and Parks Monthly Report – May 2020

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	28	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	27.3	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	63	Inspections
Parks	Events	Preparation and Inspection	0	
Parks	Fertilizing	Applied to city properties and parks	0	Pounds
Parks	Mowing	City Parks and Property	240	Acres
Streets	Signs	Signs Installed or Repaired	17	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	5	3 Sewer 1 Park 1 Street
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	27	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	15	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	27	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Parks	Ball Fields	Dragging Ball Fields	2	Times
Parks	Trail Mowing	Mowing Along Walking Trails	48.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	0	Gallons
Parks	Vandalism	Damage to City Property	2	Hours
Parks	Playground	Install Woodchips	180	Yards

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