

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
TUESDAY, FEBRUARY 18, 2020
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – February 3, 2020
 - B. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo April 4 @ Am. Legion
 - C. St. Francis Assn of Parents and Teachers – Application for MN Lawful Gambling Permit Raffle Permit May 16, 2020 @ St. Francis Elementary School or Community Park
 - D. Replacement of Officer Duty Handguns
 - E. St. Francis Fire Department Appointments for Captains and Lieutenant
 - F. 2020 Street Reconstruction and Watermain Improvement Project – Res 2020-10 Parking Restriction on Butterfield Drive
 - G. Payment of Claims
 - H. Connectivity Services Agreement
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 261, Second Series Amending City Code 7-3-6 Recreational Motor Vehicles (Second Reading) – Continued from 02.03.2020 Meeting
 - B. Resolution 2020-07 Summary Publication of Ordinance 261, Second Series
 - C. Setting a Date for a Work Session
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works 2019 Annual and January 2020 Monthly Reports
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Feb 19 Planning Commission Meeting @ St. Francis Area Schools District Offices 7:00 pm
 - Mar 2 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
 - Mar 3 Presidential Nomination Primary Election Polls Open 7am to 8 pm
 - Mar 16 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
12. ADJOURNMENT

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

CITY COUNCIL MINUTES

FEBRUARY 3, 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.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer, and Sarah Udvig. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

Add 9N. Poppy Street-Trail and Street Width.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA AS AMENDED. Motion carried 5-0.

4. **CONSENT AGENDA**

- A. City Council Minutes – January 21, 2020
- B. 2019 Annual Charter Commission Report
- C. Resolution 2020-02 Appointment of Election Judges for the Presidential Nomination Primary
- D. Portable Radio Purchase – Fire Department (3 Portable Radios from Ancom off State Bid \$12,363.00
- E. Work Session Notes – January 15, 2020
- F. Payment of Claims \$308,343.72 (ACH 281E \$139,722.15 & Checks #77072-77133 \$178,621.57)

Udvig asked to Pull item B. from the Consent Agenda

MOTION BY ROBINSON SECOND BAUER APPROVING THE CONSENT AGENDA ITEMS A and C-F. Motion carried 5-0.

B. **2019 Annual Charter Commission Report**

Feldman commented on the Charter Commission report. Feldman said he brought up at the 2019 Annual Charter Commission meeting about the procedure of filling a

vacancy on the Council. He heard during 2017 campaigning about the perception of back dooring when they appointed Jerry Tveit to the council after the resignation of Chris McClish. Still feel the public was shortchanged. Feldman felt the council should have waited until the new council took effect in 2018 to fill the vacancy. We had a meeting this year to discuss that topic again. The Charter Commission voted on a 5-2 not to change the Charter. Both Feldman and Udvig voted against the motion this January.

Udvig stated the new current judge for the 10th Judicial District is Melissa Saterbac, no seat on the Charter Commission is available until 2021.

MOTION BY UDVIG SECOND ROBINSON APPROVING THE 2019 CHARTER COMMISSION REPORT. Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

Vernetta Dumannn, 3427-217th Avenue Oak Grove, owns the four-plex on Butterfield Drive. I do not understand why my assessment for the new street project is going to be about \$23,000. Why would it be so much when compared to the others? City Engineer Craig Jochum said I show about \$10,000+ and not \$23,000. Robinson said I was the one that showed her the amount and apologize if I spoke incorrectly. Jochum said there would be an assessment hearing in probably April for this project.

6. **SPECIAL BUSINESS**

A. St. Francis Elementary APT(Association of Parents and Teachers)- Melissa Pierce thanked the City Council for placing us on the agenda. Ms. Pierce gave a brief background in what she is involved in and besides an active mother with the APT. With me, this evening is Superintendent Beth Giese. To date the APT has raised about \$80,000 for the playground equipment. The current playground equipment is twenty years old. We have been doing fundraisers. We are going to all cities, Chamber and local businesses. Ms. Pierce handed to the City Council an article from twenty plus years ago when the City contributed \$2,500 for the current playground equipment. Hoping we get your support and would like to request a donation of \$5,000 from the City of St. Francis.

Feldman asked, with the school construction did you look at this area. Ms. Pierce stated typically schools do not fund playground equipment it is more common for APT's to fundraise for playground equipment.

The insurance and the peat rock for safety purposes will be covered by the school district. Superintendent Giese said I don't know of a school district that fund playgrounds. Bonds do not cover playgrounds.

Robinson asked about the football fields, tracks and baseball and softball fields does the school pay for them? Superintendent Giese said yes, they are included with sports and fine arts funding. Robinson said I find it interesting.

Muehlbauer not in favor of contributing, what about a levy? Superintendent Giese said yes, you could put it in a levy. I don't think I would recommend it to be on a levy though. Muehlbauer said you are asking us to use public money for this equipment. I encourage you to get private, business support. Respect you coming forward.

Bauer said approved was an \$80,000 million bond; why not ask for a levy. I don't support using taxpayers for money for this.

Ms. Pierce said I understand this is a policy decision. It is basically a public park that St. Francis residents will get for free. We are grant writers and are apply for them. Superintendent Giese said I haven't met all of you and unfortunately I am meeting you the first time helping the APT.

Udvig said this is really hard for me. I was a supporter of the second bond. I would like to see the City and school district work together. But after talking to people I see we could be opening doors and how do we justify working with one group and not another. I would like to see how we could help in some way.

Robinson asked who pays for the upkeep after it is built and whose was responsible to keep it up. APT is responsible for purchasing then the school district for insurance and upkeep. Superintendent Giese said it is strange that boosters can build it then we have to maintain it. The playground equipment really did last longer than the expected life. Robinson said have you contacted the booster clubs.

Feldman asked maybe we can do something like a promotion with our liquor store(muni). Maybe if they purchase and item/product so much can go towards the playground equipment. Feldman said as a resident, you (Superintendent Giese) are a bright light.

Superintendent Giese said I am excited about the district. I have met with Joe (city administrator) and Todd (police chief). So much potential.

Feldman again said maybe if we could do a promotion at the liquor store. Liquor Store Manager John Schmidt said maybe not going through a vendor but I think we could do that like what was done with the fire department donations.

Kohlmann said what if John selects a certain product and sets a time frame and an amount. Kohlmann said the council should set or determine the amount we want to get to for a donation.

Feldman said twenty-five years ago, the City contributed \$2,500 towards the playground. Feldman said we don't have a lot of outdoor activities for kids.

Udvig said I was hoping to show some type of support, if this works out would like to support you.

Bauer said I do like the idea but would like it stream lined. Let the community support it I don't know if we should cap it. Let's just use a percentage of sales for a time frame. I think the residents would support this. Feldman said open it up to more than one product.

Muehlbauer said I guess I would be open for this. Would like to know the logistics more. Superintendent Giese said this isn't something that has to be determined tonight.

Robinson liked the idea. This is a marathon not a sprint. We have a seven month window.

Feldman said lets have John and Joe work this out.

Peirce said it is a great idea.

Superintendent Giese said I will be working with the local realtors to promote the school and all the amenities show casing our town, school and all the cities. Moving forward.

Feldman agrees. Hopefully, we can work together. Ms. Pierce said I am a proud parent.

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 257, Second Series Amending 6-8 Pawnbrokers (Second Reading)

As stated at the last meeting, Thunstrom reported with the existing reporting system vendor ending December 31, 2019, the City was required to identify another vendor. This tool is utilized for investigative purposes and is needed for the search of stolen property. The change of the fee if warranted would be included in the fee schedule. MOTION BY UDVIG SECOND MUEHLBAUER TO APPROVE THE SECOND READING OF ORDINANCE 257, SECOND SERIES AMENDING CITY CODE 6-8 PAWNBROKERS.

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

Nays: None

Motion carried 5-0.

B. Resolution 2020-03 Summary Publication of Ordinance 257, Second Series
MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-03

AUTHORIZING A SUMMARY PUBLICATION OF ORDINANCE 257, SECOND SERIES AMENDING CHAPTER 6 SECTIONS 6-8-2B., 6-8-4 C. AND 6-8-5 Q.(1) OF THE CITY CODE REGARDING PAWNBROKERS-PRECIOUS METAL DEALERS-SECONDHAND GOODS DEALERS FOR THE CITY OF ST. FRANCIS.

Motion carried 5-0.

C. Ordinance 258, Second Series Amending City Code 3-4 Rules and Regulation Relating to Individual On Site Sewage Treatment (Second Reading)

Thunstrom reported most of the changes were made to the code to meet State Statute. In addition, changed the repair timelines from ten to six months for failing subsurface sewage treatment system and went from twenty-four to six months for a failing system. Septic compliance checks were also added to the code amendment on the sale or transfer of property.

MOTION BY BAUER SECOND ROBINSON TO APPROVE THE SECOND READING OF ORDINANCE 258, SECOND SERIES AMENDING CITY CODE 3-4 "RULES AND REGULATIONS RELATING TO INDIVIDUAL ON SITE SEWAGE TREATMENT.

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

Nays: None

Motion carried 5-0.

D. Resolution 2020-04 Summary Publication of Ordinance 258, Second Series

MOTION BY UDVIG SECOND ROBINSON TO ADOPT RESOLUTION 2020-04 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 258, SECOND SERIES AMENDING CHAPTER 3 SECTIONS 3-4-2A, C, E, H, AND ADD 3-4-6 SALE OR TRANSFER OF PROPERTY OF THE CITY CODE REGARDING RULES AND REGULATIONS RELATING TO INDIVIDUAL ON-SITE TREATMENT SYSTEMS FOR THE CITY OF ST. FRANCIS. Motion carried 5-0.

E. Ordinance 259, Second Series Amending City Code 8-3-6 Keeping of Bees (Second Reading)

Thunstrom stated the main change was to change the size of parcel required to keep bees from 5 acres to 2.25 acres. Feldman said I would like them complete the resignation form but rest of council didn't still feel the same way. This would require no permit or fee. The registration is voluntary right now but we can we at least make them aware of the registration, council agreed. Feldman said I still worry about the amount of bees that could be kept at one location.

MOTION BY ROBINSON SECOND UDGVIG TO APPROVE THE SECOND READING OF ORDINANCE 259, SECOND SERIES AMENDING CITY CODE 8-3-6 "KEEPING OF BEES".

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

Nays: None

Motion carried 5-0.

F. Resolution 2020-05 Summary Publication of Ordinance 259, Second Series

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING RESOLUTION 2020-05 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 259, SECOND SERIES AMENDING CHAPTER 8 SECTION 8-3-6 OF THE CITY CODE REGARDING "KEEPING OF BEES" FOR THE CITY OF ST. FRANCIS. Motion carried 5-0.

G. Ordinance 260, Second Series Amending city Code 11-11-3 Payment for Installation of Improvements (Second Reading)

Thunstrom stated with this amendment gives the City flexibility with the letter of credit that is required in the developer's agreement.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE SECOND READING OF ORDINANCE 260, SECOND SERIES AMENDING CITY CODE 11-11-3 "PAYMENT FOR INSTALLATION OF IMPROVEMENTS".

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

Nays: None

Motion carried 5-0.

H. Resolution 2020-06 Summary Publication of Ordinance 260, Second Series

MOTION BY MUEHLBAUER SECOND BAUER APPROVING RESOLUTION 2020-06 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 260, SECOND SERIES AMENDING CHAPTER 11 SECTION 11-3 OF THE CITY CODE REGARDING PAYMENT OF INSTALLATION OF IMPROVEMENTS FOR THE CITY OF ST. FRANCIS. Motion carried 5-0.

I. Ordinance 261, Second Series Amending City Code 7-3-6 Recreational Motor Vehicles (Second Reading)

Thunstrom reported clarification of definitions and establishing operating restrictions are the sections amended as it pertains to racetracks on residential properties.

Robinson asked about noise and dirt, should they also be included in the amendment. Is the exhaust modified, soils addressed?

Kohlmann stated if you want to modify what is presented we would bring this back.

Thunstrom stated soil is addressed and noise could be addressed under nuisance but can be brought back after more research.

MOTION BY ROBINSON SECOND BAUER TO CONTINUE THE FIRST READING OF ORDINANCE 261, SECOND SERIES AMENDING CITY CODE 7.3-6 RECREATIONAL MOTOR VEHICLES UNTIL THE NEXT COUNCIL MEETING. Motion carried 5-0.

J. Resolution 2020-07 Summary Publication of Ordinance 261, Second Series
MOTION BY ROBINSON SECOND MUEHLBAUER TO CONTINUE THE SUMMARY PUBLICATION UNTIL THE NEXT COUNCIL MEETING. 5-0.

K. Approval of Plans and Spec for the 2020 Street Reconstruction & Watermain
Imp. Res 2020-08

City Engineer Craig Jochum reported the plans and specifications for the 2020 Street Reconstruction and Watermain Improvement Plan have been prepared. The project includes:

Project 1 – Butterfield Drive – This project will include:

- Reconstruction of the streets including the replacement of the bituminous surface and installation of concrete curb and gutter;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Replace the sanitary sewer castings and rings;
- Replace all the 1973 6-inch thin wall PVC watermain with new 8-inch C-900 PVC and replace the individual water services, on the 1973 watermain, from the lateral mains to the street right-of-way; and
- Construct a new storm drainage system for the collection and treatment of storm water.

Project 2 – River Shores Neighborhood – This project will include:

- Reconstruction of the streets including the replacement of the bituminous surface and concrete curb and gutter;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Replace the sanitary sewer castings and rings;
- Replace all the 1979 6-inch thin wall PVC watermain with new 8-inch C-900 PVC watermain and replace the individual water services from the lateral mains to the street right-of-way; and
- Construct new storm drainage structures and storm sewer piping where removal is required for construction of the watermain.

Project 3 – Rum River Boulevard Watermain Loop – This project will include:

- Construction of a watermain from the River Shores neighborhood to the wastewater treatment plant property. This project includes constructing an 8-inch PVC pipe from the River Shores neighborhood to the wastewater treatment plant property. Currently all of the property's east of Rum River Boulevard between 225th Lane and 227th Court are only supplied in one direction. This loop will provide more reliable water supply and facilitate water shut downs when required for watermain breaks and repairs.

Jochum stated at the neighborhood meeting residents requested streetlights along Butterfield Drive, tree replacement, and discussed the different road width options on Butterfield Drive. Robinson again stated I didn't mean to mislead the lady that was here earlier. Jochum stated the unit assessment was around \$23,000 but the council approved frontage for the assessments. Robinson said my apologies. Butterfield Drive was difficult to figure out when going by unit.

Muehlbauer will the three items you mentioned tonight be included in the bidding?
Jochum said you could add alternates to the bids.

Bauer discussed the no parking on the street. Maybe make it like a small business road with no parking at all. Bauer said what if we put no parking and put a sidewalk on one side. Jochum said that is doable. Could add that as an alternate bid.

Feldman said I like alternate bids, you can decide if you want to add it or not after the bids are received.

Udvig stated that there are a couple houses on the street if there is no parking and have people over they don't have a place for them to park. I am all for sidewalk.

Robinson asked would the people get notified of the options. Jochum said we could send out a survey of options. Feldman said with the preplanning we are doing now will alleviate some future headaches. Tell them the options but the council will have the final vote.

Therefore, with the approval of the plans, we will also include an alternate for a 26' street with sidewalk, alternate on tree replacement along with an alternate on street lighting.

MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-08 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT WITH THE ALTERNATES THAT WERE PREVIOUSLY STATED. Motion carried 5-0.

L. Parking Restriction on Municipal State Aid Routes for the 2020 Street Reconstruction & Watermain Imp. Res. 2020-09

All the streets in this project are on the City's Municipal State Aid (MSA) system except 225th Lane. The resolution before you will ban parking on one side of these streets.

Bauer asked if no parking on one side could it be put on the mailbox side. Jochum said he already had one request for no parking on the hydrant side.

MOTION BY MUEHLBAUER SECOND UDVIG TO ADOPT RESOLUTION 2020-09 A RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 235-122-001 BUTTERFIELD DRIVE NW, S.A.P. 235-141-001 ZEA STREET NW, S.A.P. 235-142-001 TULIPS STREET NW, AND S.A.P. 235-142-002 226th AVENUE NW. Motion carried 5-0.

M. Pearl Architect – Liquor Store Expansion

City Administrator Joe Kohlmann reported the City received a proposal from Pearl Architect for the liquor store expansion/remodeling. The footprint was modified to 38' x

64' to accommodate the addition of two potentially new coolers and reduce cost. Three items were identified as "Add Alternates": 1) Lawn Irrigation, 2) Landscaping plantings as noted on the design (trees, shrubs, bushes) and 3) Installing 2 new walk-in bays from 13 to 15 total. A timeline was also outlined in the proposal. The total design cost is \$68,380. Our city attorney is requesting some additional insurance, so if you approve this tonight it should be contingent upon receiving the recommended insurance requirements.

There could be a potential add on and that would be for tile. Right now, there are two different styles of tile. If they can't match the existing tile(s) and not to have three different styles they made need to add the cost of one tile design.

Udvig would like to see the flooring done right.
Bauer and Muehlbauer had nothing further to add to the discussion.

Robinson asked about the cost recovery. Agree it is cramped in there and it is a revenue source, investing in the city and having more selection. Money stays in our town.

Feldman said it stages us to be ready and competitive if liquor goes into grocery stores. We are not depleting the liquor fund. This money will be put to good use. Decision was not taken lightly, did a lot of work into this and we want the store to be a destination.

Council agreed to add the three alternates previously stated.
MOTION BY MUEHLBAUER SECOND UDVIG APPROVING THE PROPOSAL FROM PEARL ARCHITECTURE AND ENTER INTO THE AGREEMENT WITH THE ADDITION OF THE THREE ALTERNATES. Motion carried 5-0.

N. Poppy Street – Width of Street

After the neighborhood meeting the street width on Poppy Street was reconfigured with different widths and options. Formalizing the cost to get a presentation ready for Oak Grove. Three alternatives with each street width were provided to the city council. Jochum ask which alternative would you like them to consider.

Feldman said the trail is on our side of the road and would recommend 28" wide street with the trail on our side of the road and go with Alternative 3.

Muehlbauer stated I guess I get the trail is on our side but they will probably use. I don't mind Alternative 2 but willing to go with whatever council agrees.

Bauer likes Alternative 2 with Oak Grove paying a third of the trail. Bauer said isn't this being paid for by MSA funds? Jochum said yes, they could use some of their MSA funds to pay for it. Jochum said more than fair to use Alternative 2, with Oak Grove paying for 34% of the trail.

Robinson said the past is the past; every day is a new day. We need to try, show them all three options.

Feldman said I am willing hold a meeting with them and be open minded and hoping for the best.

Bauer like the 28" width and hopefully will slow down the traffic.

Udvig said take this to them and hope for the best.

A meeting with their mayor, city administrator and engineer will be set to discuss the cost further.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports –

1) Fire Department Quarterly Report

Fire Chief Dave Schmidt gave an overview of their 2019 Fourth Quarter Report, which included; calls for service, events, response times, emergency medical response, community engagement, along with an incident type log. During the month of February we are collecting items for NACE (North Anoka County Emergency Food Shelf). Feldman said good report and I like the graphs, plus the community engagement.

Bauer said good report. Had fun with Santa on the Firetruck, good graphs, and looks like more day calls. Chief Schmidt said I could show more graphs with specific calls and times. We do have mutual aid. Chief Schmidt said we have 24/7 with Bethel. Bauer would like to commend you and the fire fighters that have the EMR status but not have it a prerequisite. Commend all the fire fighters that have gone through the course. Chief Schmidt stated becoming an EMT is a requirement for all new fire fighters but did not have the current fire fighters to go through the training if they didn't want to.

Feldman said we are open to other cities working with us, mutual aid, and auto aid. Chief Schmidt said doors are always open.

Udvig said good report, like all the community service and the events.

Muehlbauer stated great report, community engagement and the report helps me understand the department.

Robinson asked how is response time measured. Chief Schmidt stated it starts when we first receive the call to when we are on scene. Robinson asked about engine

repair. Welcome aboard now that you are fulltime. Chief Schmidt said we are currently visiting businesses the first month plus working on daily management on data issues, community engagement events and try and do a better job of advising the community as what we can do for them. Regarding fire inspections, some businesses have not been inspected for a number of years. It is a change for some of the businesses. Expecting big things for 2020.

2) 2019 Police Department Annual Report

Police Chief Todd Schwieger gave an overview of the Police Department's 2019 Annual Report. The report included a letter from the chief, Patrol News, Total Calls for Service, Investigations, Community Resource Officer, TZD, Reserve Unit, Awards, New Officers/Drug Take Back, and event photos.

Feldman stated good reports, appreciate your continued support of community engagement. I always say, signs are only good as the enforcement. Glad to see the citations are up. Like your Community service. Lyle(Hearn) is the right man for the right job. Thank you. Excellent job with the reserve officers.

Udvig commended Chief Schwieger on the report. Question from some of the residents, what do our reserves do. Chief Schwieger said they are not licensed so they can't write tickets or stop vehicles. But they provide safety, assist us at events and provide us support. They are volunteers and go through an academy for training. We have ten reserves.

Bauer said great report. Neighborhood watch maybe will increase with a community resource officer. Want residents know that police can't be everywhere, see something suspicious call the police.

Muehlbauer commended Chief Schwieger with your community involvement.

Robinson thanked Chief Schwieger for his thorough report. Like Nixle, information is key, community service, keep up the good work.

B. Councilmember Reports -

Muehlbauer - don't have much to add other than I attended the neighborhood meeting for the street project.

Robinson - commended Jochum how he deescalated some residents at the neighborhood meeting. Hope they stay involved.

Udvig - attended Charter Commission meeting January 22 and the Community Advisory on the 23rd.

Bauer- had the honor to attend the Chamber Annual Dinner, attended the neighborhood meeting briefly because I had to work early the next day. Glad people were there, we want you to be heard.

Feldman - stated about 27 water meters still left to be changed out. Regarding water bills, what is what up with OPUS, the bills are late. Finance Director Darcy

Mulvihill said it has to do with the meter change out, part of the transition. If you have a problem or issue call but the bills are always due the 10th of the month.
City offices will be closed February 17th so the council meeting will be February 18th.

C. Upcoming Events -

- Feb 8 St. Francis Lions presents "A Valentine Experience-ELVIS; Remembering the King @ the American Legion 5:30 pm Dinner and show starts at 7:00 pm
- Feb 17 Presidents Day Holiday – City Offices Closed
- Feb 18-Tues City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
- Feb 19 Planning Commission Meeting @ St. Francis Area Schools District Offices 7:00 pm

D. Attorney's Report – Closed Meeting to Discuss Union Negotiations Strategy Pursuant to Minn. State Statute 13D.03

Mayor Feldman stated in a few minutes I am going to close the meeting. Under Minnesota Statutes Section 13D.03, Subd. 1 et seq. the City Council has the ability to move into a closed meeting to:

The governing body of a City may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.

MOTION BY MUEHLBAUER SECOND BAUER TO GO INTO A CLOSED SESSION AT 8:57 PM. Motion carried 5-0.

Mayor Feldman reconvened the City Council meeting 9:42 pm

MOTION MUEHLBAUER SECOND BAUER TO APPROVE THE POLICE OFFICERS CONTRACT ON THE TERMS THAT WERE MADE AVAILABLE TO US. Motion carried 5-0.

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 9:43 pm.

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement to Conduct Excluded Bingo
DATE: February 18, 2020

OVERVIEW:

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post 622 on April 4, 2020. In order for the nonprofit to conduct a lawful bingo activity, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on April 4, 2020 at the St. Francis American Legion.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo**No Fee****ORGANIZATION INFORMATION**

Organization Name: St Francis Lions Club Previous Gambling Permit Number: XB-02688-19-017

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 411622197

Mailing Address: PO Box 173

City: St Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): Monica Johnson St Francis Lions President

CEO Daytime Phone: 763360-3612 CEO Email: mdaljohn@msn.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- ☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

- ☒ one of four or fewer bingo events held this year. Dates: April 4, 2020
- OR-**
- ☐ conducted on up to 12 consecutive days in connection with a:
- ☐ county fair Dates: _____
- ☐ civic celebration Dates: _____
- ☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Monica Johnson Daytime Phone: 763-360-3612Name of premises where bingo will be conducted: St Francis American Legion Post #622Premises street address: PO Box 236City: St Francis If township, township name: _____ County: Anoka

LG240B Application to Conduct Excluded Bingo

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Monica R Johnson Date: 2/7/2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Monica R Johnson

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement of Exempt Gambling Permit
DATE: February 18, 2020

OVERVIEW:

St. Francis Association of Parent and Teachers applied for an Exempt Gambling Permit with the Minnesota Gambling Control Board. The APT would like to hold a raffle at the St. Francis Elementary School or Community Park on May 16, 2020. In order for the nonprofit to conduct a lawful raffle, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

Motion would be in order to acknowledge the Exempt Gambling Permit application from the St. Francis Association of Parents and Teachers for a raffle held on May 16, 2020 at the St. Francis Elementary School or Community Park with no waiting period.

BUDGET IMPLICATION:

None.

Attachments: Permit Application

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Francis Elementary Association of Parents and Teachers Previous Gambling Permit Number: _____
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1566418
 Mailing Address: 22919 St. Francis Blvd NW
 City: St. Francis State: MN Zip: 55070 County: Anoka
 Name of Chief Executive Officer (CEO): Becky Aish
 CEO Daytime Phone: 7633501219 CEO Email: Sfe.apt@ISD15.org
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Community Park or St. Francis Elementary
 Physical Address (do not use P.O. box): 22825 St. Francis Blvd NW / 22919 St. Francis Blvd
St. Francis, MN 55070 St. Francis MN 55070

Check one:
☒ City: St. Francis Zip: 55070 County: Anoka
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): May 16, 2020

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Becky Ash (Signature must be CEO's signature; designee may not sign)Date: 2/3/20Print Name: Becky Ash**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- a copy of your proof of nonprofit status; and
- application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Replacement of Officer Duty Handguns
DATE: February 18, 2020

OVERVIEW: All St Francis licensed police officers currently carry Wilson Combat 1911 handguns which were purchased in 2007. The useful life of department duty handguns as indicated in the department capital budget is 15 years. The current duty handguns have had thousands of rounds fired through them and officers are seeing an increase in malfunctions while training with the firearms. The current capital budget estimates the replacement date of the current duty weapons to be 2022. There is currently adequate funding in the department capital budget to fund new handguns and the department would like to move forward with replacing the current duty handguns. Over the course of the year 2019 several handguns were researched and tested by officers to determine which handgun to transition to. After testing, officer input and discussion the general consensus was to make the transition to the Sig Sauer P320 9mm handgun for use as the department duty weapon.

ACTION TO BE CONSIDERED: Approving the St Francis to move forward with the purchase of the SIG SAUER P320 9mm handgun to be used as the duty weapon for St Francis Police Department licensed police officers.

BUDGET IMPLICATION: There is currently adequate funding in the police department capital firearms budget to make the purchase of 14 SIG SAUER P320 9mm handguns including accessories. Accessories include upgraded fixed sights, weapon lights and holsters.



Streichers - Minneapolis
10911 W Hwy 55
Minneapolis, MN 55441
Phone: 763-546-1155
Fax: 763-546-6776



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www.Streichers.com

SALES QUOTE

Sales Quote Number: Q331075
Sales Quote Date: 12/18/19
Page: 1

Federal ID # 41-1458127

Sell 739
To: ST. FRANCIS POLICE DEPT.
4058 St. Francis Blvd. NW.
ST. FRANCIS, MN 55070

Ship
To: ST. FRANCIS POLICE DEPT.
4058 St. Francis Blvd. NW.
ST. FRANCIS, MN 55070

Phone: (763) 753-1264
Fax: (763) 235-2319

Ship Via
Terms Net 15

SalesPerson Rachel Moore
Phone: 612-325-1869
E-mail: rochelm@Streichers.com

Item No.	Description	Unit	Quantity	Unit Price	Total Price
SIG-320F9.FS	9mm Pistol: P320 Full Size, Fixed Sights, (3) 17-Rnd	EA	14	376.99	5,277.86
SIGO-X3U.6/8	X-Ray3 Pistol Sights: #6 Front/#8 Rear, Round (U) Notch	EA	14	99.99	1,399.86
SL-TLR1HL	Weapon Light: TLR-1 HL, 800 LUM, SW/GL/Pictny Keys	EA	14	133.00	1,862.00
BH-44N261BK.R	Holster: T-Series, Lvl 2, w/TLR1/2, Sig P320, RH	EA	11	99.99	1,099.89
BH-44N261BK.L	Holster: T-Series, Lvl 2, w/TLR1/2, Sig P320, LH	EA	1	99.99	99.99

Quoted prices do not include Sales Tax. All quoted prices are valid for 60 days from the date of the quote.

Total: 9,739.60

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Approve the Hiring of 3 Captains and 1 Lieutenant
DATE: 02/18/2020

OVERVIEW:

In accordance with the approved Fire Department Policy Manual the Fire Department began the process of hiring Captains and a Lieutenant; the positions were posted for a period of 7 days and the department received 6 applicants. Applicants were interviewed by Assistant Chief Joe Lawrence and 4 Peer members of the department. Candidates were scored and vetted by the interview panel along with completing a written exam on department policies and operations.

It is the recommendation that the City Council approve the hiring of Carl Johnson, Tim Kizer, and Evan Sturzl as Captains and Sam Strassburg as the Lieutenant.

Action to be considered:

Motion and approval of the hiring of Carl Johnson, Tim Kizer, Evan Sturzl to serve as Captains and Sam Strassburg to serve as Lieutenant effective March 1st, 2020.

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

4 F

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Resolution Relating to Parking Restriction on a Municipal State Aid Route
for the 2020 Street Reconstruction and Watermain Improvement Project
DATE: February 18, 2020

OVERVIEW:

As discussed at the February 3, 2020 council meeting an alternate bid will be taken on Butterfield Drive which does not allow any parking on the street but will include a sidewalk on one side. Butterfield Drive is on the City's Municipal State Aid system; therefore, these street improvements can be paid for with Municipal State Aid Funds.

The attached resolution is required by the State Aid office for the final approval of the construction plans for the 2020 Street Reconstruction and Watermain Improvement Project. This resolution will ban parking on both sides of the street. The ban must include signage on the no parking side.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2020-10 Resolution Relating to Parking Restriction on Butterfield Drive NW.

BUDGET IMPLICATION:

None at this time.

ATTACHMENTS:

RESOLUTION 2020-10 - RESOLUTION RELATING TO PARKING RESTRICTION ON BUTTERFIELD DRIVE NW.

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

RESOLUTION 2020 - 10

**RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 235-122-001
BUTTERFIELD DRIVE NW**

WHEREAS, this resolution passed this 18th day of February 2020, by the City of St. Francis in Anoka County, Minnesota. The Municipal Corporation shall hereinafter be called the City; and

WHEREAS, the City has planned the reconstruction of Butterfield Drive NW (S.A.P. 235-122-001) from Bridge Street to 232nd Avenue NW in the City of St. Francis, Minnesota; and

WHEREAS, the City will be expending Municipal State Aid funds on the improvement of these routes; and

WHEREAS, the intended use of these improvements does not provide adequate width for parking on the street; and approval of the proposed construction as a Municipal State Aid Street Project must be conditioned upon certain parking restrictions.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS AS
FOLLOWS:**

1. The City shall ban the parking of motor vehicles on the above described municipal state aid route in accordance with the approved plans.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY
OF FEBRUARY 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**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: 02/13/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$171,472.70 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- \$208,983.96

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:

- 02-18-2020 Packet List
- 02-18-2020 Other Checks

CITY OF ST FRANCIS

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*Claim Register©

AP JE4 02-2020

February 2020

Claim Type

Claim#	5353	CEDAR CREEK BAKING COMPANY			
Cash Payment	E 101-42110-308	Community Education	COOKIES		\$75.00
Invoice 122019					
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total \$75.00

Claim Type

Claim#	5286	HAKANSON ANDERSON ASSOC., I			
Cash Payment	E 405-43100-303	Engineering Fees	2019 STREET REHAB PROJECT		\$1,299.90
Invoice 43341					
Cash Payment	E 101-43100-309	ROW-Engineering	2019 UTILITY PERMIT REVIEWS		\$51.50
Invoice 43347					
Cash Payment	E 101-42400-303	Engineering Fees	2019 BUILDING PERMIT REVIEWS		\$340.00
Invoice 43346					
Cash Payment	E 101-43100-303	Engineering Fees	2019 ROUTINE RETAINER SERVICES		\$400.00
Invoice 43345					
Cash Payment	E 602-49490-303	Engineering Fees	2019 WATER METER REPLACEMENT PROJECT		\$240.75
Invoice 43343					
Cash Payment	E 405-43100-303	Engineering Fees	2020 STREET REHAB PROJECT		\$9,262.14
Invoice 43342					
Cash Payment	E 101-43100-303	Engineering Fees	2019 GENERAL ENGINEERING		\$650.50
Invoice 43344					
Cash Payment	E 405-43100-303	Engineering Fees	KINGS HIGHWAY AND RIVERBANK LANE		\$464.01
Invoice 43340					
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE 2ND ADDN		\$51.50
Invoice 43339					
Cash Payment	G 803-22154	ALS-WOODHAVEN COND US	WOODHAVEN 6TH		\$343.40
Invoice 43338					
Cash Payment	E 601-49440-303	Engineering Fees	2019 WATER METER REPLACEMENT PROJECT		\$240.75
Invoice 43343					
Cash Payment	E 101-45200-303	Engineering Fees	2019 ROUTINE RETAINER SERVICES		\$400.00
Invoice 43345					
Cash Payment	E 601-49440-303	Engineering Fees	2019 ROUTINE RETAINER SERVICES		\$400.00
Invoice 43345					
Cash Payment	E 602-49490-303	Engineering Fees	2019 ROUTINE RETAINER SERVICES		\$400.00
Invoice 43345					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total \$14,544.45

Claim Type

Claim#	5282	HAKANSON ANDERSON ASSOC., I				Ck# 002819
Cash Payment	E 101-43100-303	Engineering Fees	PART OF BLOCK 5, VILLAGE OF ST.		\$704.75	
Invoice 43337						
Cash Payment	E 101-45200-303	Engineering Fees	PART OF BLOCK 5, VILLAGE OF ST.		\$704.75	
Invoice 43337						
Cash Payment	E 601-49440-303	Engineering Fees	PART OF BLOCK 5, VILLAGE OF ST.		\$704.75	
Invoice 43337						
Cash Payment	E 602-49490-303	Engineering Fees	PART OF BLOCK 5, VILLAGE OF ST.		\$704.75	
Invoice 43337						
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$2,819.00

Claim Type

Claim#	5327	PACE ANALYTICAL SERVICES			
Cash Payment	E 602-49490-313	Sample Testing	TESTING		\$123.00
Invoice 1912014151					

CITY OF ST FRANCIS

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***Claim Register©**

AP JE4 02-2020

February 2020

Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$151.00
Invoice	1912013920		
Cash Payment	E 602-49490-313 Sample Testing	PROJ #2545	\$1,317.50
Invoice	1219-2573		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$110.00
Invoice	1912014209		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$95.00
Invoice	1912014046		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$212.00
Invoice	1912014018		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$95.00
Invoice	2012014417		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$95.00
Invoice	2012014416		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$95.00
Invoice	2012014309		
Cash Payment	E 602-49490-313 Sample Testing	TESTING	\$125.00
Invoice	2012014287		
Transaction Date	2/10/2020	Due 2/10/2020 CASH	10100
			Total
			\$2,418.50

Pre-Written Checks	\$2,819.00
Checks to be Generated by the Compute	\$17,037.95
Total	\$19,856.95

CITY OF ST FRANCIS

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*Claim Register©

AP 02-20-20

February 2020

Claim Type

Claim#	5376	AIRGAS NORTH CENTRAL				
Cash Payment	E 101-43100-217	Other Operating Supplies	RENTAL			\$12.99
Invoice						
Cash Payment	E 101-43210-217	Other Operating Supplies	RENTAL			\$12.99
Invoice						
Cash Payment	E 101-45200-217	Other Operating Supplies	RENTAL			\$12.99
Invoice						
Cash Payment	E 601-49440-217	Other Operating Supplies	RENTAL			\$12.97
Invoice						
Cash Payment	E 602-49490-217	Other Operating Supplies	RENTAL			\$12.99
Invoice						
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$64.93

Claim Type

Claim#	5261	ARK TOWING AND RECOVERY				
Cash Payment	E 101-42110-441	Miscellaneous	FORFEITURE			\$124.00
Invoice	91357					
Cash Payment	E 101-42110-441	Miscellaneous	FORFEITURE			\$128.00
Invoice	91383					
Cash Payment	E 101-42110-441	Miscellaneous	FORFEITURE			\$124.00
Invoice	91394					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$376.00

Claim Type

Claim#	5277	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORM - BULERA			\$109.95
Invoice	251675					
Cash Payment	E 101-42110-437	Uniform Allowance	UNIFORM - BOE			\$221.65
Invoice	251674					
Cash Payment	E 101-42110-448	Reserve Officers	UNIFORM - SIEBER			\$102.49
Invoice	251673					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$434.09

Claim Type

Claim#	5276	BAUER BUILT INC.				
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	TIRES			\$131.38
Invoice	940064165					
Cash Payment	E 101-42110-221	Vehicle Repair & Maintena	FIREHAWK PVS			\$262.76
Invoice	940064420					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$394.14

Claim Type

Claim#	5274	BELLBOY CORPORATION				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$21.70
Invoice	0082600500					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$4.23
Invoice	0100816200					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$2,393.94
Invoice	0082600500					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$47.85
Invoice	0100816200					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$2,467.72

Claim Type

Claim#	5349	BERNICK COMPANIES, THE				
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CITY OF ST FRANCIS

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*Claim Register©

AP 02-20-20

February 2020

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,022.00
	Invoice 83692					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$258.10
	Invoice 81601					
Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$1,280.10

Claim Type

Claim#	5398	BGS (BARNA GUZY)				
Cash Payment	E 101-41600-304 Civil Legal Fees	COMMUNITY DEVELOPMENT				\$336.00
	Invoice 213445					
Cash Payment	E 101-41600-304 Civil Legal Fees	213309				\$126.00
	Invoice 213309					
Cash Payment	E 101-41600-304 Civil Legal Fees	MUNICIPAL				\$2,002.08
	Invoice 213442					
Cash Payment	E 101-41600-304 Civil Legal Fees	GENERAL LABOR				\$1,806.00
	Invoice 213443					
Cash Payment	E 101-41600-304 Civil Legal Fees	SMITH ADMIN HEARING				\$638.00
	Invoice 213444					
Cash Payment	E 101-41600-304 Civil Legal Fees	MEADOWS OF ST FRANCIS PURCHASE				\$28.00
	Invoice 213446					
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE				\$616.00
	Invoice 213308					
Cash Payment	E 101-41600-304 Civil Legal Fees	PETITION FOR CERTIFICATE OF POSSESSORY TITLE				\$125.50
	Invoice 213591					
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC FORFETURES				\$39.00
	Invoice 213306					
Cash Payment	E 101-41600-304 Civil Legal Fees	FORFEITURE				\$1,540.00
	Invoice 213307					
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC / NON RETAINER				\$5,375.00
	Invoice 213447					
Cash Payment	E 101-41600-304 Civil Legal Fees	PROSECUTION / RETAINER FILE				\$5,000.00
	Invoice 213071					
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$17,631.58

Claim Type

Claim#	5263	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$7.98
	Invoice 1081093590					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				-\$28.04
	Invoice 2080265637					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$3.30
	Invoice 1081096812					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$19.80
	Invoice 1081096811					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$440.47
	Invoice 1081093590					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$40.00
	Invoice 1081096812					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$173.32
	Invoice 1081096811					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$43.33
	Invoice 1081093590					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$189.90
	Invoice 1081096811					
Cash Payment	E 609-49751-255 N/A Products	N/A				\$36.00
	Invoice 1081093590					

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Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$926.06
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Claim Type

Claim# 5410 CAMPBELL KNUTSON

Cash Payment E 101-41600-304 Civil Legal Fees ADMIN HEARING - CITY CODE & CITATION \$468.80

Invoice .022020

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$468.80
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Claim Type

Claim# 5246 CAPITOL BEVERAGE SALES, L.P

Cash Payment E 609-49751-252 Beer For Resale BEER \$81.65

Invoice 6118795

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$81.65
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Claim Type

Claim# 5356 CINTAS

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

Invoice 4041732987

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

Invoice 4041733033

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$34.30
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Claim Type

Claim# 5401 COMPASS MINERALS AMERICA, I

Cash Payment G 101-14100 Inventory of Material/Supply SALT \$2,270.20

Invoice 585416

Cash Payment G 101-14100 Inventory of Material/Supply SALT \$4,778.73

Invoice 584452

Cash Payment G 101-14100 Inventory of Material/Supply SALT \$4,725.04

Invoice 583710

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$11,773.97
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Claim Type

Claim# 5256 CRYSTAL SPRINGS ICE

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$100.44

Invoice 002.B008827

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$100.44
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Claim Type

Claim# 5340 DAHLHEIMER DIST. CO. INC.

Cash Payment E 609-49751-252 Beer For Resale BEER \$12,138.95

Invoice 129-02725

Cash Payment E 609-49751-252 Beer For Resale BEER \$9,821.75

Invoice 129-02657

Cash Payment E 609-49751-252 Beer For Resale BEER -\$38.40

Invoice 1188372

Cash Payment E 609-49751-255 N/A Products N/A \$55.20

Invoice 129-02657

Cash Payment E 609-49751-255 N/A Products N/A \$27.00

Invoice 129-02725

Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$22,004.50
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Claim Type

Claim# 5403 DEHN OIL

Cash Payment E 602-49490-212 Motor Fuels OIL \$2,280.09

Invoice 68602

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$2,280.09
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Claim Type

Claim# 5354 DELL MARKETING L.P.

Cash Payment E 402-42110-556 Squad Computers COMPUTER \$860.42
Invoice 10371230312

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$860.42

Claim Type

Claim# 5407 DOMAIN/HOSTING SRVCS

Cash Payment E 101-41400-441 Miscellaneous ANNUAL WEBSITE DOMAIN LISTING \$228.00
Invoice 242-1848

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$228.00

Claim Type

Claim# 5359 DUPONT, DAVID

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #2437 \$86.97
Invoice .0220

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$86.97

Claim Type

Claim# 5386 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2020-05 \$102.13
Invoice 757979Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2020-03 \$145.13
Invoice 757977Cash Payment E 101-41400-351 Legal Notices Publishing STREET RECON/WATERMAIN BIDS \$145.13
Invoice 757982Cash Payment E 101-41400-351 Legal Notices Publishing 3950 227TH CUP-PH \$43.00
Invoice 757976Cash Payment E 101-41400-351 Legal Notices Publishing CUP 3950 227TH AVE NW \$48.38
Invoice 757981Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2020-04 \$236.50
Invoice 757978Cash Payment E 101-41400-351 Legal Notices Publishing TOPSOIL-PH \$37.63
Invoice 757975Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2020-06 \$129.00
Invoice 757980

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$886.90

Claim Type

Claim# 5371 ELITE SANITATION

Cash Payment E 101-45200-402 Janitorial Service RENTAL \$305.00
Invoice 26402

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$305.00

Claim Type

Claim# 5280 EMERGENCY AUTOMOTIVE TECH.

Cash Payment E 101-42110-218 Equipment Repair & Maint 2017 DODGE CHARGER \$472.56
Invoice SVC27827

Transaction Date 2/5/2020 Due 2/5/2020 CASH 10100 Total \$472.56

Claim Type

Claim# 5406 EMERGENCY RESPONSE SOLUTI

Cash Payment E 402-42210-582 Turnout Gear TURNOUT COAT & PANT \$656.55
Invoice 14620

Transaction Date 2/12/2020 Due 2/12/2020 CASH 10100 Total \$656.55

Claim Type

Claim# 5257 F.I.R.E.

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Cash Payment	E 101-42210-208 Training and Instruction	TRAINING	\$1,200.00
Invoice 4389			

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$1,200.00
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Claim TypeClaim# 5417 *FINANCE AND COMMERCE*

Cash Payment	E 602-49490-352 General Publishing	BID ADVERTISEMENT	\$124.45
Invoice 744614979			

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$124.45
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Claim TypeClaim# 5408 *FLYTE HCM LLC*

Cash Payment	E 101-41540-301 Auditing and Acct g Serv	FSA ADMIN MEMBER FEE	\$50.00
Invoice 1231			

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$50.00
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Claim TypeClaim# 5281 *GOPHER STATE ONE-CALL*

Cash Payment	E 602-49490-442 Gopher State	JANUARY TICKETS	\$11.48
Invoice 0010758			

Cash Payment	E 601-49440-442 Gopher State	JANUARY TICKETS	\$11.47
Invoice 0010758			

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$22.95
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Claim TypeClaim# 5342 *GRANITE CITY JOBBING CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FUEL	\$4.25
Invoice 171342			

Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	\$263.01
Invoice 170397			

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC	\$63.15
Invoice 171342			

Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO	\$1,172.04
Invoice 171342			

Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$1,502.45
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Claim TypeClaim# 5357 *HAWKINS, INC.*

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	FERRIC CHLORIDE	\$5,220.38
Invoice 4653628			

Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHLORINE	\$4,499.77
Invoice 4656367			

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$9,720.15
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Claim TypeClaim# 5404 *HERC-U-LIFT*

Cash Payment	E 101-43100-218 Equipment Repair & Maint	OIL	\$128.88
Invoice W442971-1			

Cash Payment	E 101-43100-218 Equipment Repair & Maint	CO TEST	\$56.36
Invoice W442972			

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$185.24
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Claim TypeClaim# 5301 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES	\$53.97
Invoice IN2854101			

Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES	\$106.07
Invoice IN2866537			

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Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			\$80.18
Invoice	IN2863594				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			\$11.11
Invoice	IN2863962				
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES			\$62.93
Invoice	IN2857324				

Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$314.26
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Claim Type

Claim#	5245	INNOVATIVE OFFICE SOLUTIONS,	Ck# 077134	2/5/2020		
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES				\$58.12
Invoice	IN2825919					
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$64.71
Invoice	IN2825919					

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$122.83
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Claim Type

Claim#	5298	ISD #15				
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena	2008 FORD PICKUP F350				\$320.50
Invoice	4716					
Cash Payment	E 101-42210-221 Vehicle Repair & Maintena	2005 POLARIS RANGER				\$82.13
Invoice	4715					
Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	2018 DODGE CHARGER PURSUIT				\$693.69
Invoice	4698					

Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$1,096.32
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Claim Type

Claim#	5338	JOHNSON BROS WHLSE LIQUOR				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$42.66
Invoice	1497889					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$55.34
Invoice	1492630					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$76.14
Invoice	1492629					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$19.14
Invoice	1497890					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,924.00
Invoice	1492630					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$560.55
Invoice	1497890					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,869.05
Invoice	1497889					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,838.59
Invoice	1492629					

Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$10,385.47
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Claim Type

Claim#	5360	LASTINE, KRISTEL				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5795				\$308.14
Invoice	.0220					

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$308.14
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Claim Type

Claim#	5302	LEAGUE OF MN CITIES				
Cash Payment	E 101-42110-433 Dues and Subscriptions	SUBSCRIPTION				\$1,080.00
Invoice	314200					

Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$1,080.00
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Claim Type

Claim#	5294	LUBE-TECH			
Cash Payment	E 602-49490-228	Equipment Maintenance	OIL		\$144.86
Invoice 1544524					
Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total \$144.86

Claim Type

Claim#	5361	MACLEAN, NANCY			
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #4607		\$39.84
Invoice .0220					
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total \$39.84

Claim Type

Claim#	5362	MAURINE, KARI			
Cash Payment	G 601-22200	Deferred Revenues	REFUND ACCT #4151		\$13.11
Invoice .0220					
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total \$13.11

Claim Type

Claim#	5254	MCDONALD DIST CO.			
Cash Payment	E 609-49751-252	Beer For Resale	BEER		-\$209.40
Invoice 524476					
Cash Payment	E 609-49751-252	Beer For Resale	BEER		\$6,010.60
Invoice 524510					
Cash Payment	E 609-49751-252	Beer For Resale	BEER		-\$295.00
Invoice 525381					
Cash Payment	E 609-49751-252	Beer For Resale	BEER		\$10,506.90
Invoice 525327					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total \$16,013.10

Claim Type

Claim#	5259	MCDOWALL COMPANY			
Cash Payment	E 601-49440-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 602-49490-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 101-43100-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 101-43210-217	Other Operating Supplies	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 101-45200-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 101-42110-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Cash Payment	E 101-42210-311	Contract	CONTRACT		\$250.00
Invoice 14003					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total \$1,750.00

Claim Type

Claim#	5355	MEDIATION & RESTORATIVE SER			
Cash Payment	E 101-41400-433	Dues and Subscriptions	MEDIATION AND RESTORATIVE SERVICES		\$793.98
Invoice .012020					
Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total \$793.98

Claim Type

Claim#	5388	MEDTOX LABORATORIES, INC.			
Cash Payment	E 101-43100-441	Miscellaneous	PROGRAM ADMIN		\$6.25
Invoice 01202095907					

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Cash Payment	E 101-45200-441 Miscellaneous	PROGRAM ADMIN	\$6.25
Invoice	01202095907		
Cash Payment	E 601-49440-441 Miscellaneous	PROGRAM ADMIN	\$6.25
Invoice	01202095907		
Cash Payment	E 602-49490-441 Miscellaneous	PROGRAM ADMIN	\$6.25
Invoice	01202095907		

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$25.00
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Claim Type

Claim# 5366 MIDCONTINENT COMMUNICATION

Cash Payment	E 601-49440-321 Telephone	WATER	\$150.00
Invoice	13334860111023		
Cash Payment	E 609-49750-321 Telephone	LIQUOR	\$150.00
Invoice	13331300111023		
Cash Payment	E 101-42110-321 Telephone	POLICE DEPT	\$17.59
Invoice			
Cash Payment	E 101-43100-321 Telephone	PUBLIC WORKS	\$17.59
Invoice			

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$335.18
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Claim Type

Claim# 5260 MN BUREAU OF CRIMINAL APPRE

Cash Payment	E 101-42110-208 Training and Instruction	RECERTIFICATION TRAINING	\$75.00
Invoice	20915		

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$75.00
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Claim Type

Claim# 5363 MN DEPT OF LABOR & INDUSTRY

Cash Payment	E 601-49440-434 Permit Fees	PRESSURE VESSEL	\$2.50
Invoice	ABR02294101		
Cash Payment	E 602-49490-434 Permit Fees	PRESSURE VESSEL	\$2.50
Invoice	ABR02294101		
Cash Payment	E 101-43210-441 Miscellaneous	PRESSURE VESSEL	\$2.50
Invoice	ABR02294101		
Cash Payment	E 101-45200-441 Miscellaneous	PRESSURE VESSEL	\$2.50
Invoice	ABR02294101		

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$10.00
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Claim Type

Claim# 5424 MUNICIPAL CODE CORPORATION

Cash Payment	E 101-41400-311 Contract	MY MUNICODE	\$965.58
Invoice	00339688		

Transaction Date	2/13/2020	Due 2/13/2020	CASH	10100	Total	\$965.58
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Claim Type

Claim# 5266 MY ALARM CENTER

Cash Payment	E 609-49750-445 Security	SECURITY	\$39.15
Invoice	13360055		

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$39.15
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Claim Type

Claim# 5304 NORTH MEMORIAL

Cash Payment	E 101-42210-208 Training and Instruction	EMT TRAINING - GARZA	\$350.00
Invoice	2J3-7WF-7PM		

Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$350.00
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Claim Type

Claim# 5297 OPUS 21

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Cash Payment	E 601-49440-382 Utility Billing	UTILITY BILLING				\$1,514.56
	Invoice 191266					
Cash Payment	E 602-49490-382 Utility Billing	UTILITY BILLING				\$1,514.57
	Invoice 191266					
Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$3,029.13

Claim Type

Claim#	5308	PACE ANALYTICAL SERVICES				
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$166.00
	Invoice 2012014520					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$93.00
	Invoice 2012014717					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$166.00
	Invoice 2012014700					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$93.00
	Invoice 2012014883					
Cash Payment	E 601-49440-313 Sample Testing	TESTING				\$120.00
	Invoice 2012014460					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$93.00
	Invoice 2012014531					
Cash Payment	E 602-49490-313 Sample Testing	TESTING				\$123.00
	Invoice 2012014870					
Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$854.00

Claim Type

Claim#	5268	PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$10.00
	Invoice 79525					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$782.00
	Invoice 79525					
Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$792.00

Claim Type

Claim#	5339	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$11.69
	Invoice 2700720					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$56.52
	Invoice 2697004					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$13.34
	Invoice 2697005					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$15.53
	Invoice 2700721					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,757.00
	Invoice 2697004					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$265.25
	Invoice 2697005					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,028.00
	Invoice 2700720					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$550.33
	Invoice 2700721					
Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$4,697.66

Claim Type

Claim#	5423	PLEAA				
Cash Payment	E 101-42110-433 Dues and Subscriptions	POLICE DUES - ANDERSON				\$35.00
	Invoice .022020					

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Cash Payment	E 101-42110-433 Dues and Subscriptions	POLICE DUES - ROBERTS				\$35.00
	Invoice .022020					

Transaction Date	2/13/2020	Due 2/13/2020	CASH	10100	Total	\$70.00
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Claim Type

Claim# 5300 ROSEVILLE, CITY OF

Cash Payment	E 101-41110-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 101-41400-310 Computer Consulting Fee	IT SERVICES				\$1,439.76
	Invoice 0228454					

Cash Payment	E 101-42110-310 Computer Consulting Fee	IT SERVICES				\$5,039.16
	Invoice 0228454					

Cash Payment	E 101-42210-310 Computer Consulting Fee	IT SERVICES				\$925.56
	Invoice 0228454					

Cash Payment	E 101-43100-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 101-45200-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 601-49440-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 602-49490-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 609-49750-310 Computer Consulting Fee	IT SERVICES				\$205.68
	Invoice 0228454					

Cash Payment	E 101-42400-310 Computer Consulting Fee	IT SERVICES				\$411.36
	Invoice 0228454					

Cash Payment	E 101-41910-310 Computer Consulting Fee	IT SERVICES				\$205.68
	Invoice 0228454					

Transaction Date	2/6/2020	Due 2/6/2020	CASH	10100	Total	\$10,284.00
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Claim Type

Claim# 5258 ROYAL SUPPLY

Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$84.00
	Invoice 27542					

Cash Payment	E 101-42110-217 Other Operating Supplies	SUPPLIES				\$42.00
	Invoice 27542					

Cash Payment	E 101-43100-217 Other Operating Supplies	SUPPLIES				\$21.00
	Invoice 27542					

Cash Payment	E 101-45200-217 Other Operating Supplies	SUPPLIES				\$21.00
	Invoice 27542					

Cash Payment	E 601-49440-217 Other Operating Supplies	SUPPLIES				\$21.00
	Invoice 27542					

Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES				\$21.00
	Invoice 27542					

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$210.00
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Claim Type

Claim# 5332 SOUTHERN GLAZERS OF MN

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$44.16
	Invoice 1921473					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$29.23
	Invoice 1918911					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$0.32
	Invoice 1921474					

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$13.65
	Invoice 1916344					

CITY OF ST FRANCIS

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*Claim Register©

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Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
Invoice	1916342					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$2.56
Invoice	1916343					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$6.40
Invoice	1916345					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$36.48
Invoice	1918912					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,822.00
Invoice	1918912					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,288.23
Invoice	1916344					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$3,578.54
Invoice	1921473					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,763.78
Invoice	1918911					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$210.00
Invoice	1916345					
Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$9,797.91

Claim Type

Claim# 5341 ST. FRANCIS AREA CHAMBER OF

Cash Payment	E 609-49750-340 Advertising	GOLD DIGGER SPONSOR				\$100.00
Invoice	000257					

Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$100.00
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Claim Type

Claim# 5253 THE AMERICAN BOTTLING COMP

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$273.42
Invoice	3562313660					

Transaction Date	2/5/2020	Due 2/5/2020	CASH	10100	Total	\$273.42
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Claim Type

Claim# 5348 U S BANK EQUIPMENT FINANCE

Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE				\$205.08
Invoice	.022020					
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE				\$205.08
Invoice	.022020					
Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE				\$205.08
Invoice	.022020					
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE				\$205.07
Invoice	.022020					
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE				\$205.07
Invoice	.022020					
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE				\$205.07
Invoice	.022020					

Transaction Date	2/10/2020	Due 2/10/2020	CASH	10100	Total	\$1,230.45
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Claim Type

Claim# 5368 UTILITY SERVICE CO., INC.

Cash Payment	E 601-49440-234 Water Tower Maintenance	HYDROPILLAR NEW TOWER				\$9,430.92
Invoice	50047					

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$9,430.92
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Claim Type

Claim# 5358 VESSCO, INC.

Cash Payment	E 601-49440-229 Project Repair & Maintena	INJECTOR				\$364.43
Invoice	79034					

CITY OF ST FRANCIS

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*Claim Register©

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AP 02-20-20

February 2020

Transaction Date	2/12/2020	Due 2/12/2020	CASH	10100	Total	\$364.43
Pre-Written Checks						\$122.83
Checks to be Generated by the Compute						\$151,492.92
Total						\$151,615.75

Total Checks \$171,472.70

Checks cut since last Council Meeting

TOTAL		0.00
Disbursements via Debits to Checking Account		
Payee	Description	Amount

P:\awork\2020\Other\Bill List\ACH Files approved by Council 2020.xlsx

City Council
AGENDA REPORT
Agenda Item #
4H

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Connectivity Services Agreement
DATE: February 18th, 2020

OVERVIEW

The City utilizes fiber internet through Anoka County to City Hall, Police/Public Works, and Fire Station. The City is considering adding the Liquor Store as part of the renovation. The monthly cost is approximately \$225 per month. This amendment extends the term of the agreement.

Recommended Motion:

Motion to approve Amendment No. 2 to extend the Connectivity Services Agreement.

Attachments:

Cover Letter and Connectivity and Service Agreement Renewal



Anoka County
COUNTY ADMINISTRATION
Information Technology



December 18, 2019

Joe Kohlmann
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Re: Connectivity Services Agreement with Community Anchor Institution(s) for Broadband Services at Co-Location Site(s) (CSA)

Dear Mr. Kohlmann:

As you may recall, the City of St. Francis has executed an Agreement with the County of Anoka to participate in the Connect Anoka County (CAC) Network. (Anoka County Contract #2011-0111/C0000905 and Amendment 1.) The current term of this Agreement expires on August 16, 2020 with two remaining 5-year renewal terms upon written notice from both parties. The formal written notice needs to be made no less than 180 days prior to expiration (February 17, 2020). The Agreement does not specify the form of the notification, but the County prefers a letter of intent followed by a formal amendment. While the signed formal amendment is not required until February 17, 2020, the County would appreciate receiving the signed documents in the enclosed addressed envelope by February 1, 2020.

The County does desire to renew the terms of the CSA with the City of St. Francis. The County has previously received informal communications that the City of St. Francis is also in agreement with continuing participation in the CAC network. In anticipation of renewal, the County has drafted a contract Amendment to be executed if the City of St. Francis concurs with renewing the City of St. Francis Agreement. The draft Amendment is attached. Current service levels will continue unless the City of St. Francis amends Attachment A to the Agreement. Attachment A may be amended at any time without amending the Agreement otherwise, however, if service is discontinued at any location, that change will be viewed as permanent.

If you have any questions, please do not hesitate to contact me at 763-324-5389.

Sincerely,


Kathryn M. Timm
Assistant Anoka County Attorney
Kathryn.Timm@co.anoka.mn.us

KMT:gla
Attachments

cc: Scott Schulte, Chair, Anoka County Board of Commissioners
Rhonda Sivarajah, Anoka County Administrator
Susan Vreeland, Chief Information Officer
Dan Lekatz, Deputy Director

Respectful and courteous response

Affirmative Action - Equal Opportunity Employer

AMENDMENT NO. 2
TO
Connectivity Services Agreement
With Community Anchor Institution(s)
For Broadband Services
At Co-Location Service Site(s)

THIS AMENDMENT is made this 17th day of August, 2020, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and the City of St. Francis, 23340 Cree St NW, St. Francis, MN 55070, hereinafter referred to as the "Entity."

WITNESSETH:

WHEREAS, the County wishes to amend its Agreement with the Entity for Connectivity Services on the Connect Anoka County Network which was effective upon the completion of build and go live of the ZAYO System in 2013; and

WHEREAS, the Agreement was previously amended on August 16, 2015 to provide for continued services until August 16, 2020; and

WHEREAS, the Agreement provides for two additional renewal amendments; and

WHEREAS, Paragraph XII. MODIFICATIONS of said Agreement provides that any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to change Paragraph VI. TERM, as follows:

A. This Agreement will be for a period commencing on the date of signing by both parties, and continuing until August 16, 2015 (Initial Term), with up to a total of three (3) renewal periods of additional five (5) years terms (Renewal Terms) upon written amendment. Both parties shall provide written notice of intent to renew this agreement not less than one hundred eighty days (180) before the end of the Initial Term or Renewal Term. For purposes of this agreement, written notices shall be sent to the addresses of each of the Parties as indicated above. Upon the termination or expiration of this Agreement, Anoka County shall have no further obligation to provide Services and no further liability to Entity. Upon termination or expiration of this agreement, ZAYO shall be provided a reasonable opportunity to retrieve its equipment from the co-location service site(s). At the request of the entity, ZAYO will remove equipment from individual terminated co-location sites within a mutually agreed time not to exceed 180 days. Upon termination of Entity's connectivity service from a co-location site, without terminating this

entire agreement, ZAYO, at the request of the entity, shall remove its equipment from said co-location site within a mutually agreed time not to exceed 180 days and any underlying rights for that co-location site shall terminate with the removal without further action or notice by any party. Any underlying rights granted by the Entity under this Agreement shall terminate or expire with the Agreement without need for further action or notice by any party.

B. Pursuant to the above paragraph, both parties have sent written notice to each other one hundred eighty (180) days or more in advance of August 16, 2015 indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2015 and the new expiration date is August 16, 2020.¹² ~~The Agreement may be renewed under these same terms, conditions and procedures for an additional two (2) terms.~~

C. Pursuant to paragraph A., both parties have sent written notice to each other more than one hundred eighty (180) days in advance of August 20, 2020 indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2020 and the new expiration date is August 16, 2025. The Agreement may be renewed under these same terms, conditions and procedures for one (1) additional term.

D. If there have been any changes in service levels at the time of this Amendment, the parties will execute and attach updated Attachment A.

2. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.
3. All other terms and conditions of the original Agreement shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

¹² This language will become obsolete after August 16, 2020.

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

COUNTY OF ANOKA

ENTITY

By: _____
Scott Schulte, Chair
Anoka County Board of Commissioners

By: _____

Its: _____

Dated: _____

Dated: _____

By: _____
Rhonda Sivarajah
County Administrator

By: _____

Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____
Kathryn Timm
Assistant County Attorney

Dated: _____



Entity Contact Information Form

Site 141 - St. Francis City Hall

Billing Contact:

Name: _____
Position: _____
Company Name: _____
Mailing Address: _____

Office Phone: _____
Email: _____

Technical Contact:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Building Access Contacts - Entity shall provide 24-hour, 7-day a week access for the purposes of maintenance, service, and upgrades of the equipment and system.

List contacts in the order you would wish them to be called.

Business Hours - Contact #1:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Business Hours - Contact #2:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Non-Business Hour Contacts – These contacts should be available after hours and have building access to the equipment location. They may be called in case of such emergencies as equipment failures, fiber hits, storm damage, emergency locates, etc.

List contacts in the order you would wish them to be called.

After Hours - Contact #1:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____

After Hours - Contact #2:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____



Entity Contact Information Form

Site 142 - St. Francis Fire Station

Billing Contact:

Name: _____
Position: _____
Company Name: _____
Mailing Address: _____

Office Phone: _____
Email: _____

Technical Contact:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Building Access Contacts - Entity shall provide 24-hour, 7-day a week access for the purposes of maintenance, service, and upgrades of the equipment and system.

List contacts in the order you would wish them to be called.

Business Hours - Contact #1:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Business Hours - Contact #2:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Non-Business Hour Contacts - These contacts should be available after hours and have building access to the equipment location. They may be called in case of such emergencies as equipment failures, fiber hits, storm damage, emergency locates, etc.

List contacts in the order you would wish them to be called.

After Hours - Contact #1:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____

After Hours - Contact #2:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____



Entity Contact Information Form

Site 143 - St. Francis Police / Public Works

Billing Contact:

Name: _____
Position: _____
Company Name: _____
Mailing Address: _____

Office Phone: _____
Email: _____

Technical Contact:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Building Access Contacts - Entity shall provide 24-hour, 7-day a week access for the purposes of maintenance, service, and upgrades of the equipment and system.

List contacts in the order you would wish them to be called.

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Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Business Hours - Contact #2:

Name: _____
Position: _____
Office Phone: _____
Cell Phone: _____
Email: _____

Non-Business Hour Contacts – These contacts should be available after hours and have building access to the equipment location. They may be called in case of such emergencies as equipment failures, fiber hits, storm damage, emergency locates, etc.

List contacts in the order you would wish them to be called

After Hours - Contact #1:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____

After Hours - Contact #2:

Name: _____
Position: _____
Cell Phone: _____
Home Phone: _____
Email: _____

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 7-3-6 Recreational Motor Vehicles –
2nd Reading.
DATE: February 18, 2020

OVERVIEW

On December 11, 2019 Council met during a work session to discuss the Ordinance as it relates to race tracks and residential properties. After a review of lot sizes, zoning and the issues that arise from race tracks Council requested the following changes to City Code.

Clarify a definition for racing and race tracks as they relate to property

- Include a definition for racetracks
- Include a definition for exhibition driving
 - Prima Facie means based on first impression, accepted as correct until proven otherwise

Establish an operating restriction of (7-3-6-B-, New 13 and 14)

- Lot size limit in which race tracks are permitted, being properties of 2.5 acres or greater.
- Setbacks from property lines and structures at 50 feet
- Driving expectation

Staff was requested to further research issues of noise and dust as it relates to the use of recreational vehicles.

- ✓ St. Francis City code identifies within 8-2-7 Noise violations that prohibited noises include, but not limited to *"The discharging of the exhaust or permitting the discharge of the exhaust of any statutory internal combustion engine, motor boat, motor vehicle, motorcycle, all-terrain vehicle (ATV), snowmobile, or any recreational device, except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable state laws and regulations"*.
- ✓ Dust control and/or soil erosion is met by current city code under Stormwater, Wetland and soil codes.

Staff is confident the additional concerns can be met by current code and included reference to those codes in the Owner Responsibility section.

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 7-3-6 Recreational Motor Vehicles

TIMELINE:

Council was in agreement with the above suggested Amendments, and the following timeline will apply:

January 21st – 1st Reading

February 18rd – 2nd Reading

February 28th – Publish for Comment (delay one week due to Tuesday council meeting)

March 30th - Effective

ATTACHMENTS:

City Code Chapter 7-3-6 Recreational Motor Vehicles – Ordinance 261, Second Series

7-3-6. - Recreational motor vehicles (including snowmobiles).

A. *Definitions.* For the purposes of this Section, the terms defined shall have the meanings given them.

1. **Motorized Bicycle** —A bicycle with fully operable pedals which may be propelled by human power or a motor, or by both, with a motor of a capacity of less than fifty (50) cubic centimeters piston displacement, and a maximum of two break horsepower, which is capable of a maximum speed of not more than thirty (30) miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged.
2. **All-Terrain Vehicle** or **ATV** —Trail bikes, amphibious vehicles and similar devices, other than snowmobiles, used at least partially for travel on natural terrain, but not "special mobile equipment" as defined in M.S.A. 168.011, Subd. 22, which is hereby incorporated herein by reference.
3. **Snowmobile** —A self-propelled vehicle designed for travel on snow or ice or natural terrain steered by wheels, skis or runners.
4. **Recreational Motor Vehicle** —Any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including but not limited to a motorized bicycle, all-terrain vehicle, snowmobile, hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes.
5. **Owner** —A person, other than a lien holder, having a property interest in, or title to, a recreational motor vehicle, who is entitled to the use or possession thereof.
6. **Operate** —To ride in or on and have control of a recreational motor vehicle.
7. **Operator** —The person who operates or is in actual physical control of a recreational motor vehicle.
8. **Race Track** — A course constructed for the operation of recreational motor vehicles in a repetitive, continuous manner, including the physical alteration of natural landscaping or land contours by grading or repetitive use thereby creating jumps and banked corners in a clearly identifiable area.
9. **Exhibition Driving** - Prima facie evidence. It is prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates or turns at an unnecessary rate of speed so as to causes tires to squeal, gear to grind, soil to be thrown, engine backfire, fishtailing or skidding, or, as to 2- wheeled or 3-wheeled motored vehicles, the front wheel to lose contact with the ground or roadway surface.

B. *Recreational Motor Vehicle Operating Restrictions.* It is unlawful for any person to operate a recreational motor vehicle as follows:

1. On a public sidewalk or walkway provided or used for pedestrian travel.
2. On private property of another without lawful authority or written permission of the owner or occupant.
3. On any lands owned or occupied by a public body or on frozen waters, including, but not limited to, school grounds, park property, playgrounds, recreational areas, private roads, platted but unimproved roads, utility easements, public trails and golf courses. Provided, however, that the Council may, by resolution, specifically permit use on City property, in which event the shortest route to and from areas so permitted shall be used.
4. While the operator is under the influence of liquor or narcotics, or habit-forming drugs.
5. At a rate of speed greater than reasonable or proper under all of the surrounding circumstances.

6. In a careless, reckless or negligent manner so as to endanger the person or property of another or cause injury or damage thereto.
7. Towing any person or thing on a public street or highway except through the use of a rigid tow bar attached to the rear of an automobile.
8. At a speed greater than 10 miles per hour when within 100 feet of any lakeshore, except in channels, or of a fisherman, ice house, skating rink, or sliding area, nor where the operation would conflict with the lawful use of property or would endanger other persons or property.
9. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons.
10. Chasing, running over, or killing any animal, wild or domestic.
11. During the hours between 11:00 PM of one day and 7:00 AM of the next following on Sundays through Thursdays, and during the hours of 1:00 AM and 7:00 AM on Fridays and Saturdays, except that during such hours a recreational motor vehicle, if otherwise lawfully operated, may be operated on a public street.
12. Except as permitted in Subdivision 4, in the area marked as a restricted area legally described as shown in Exhibit A.

13. On a racetrack or exhibition driving on properties less than two and a half (2.5) acres in size and within fifty (50) of either a property line or structure

14. To drive or operate any motorized vehicle on a public street or highway, alley, parking lot, or other public or private property, in such a manner as to exhibit exhibition driving or operation. This section shall not apply to driving conduct during an emergency which requires such operation to prevent injury to persons or damage to property or to legally sanctioned operation.

C. *Owner Responsibility.*

1. It is unlawful for the owner of any recreational motor vehicle to permit its operation on private property without the written permission of the owner or occupant, on City property without the written permission of the Council, or on other public property without the written permission of the body in charge thereof.
2. Every person leaving a recreational motor vehicle in a public place shall lock the ignition, remove the key and take the same with him.

3. To operate in a manner in which does not create Noise Violations as identified in Chapter 8, Section 2.

4. To operate in a manner in which the use does not impact wetlands, alter the natural vegetation or topography within the Rum River Management District, create erosion or uncontrolled sedimentation of soil as identified within City Code.

D. *Additional Snowmobile Operating Regulations.*

1. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours of one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto. For local access to trails located outside the City of St. Francis,

snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence. Travel for local access shall be at a rate not to exceed twenty (20) miles per hour. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises. Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law. Notwithstanding any language in Section 7-3-7.D.1 to the contrary, two-way snowmobile operation shall be permitted in the western ditch or on the outside bank within the western right-of-way of State Highway 47 at any time and without a City-issued local access sticker, subject to all other provisions of the City Code or State law, and all conditions imposed by the Commissioner of Transportation or the local road authority. Travel upon any City pathway or sidewalk is strictly prohibited.

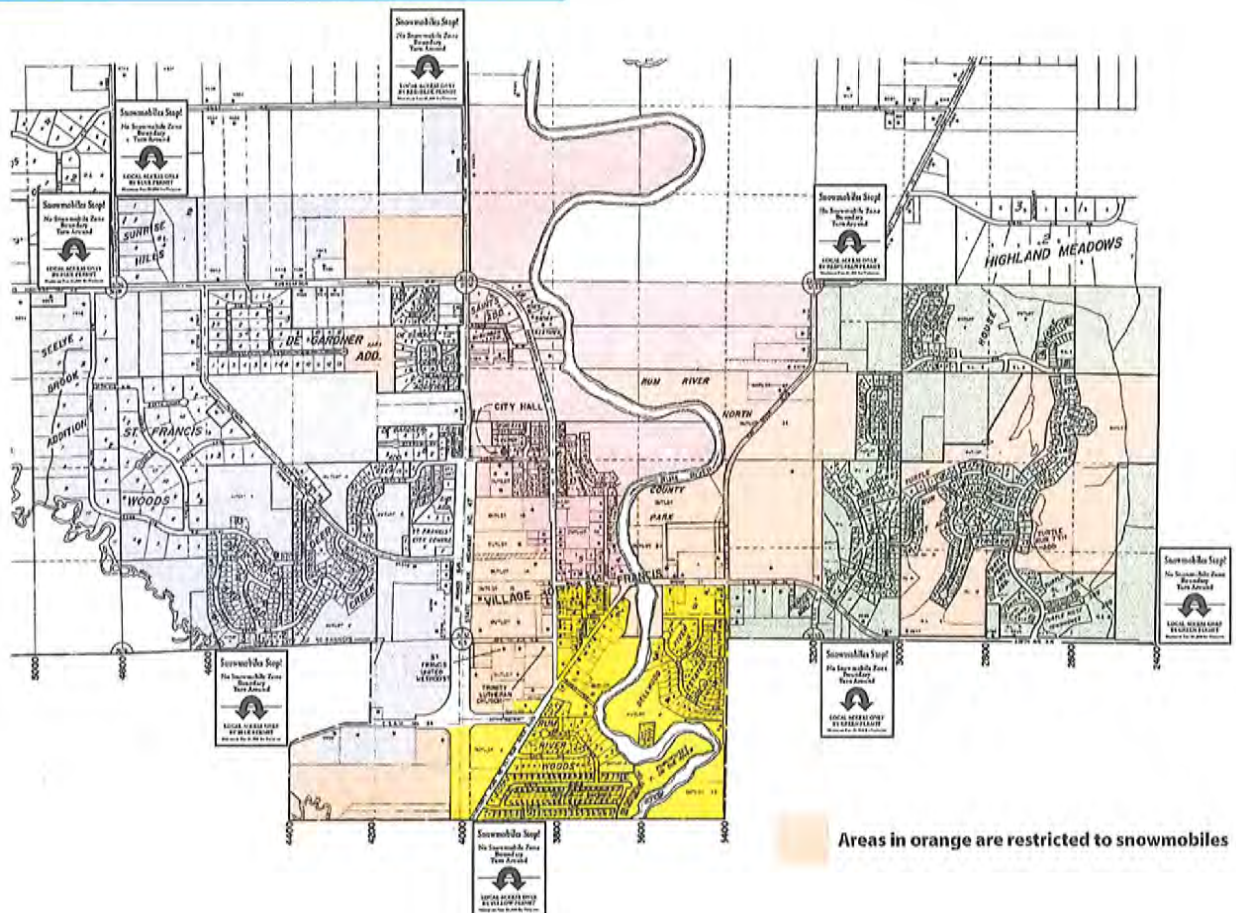
2. A snowmobile may make a direct crossing of a street or highway except an interstate highway or freeway, provided:
 - a. The crossing is made at an angle of approximately ninety (90) degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing.
 - b. The snowmobile is brought to a complete stop before crossing the shoulder or main traveled way of the highway.
 - c. The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.
 - d. In crossing a divided street or highway, the crossing is made only at an intersection of such street or highway with another public street or highway.
 - e. If the crossing is made between the hours of one-half ($\frac{1}{2}$) hour after sunset to one-half ($\frac{1}{2}$) hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.
3. No snowmobile shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.
4. Notwithstanding any prohibition in this Section, a snowmobile may be operated on a public thoroughfare in an emergency during the period of time when, and at locations where, snow upon the roadway renders travel by automobile impractical.
5. No person under fourteen (14) years of age shall operate on streets or highways or make a direct crossing of a street or highway as the operator of a snowmobile. A person fourteen (14) years of age or older, but less than eighteen (18) years of age, may operate a snowmobile on streets or highways as permitted under this Section and make a direct crossing thereof only if he has in his immediate possession a valid snowmobile safety certificate issued by the Commissioner of Conservations as provided by Minnesota Statutes 1969, Section 84.86. It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this Subparagraph.
6. City Issued Local Access Stickers. St. Francis residents living within the designated zones included in Exhibit A who choose to have local access to trails outside the City of St. Francis shall obtain and display a local access sticker in a highly visible location on both sides of the hood of the snowmobile. Local access stickers shall be obtained from the City on an annual

basis and for the fee set by City Council resolution. The City may require each applicant to submit information stating their designated residence for purposes of this Ordinance and the most direct route exclusively within the designated zone including the applicant's place of residence.

E. *Golf Carts*. Notwithstanding anything herein to the contrary, a person may operate a Golf Cart on certain designated City streets, subject to the following:

1. For purposes of this subdivision, the term "Golf Cart" shall mean an electric-powered recreational motor vehicle that has four wheels, a speed attainable in one mile of at least twenty (20) miles per hour but not more than twenty-five (25) miles per hour on a paved level surface, is designed for use on golf courses as a means of transporting golfers and golf equipment and is permitted on the Ponds Golf Course.
2. Golf Carts shall be limited to City streets in an area immediately surrounding the Ponds Golf Course using 237th Avenue as the northern boundary, 230th Avenue as the southern boundary, the 2400 block as the eastern boundary, and the 3000 block as the western boundary.
3. St. Francis residents who live within the designated zone must apply for and obtain a permit from the City of St. Francis prior to the operation of a Golf Cart on City streets. The permit application shall include the name and street address of the owner, the vehicle identification number of the Golf Cart, and evidence of liability insurance in amounts required by state law. Permits shall be obtained from the City on an annual basis and for the fee set by City Council resolution. Individuals must comply with all permit requirements and the requirements of this subdivision. The City may revoke any permit for failure to comply with all permit requirements and the requirements of this subdivision.
4. The following rules shall apply at all times a Golf Cart is being operated on a City street:
 - a. Golf Carts may be operated for the sole purpose of traveling to and from the Ponds Golf Course and operators must use the shortest available route to and from the Ponds Golf Course.
 - b. The operator must follow all laws and regulations otherwise applicable to motor vehicles.
 - c. Operators must be age sixteen (16) or older and possess a valid driver's license.
 - d. Golf Carts may only be operated between the hours of sunrise and sunset.
 - e. Golf Carts must display the slow-moving vehicle emblem provided for in Minnesota Statute Section 169.522.
 - f. The operator and all passengers must be seated at all times.
 - g. All items being carried on the Golf Cart must be securely fastened.

(City Code, eff. 6-1-1990; Ord. 83, SS, eff. 4-19-2004; Ord. 119, SS, eff. 4-21-2008; Ord. 135, SS, 11-2-2009)



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: **Summary Publication for Ord. 261, SS – Recreational Motor Vehicles
(Including Snowmobiles)**
DATE: February 18, 2020

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 261, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2020-07 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost. This ordinance amendment will take effect 30 days after publication of the attached resolution.

ACTION TO BE CONSIDERED:

Adopt Resolution 2020-07 A Resolution Authorizing the Summary Publication of Ordinance 261, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2020-07

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

RESOLUTION 2020-07

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 261, SECOND SERIES AMENDING CHAPTER SECTION 7-3-6 OF
THE CITY CODE REGARDING RECREATIONAL MOTOR VEHICLES (INCLUDING
SNOWMOBILES) FOR THE CITY OF ST. FRANCIS**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 2610, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 261, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 261, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

7-3-6. - Recreational motor vehicles (including snowmobiles).

A. *Definitions.* For the purposes of this Section, the terms defined shall have the meanings given them.

8. Race Track – A course constructed for the operation of recreational motor vehicles in a repetitive, continuous manner, including the physical alteration of natural landscaping or land contours by grading or repetitive use thereby creating jumps and banked corners in a clearly identifiable area.

9. Exhibition Driving - Prima facie evidence. It is prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates or turns at an unnecessary rate of speed so as to causes tires to squeal, gear to grind, soil to be thrown, engine backfire, fishtailing or skidding, or, as to 2-wheeled or 3-wheeled motored vehicles, the front wheel to lose contact with the ground or roadway surface.

B. *Recreational Motor Vehicle Operating Restrictions.* It is unlawful for any person to operate a recreational motor vehicle as follows:

13. On a racetrack or exhibition driving on properties less than two and a half (2.5) acres in size and within fifty (50) of either a property line or structure

14. To drive or operate any motorized vehicle on a public street or highway, alley, parking lot, or other public or private property, in such a manner as to exhibit exhibition driving or operation. This section shall not apply to driving conduct during an emergency which requires such operation to prevent injury to persons or damage to property or to legally sanctioned operation.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

City Council
AGENDA REPORT
Agenda Item #
9C

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Worksession Scheduling
DATE: February 18th, 2020

OVERVIEW

Staff would like to schedule a worksession for the week of February 24th.

Tentative topics include:

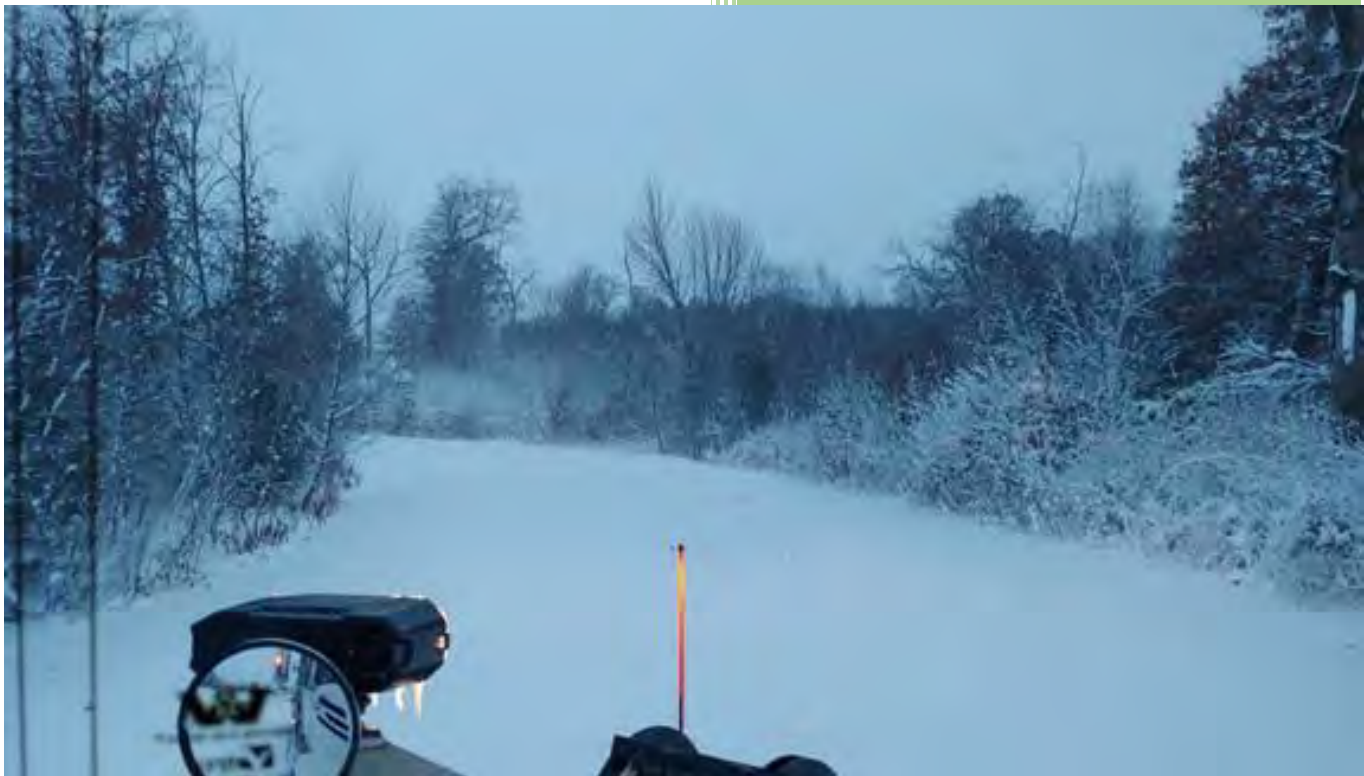
- 1) Highway 47
- 2) Liquor Store donation (for School Park)
- 3) Other potential topics that may come up

Recommendation Action:

Schedule a worksession.

2019

Streets and Parks Yearly Report



Mission Statement: To ensure safe, long lived, reliable, attractive infrastructure systems, with durable quality construction, that results in efficient economical operations, low cost maintenance and continual improvement.

Jeremy Shook
Streets and Parks Supervisor
1/9/2019

Mayor and Council:

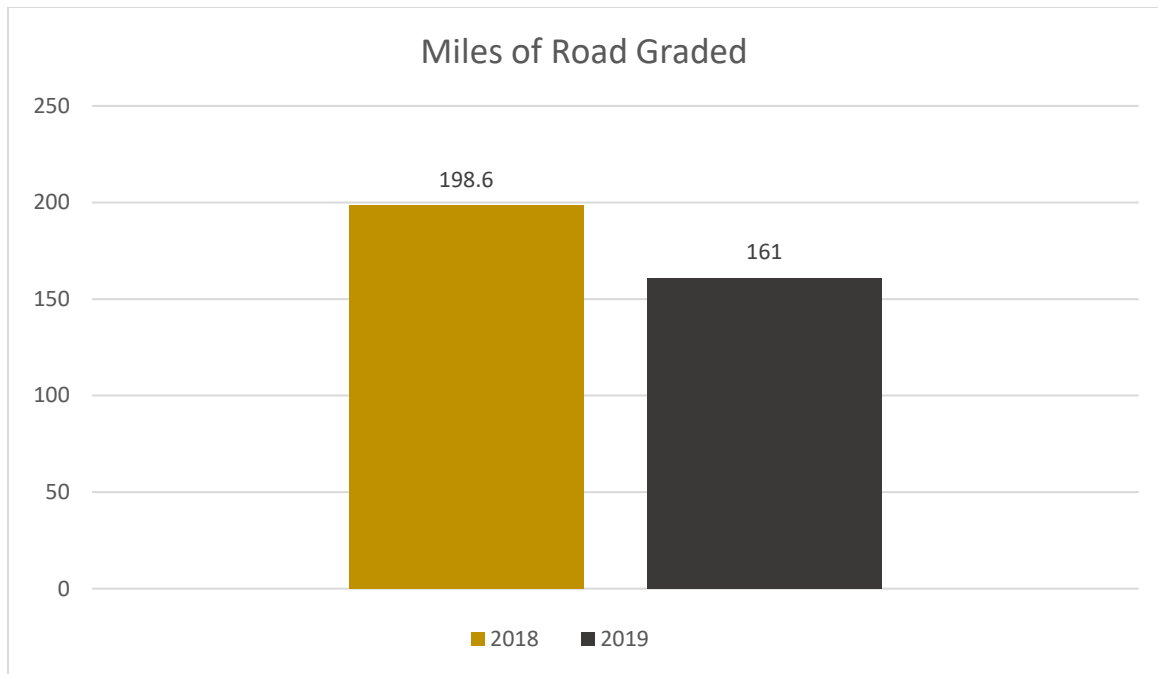
I am pleased to submit the 2019 Streets and Parks Annual Report. The Public Works department encompasses a number of different city services: water, sewer, streets, parks and recycling. The streets and parks department works closely with the water and sewer department which has helped create efficiency is some of the activities preformed in the department. In the report you will find several activities of the day to day operations of the department and some of the projects that happened throughout the year.

As you look through the report you will notice some comparisons to the previous year and probably 2 of the most significant comparisons that stand out are mowing and plowing. This is no surprise due to the fact we set a record for the wettest year. We received 43.17 inches of rain (average 30.64) and 91.7 inches of snow (average 54 inches).

We looking forward to another great and successful upcoming year.

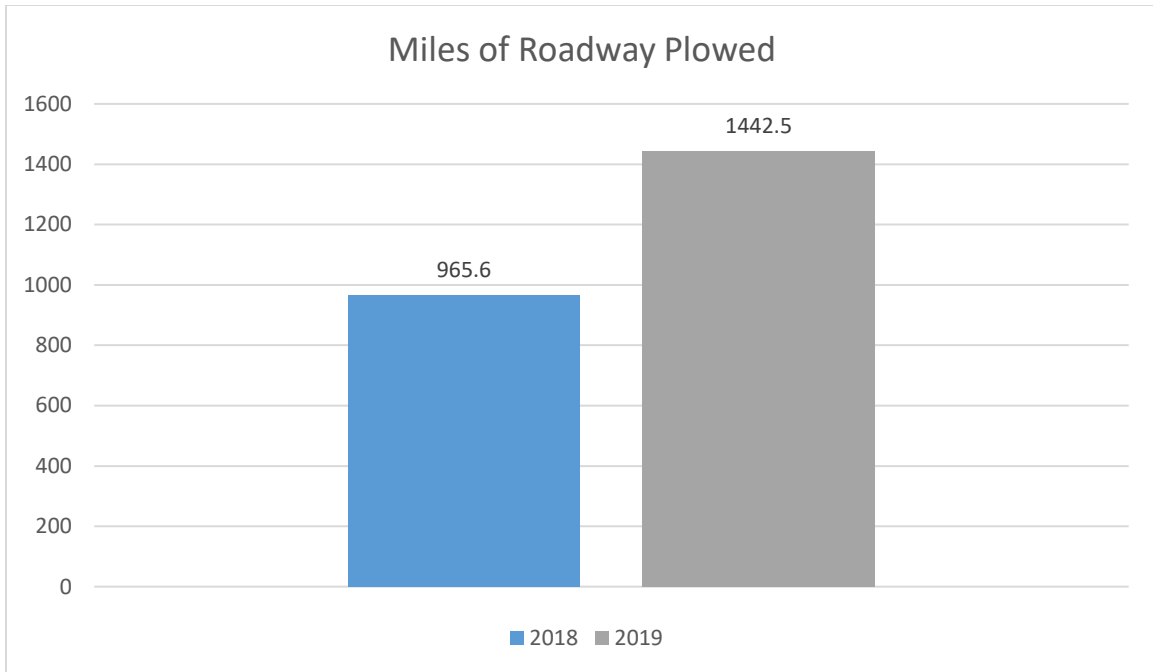
Sincerely,

Jeremy Shook
Streets and Parks Supervisor



- There is a decrease in miles graded in 2019 due to the fact of Kings Hwy and Riverbank Lane being paved in 2019.





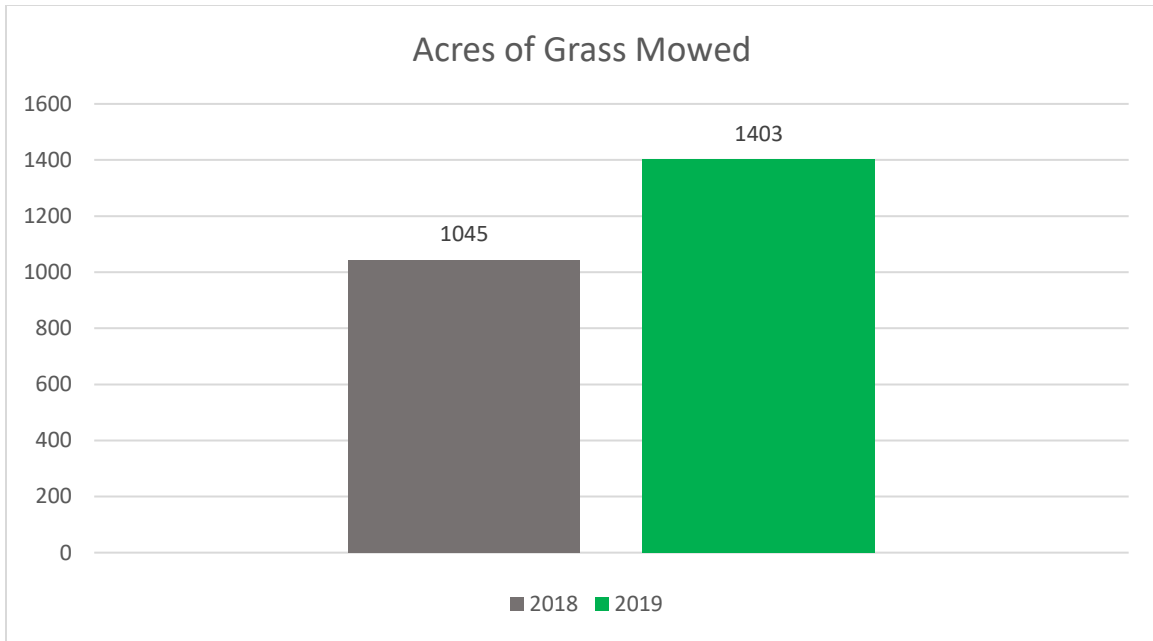
1442.5 miles in almost the equivalent of driving to Jacksonville, Florida.

- **1358** cul-da-sacs
- **180** Parking Lots
- **644.8** miles of sidewalk and trails
- **106.9** tons of granite chips applied to roads
- **397.8** tons of salt applied to roads



- 99 street signs installed
- 268 hours spent on building maintenance
 - 649 Inspections on building, parks, etc.
 - Preparation for 126 events
- 585 yards of debris sweep from the streets
- 27 hours spent on cleaning up after vandalism to city property
- 46 call outs which is for service request outside of normal working hours
 - 544 catch basins cleaned from debris and ice





You will notice an increase in grass mowed this past year due to the above normal rainfall.



- **267.3** miles of mowing walking paths and trails
 - **55.3** acres of turf fertilized
 - **353.3** miles of roadside mowing
- Dragging of the ball field happened **116** times

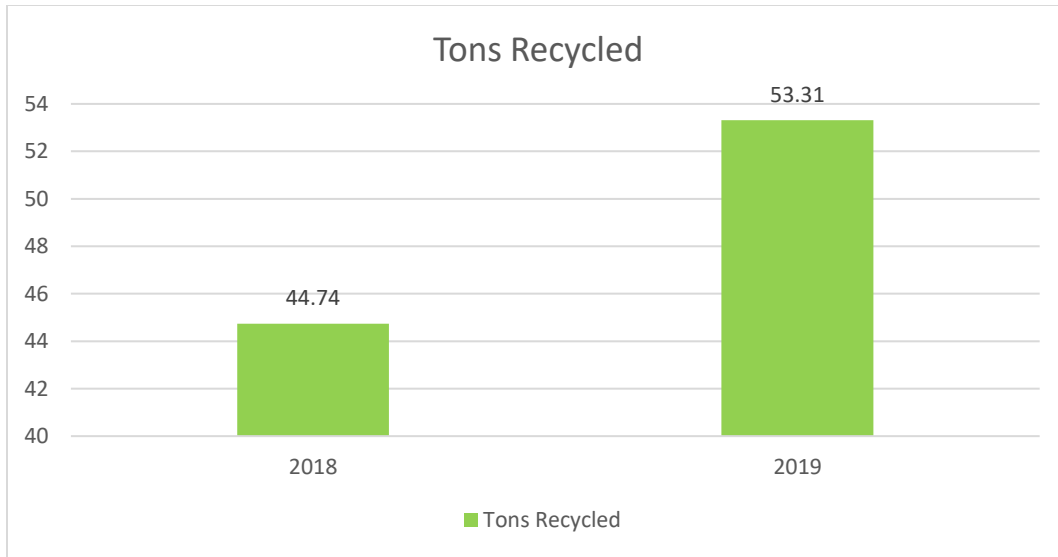


- **504** hours spent on equipment maintenance greasing, washing, etc.
- **128** hours spent on equipment repair which is anything beyond normal maintenance, fabrication, etc.



113,000 gallons used on the ice rinks





2018 - 5 recycle events with over 505 vehicles

2019 - 5 recycle events with over 523 vehicles



Completed Projects

Sealcoating and Crackfilling

- Water Treatment Plant Parking Lot
- Well House Parking Lot
- Police and Public Works Facility (half)
- Community Park Parking Lot
- Woodbury Park Parking Lot
- Warming House Parking Lot
- Stark Dr. (half) - Aztec St. - 233rd Ln. - 233rd Ave. - Yucca St. (north half) - 232nd Ave. - 234th Ave. - Woodbine St. - Vintage St. - Underclift St. - 229th Ave - 229th Ln. - Rum River Blvd - Silverod St. - Quay St. - Rose Ct. - 228th Ave. - 227th Ave.

Mill and Overlay

- Stark Dr. (half)
- Yucca St.
- 233rd Ln.
- Woodbine St.
- 227th Ct.
- Vintage St.
- 227th Ave.

Reconstruction

- Kings Highway and River Bank Ln.

New Equipment

- Western Star Tandem
- Toolcat
- Hustler Zero Turn with attachments

Misc.

- New Kiosk at Woodbury Park and Highland Woods Park
- Drinking Fountain at Community Park

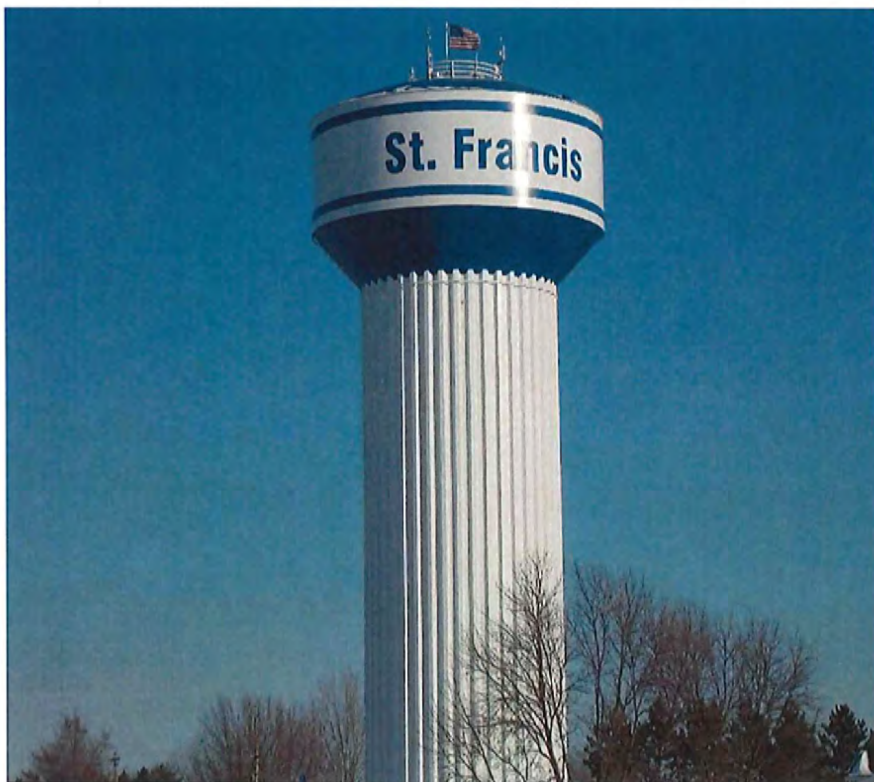


Misc. Photos of Projects



2019

Water and Sewer Annual Report



Parish Barten
City of St. Francis
1/16/2019

January 16th, 2019

Honorable Mayor and City Council

I am excited to provide to you, our 2019 water and wastewater annual report. This report is a summary of all the accomplishments throughout the year. It includes information and data about the water treatment facility, wellhouse, distribution system, wastewater treatment facility, sanitary system, lift stations, staff training, and reporting. It also includes all of the routine and preventative maintenance that was completed for the year.

Once again, Staff was able to complete all of our goals that we set in the beginning of the year. With council approval, we were able to obtain a five-year pricing agreement for biosolids processing. This will allow staff to budget accordingly for the next five years. In addition to the biosolids agreement, the MPCA has permitted over 190 acres for land application. This will result in a considerable disposal cost savings over the term of the five-year pricing agreement.

A large project that was started in 2019 was the Water Meter Replacement program. The city will be switching from a touch pad reading device to Advanced Metering Infrastructure or AMI. This metering technology will allow for instantaneous meter readings, leak detection and the elimination of staff time re-reads. About half the existing water meters were able to be reused and just the register changed out to accommodate the radio device.

In the fall, the city of Oak Grove connected to our wastewater system. As to be expected, we have seen an increase to our influent flow, but have had no adverse effects because of this connection at our wastewater treatment facility.

In closing, I would like to say **Thank You!** To the public works team for all of there hard work and dedication in making 2019 a success!

Respectfully,

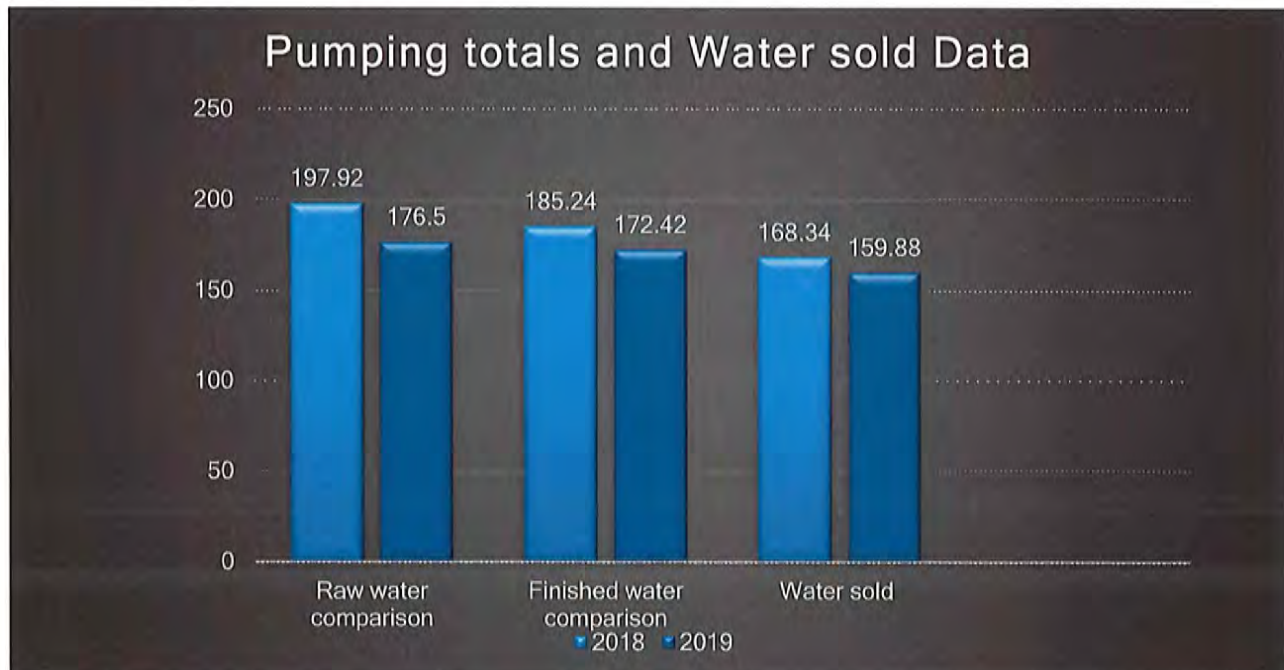
Parish

Water Treatment Facility



The Water Treatment Facility is an Iron and manganese removal facility that has a filtration capacity of 4,300,000 gallons a day. Currently, our daily treated or finished water average is roughly 476,000 gallons a day. Our highest volume month for 2019 was June, when we pumped 21,326,000 gallons or an average of 710,000 gallons a day.

The Treatment facility receives Raw or untreated water from three wells and two aquifers that are located near the water tower. The wells range from 212 feet to 412 feet deep. The Minnesota department of Natural Recourses allows the city to withdraw 200,000,000 gallons annually. The graph below shows a comparison of pumping totals and water sold from 2018 and 2019. The figures below are Million Gallons.



The Drinking water in St. Francis has over sixty quality and assurance test performed annually by a certified lab. We met all of the required limits established by the Minnesota Department of Health. Those results are made available each July in our Consumer Confidence Report or CCR.

To help achieve those limits, the water treatment facility is dependent on four different treatment aids. Sodium Permanganate, Chlorine, Fluoride and Orthophosphate. We used:

- 29,500 lbs. of sodium permanganate was used to remove manganese and radium.
- 1500 lbs. of chlorine which is used as a disinfectant.
- 350 gallons of Fluoride to help assist with dental hygiene.
- 330 gallons of Orthophosphate that is used as a corrosion inhibitor used to prevent pipe failure in homes and business.

Below, is a list of all task completed for the Water Treatment Facility, Wellhouse and Distribution system for 2019.

2019 WATER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	207	Inspections
Water	Operational Hours	Hours spent at facility	621	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.	637	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	2019 In-house lab results and flow totals			
		Oak Grove water use	20.10	Million Gallons
		Average Chlorine	.51	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.079	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	98	%
		Manganese Removal	84	%

Water Treatment facility, Well house and Distribution system Projects				
WTP and Well House	Yearly Maintenance	Change oil on four high service pumps and three wells. Inspect packings.	7	Motors

Well House	Repair well #4	Repair check valve and 105' of well pipe.	1	Well
Well House	Well house reconditioning	Install new floor coating and paint doors and trim	3	Weeks
Well House	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	3	VFD's
Water Tower	Water Tower cleaning	Every other year, the inside of the tower is drained, cleaned and inspected	3	Days
Distribution System- water	Hydrant flushing	Ensure each hydrant is working order. Clean sediment from mains	357	Hydrants
Distribution System- water	Hydrant maintenance	Pump down non-draining hydrants	81	Hydrants
Distribution System- water	Hydrant Painting	Paint hydrants in District 2 that were faded, chipped and rusty.	48	Hydrants
Distribution System- water	Clear out hydrants	Clean snow away from hydrants.	150	Hydrants
Distribution System- water	Water main repair	A water main was damaged due to soil boring.	6	Hours
Distribution System- water	Service leak	23257 Lipan St. had a service leak and repair.	3	Hours
Distribution System- water	Locate Curb Stops	Locate all curb stops on 225 th and 226 th In for reconstruct.	87	Curb stops
Distribution System- water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and parks	10	Units
Distribution System- water	School fire service Line connections	Middle and Elementary school taps	2	Taps/connections
Water Treatment Facility	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	4	VFD's
Water Treatment Facility	Repair Heating unit	A gas valve for a Reznor heating unit failed.	1	Gas valve
Water Treatment Facility	Filter media inspection	Each year, staff measures the depth of media for loss and condition.	4	Filters
Water Treatment Facility	Minnesota Department of Health- Routine sampling	MDH collected some routine water quality samples- No Deficiencies	3	Samples
Water Treatment Facility	Generator repair	Water jacket heater failed. Unit was repaired	5	Hours
Water Treatment Facility	Generator exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises
Water Treatment Facility	VFD failure	A VFD for a high service pump failed. Unit was replaced.	1	VFD

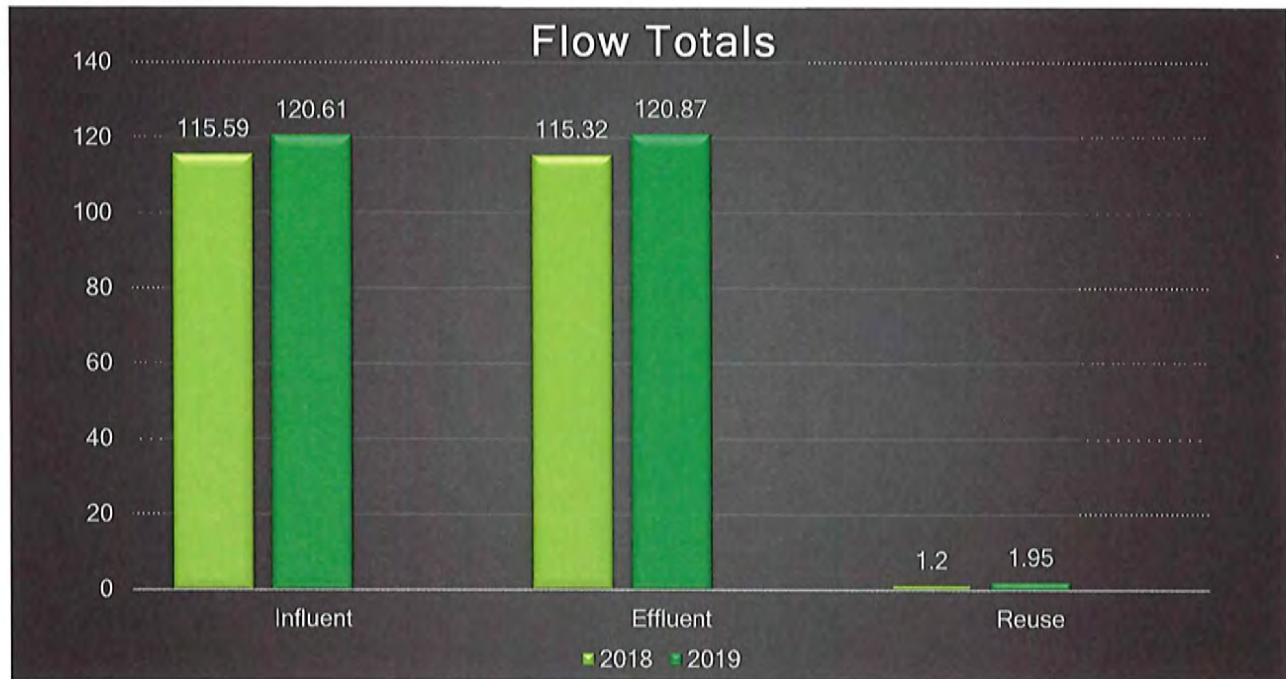
Wastewater Treatment Facility



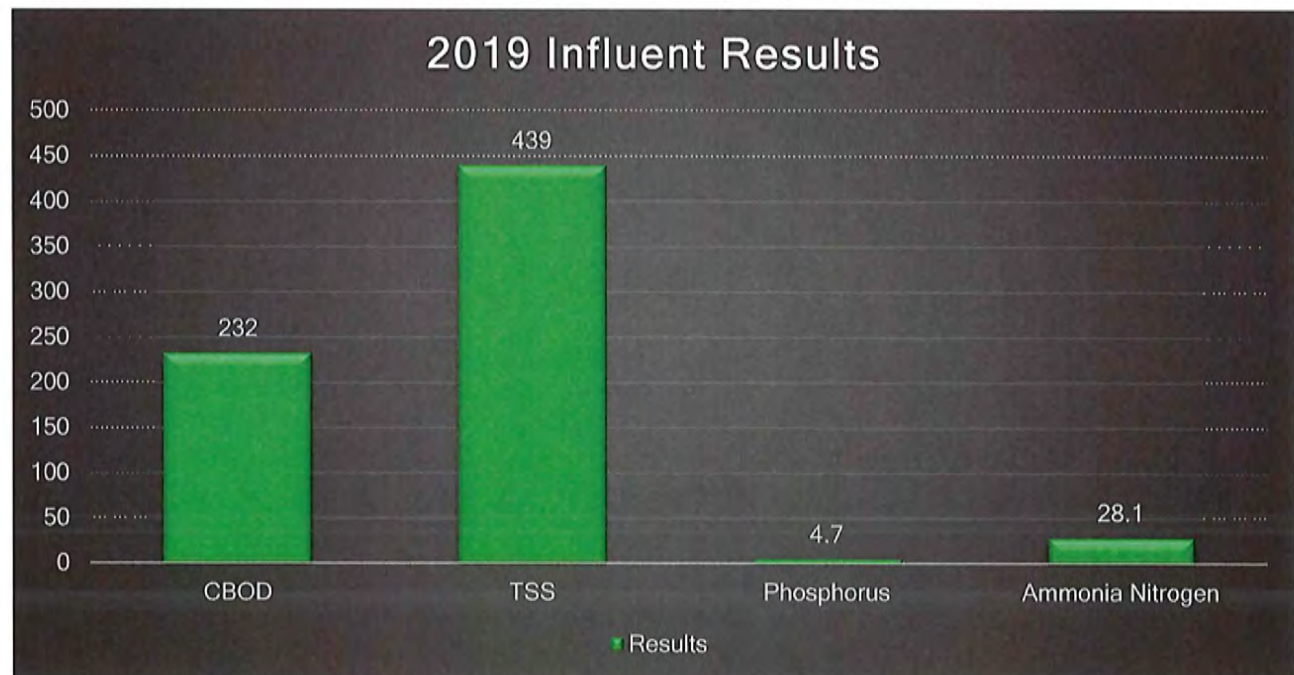
The Wastewater Treatment Facility is an activated sludge, extended aeration facility, that uses biological nutrient removal. The facility consists of pretreatment, aeration, clarifiers and tertiary treatment. As the name would suggest, we hold solids for an extended amount of time, typically twenty days to achieve limits. The facility is designed for an average wet weather flow of 814,000 gallons a day.

The pollutants or constituents that we remove are Cbod, Tss, Ammonia Nitrogen and Phosphorus. Our NPDES wastewater permit has limits for each, that are enforced by the Minnesota pollution Control Agency. Those results are reported each month to the MPCA in our discharge monitoring report or DMR.

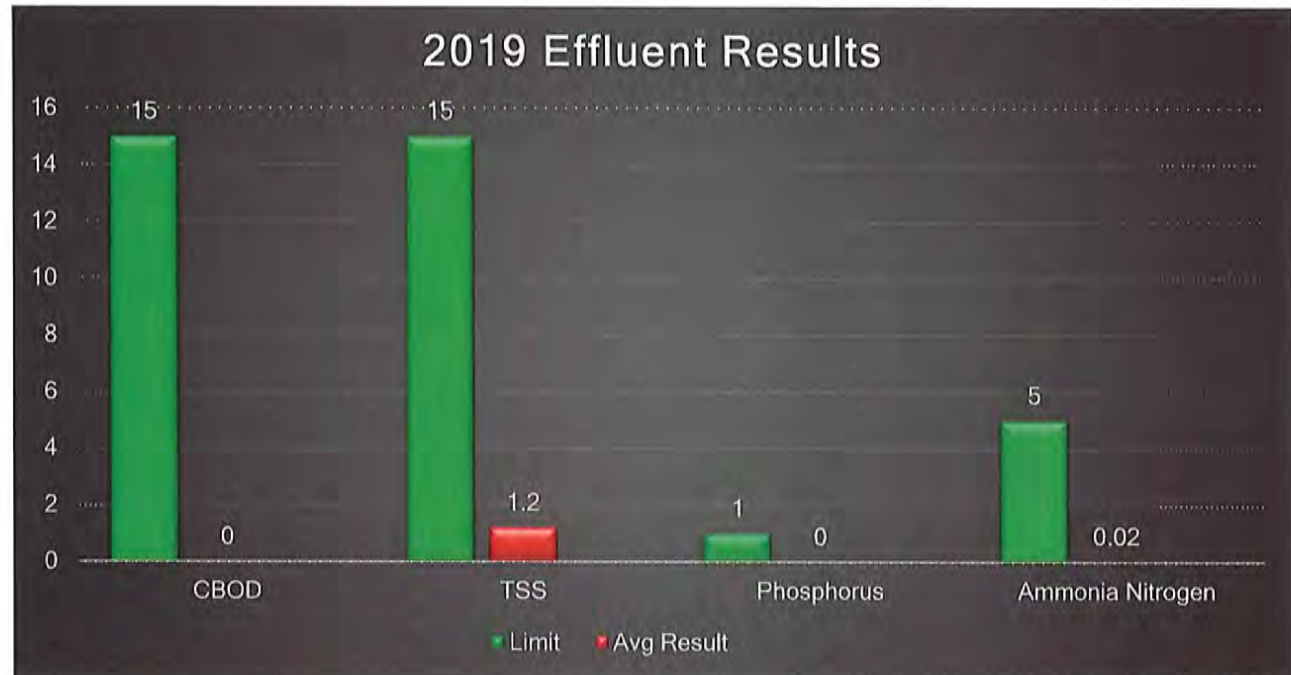
Below is a graph for flow total comparisons between 2018 and 2019.



The Graph below, is an average of our influent results for 2019, in mg/l.



The results below are the average effluent results for 2019 in mg/l. Ammonia nitrogen limit of five, is an average of the four seasonal limits that range from 8.2 mg/l - 1.4 mg/l



As you can see, the facility performed very well in 2019. Looking ahead, In June of 2020, our current five-year NPDES permit expires. Staff is currently working with the MPCA on renewing our permit. The NPDES permit is essentially a rule book that we must follow. It has all of our sampling parameters, sampling schedules, limits, reports due and other guidelines.

Some items that staff are hoping to have addressed or modified in the new permit are:

1. Monitoring wells- a reduction in the number of samples taken.
2. Water Quality Investment Act- The addition of that language in the permit.
3. Spray irrigation- The termination of this permitted site.
4. Reuse classification- Allow reuse to be used at public works without sampling.

Staff will keep council informed with any changes or modifications.

Below are Wastewater Treatment Facility statistics and projects that were completed by staff for 2019.

2019 yearly statistics				
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents; 8 Effluent (40 Constituents:	741	Constituents
Wastewater	Operational Hours	Hours spent at facility.	1622	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	207	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	207	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	207	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	1567	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	960	Tests

2019 Wastewater Projects that were completed				
Waste Water Treatment Facility	Biosolids five-year processing and pricing agreement	Obtain quotes for biosolids processing and pricing for five-year term.	3	Weeks
Waste Water Treatment Facility	Biosolids Processing	Fergus power pump processed 850,000 gallons of liquid biosolids	3	Weeks
Waste Water Treatment Facility	Rapid mixer	Change oil and inspect rapid mixer	3	Units
Waste Water Treatment Facility	Clarifier maintenance	Drain and clean out clarifier # 2	1	Week
Waste Water Treatment Facility	Clarifier maintenance	Grease clarifier	2	Clarifier
Waste Water Treatment Facility	UV system	Each year, the UV system is taken out of service for cleaning and inspection	1	Week
Waste Water Treatment Facility	UV system	Put UV system back in service for wastewater Disinfection	5	Banks (120 bulbs)

Waste Water Treatment Facility	Rapid Mixer Maintenance	Oil change and inspect for wear.	3	Mixer
Waste Water Treatment Facility	HVAC Maintenance	Change and inspect filters for Makeup air units,	8	Units
Waste Water Treatment Facility	Engineering student tours	Two U of M engineering student came and toured facility for a class project	3	Hours
Waste Water Treatment Facility	Wastewater Meters	MPCA requires semi- yearly testing of flow meters	6	Meters`
Waste Water Treatment Facility	Annual RPZ and vacuum breaker testing	Check all RPZ and vacuum breakers to ensure working order	17	Backflow devices
Waste Water Treatment Facility	WWTP Student Internship	Hands on wastewater training for college students	2	Weeks
Waste Water Treatment Facility	Minnesota Pollution Control Agency tour	Standards unit department came and toured facility	4	Hours
Waste Water Treatment Facility	Rapid infiltration basin maintenance	Disk/till up Rapid infiltration basins	12	Basins
Waste Water Treatment Facility	Aeration basins	Drain and clean aeration basin # 1.	4	Days
Waste Water Treatment Facility	Monitoring well testing	Three times a year, the four monitoring wells need to be sampled and tested	12	Wells
Waste Water Treatment Facility	Backwash tank cleaning	The backwash tank is cleaned of solids from filter backwashing	1	Day
Waste Water Treatment Facility	Blower maintenance	Change oil, replace belts and inspect blowers	8	Blowers
Waste Water Treatment Facility	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	35	VFD's
Waste Water Treatment Facility	Generator exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises
Waste Water Treatment Facility	Oak Grove JPA meeting	Meet with Oak Grove to discuss connecting to St. Francis	1	Meeting

Each year, staff is required to complete reports that are due either yearly or monthly in nature for Department of Health, Minnesota pollution control agency and the Department of Natural Recourse.

Required State agency reports for:

Waste Water Treatment Facility	Discharge Monitoring Report (DMR) (MPCA)	Required by our NPDES permit, each month, staff has to submit the DMR.	12	Reports
Waste Water Treatment Facility	NPDES permit renewal (MPCA)	This regulatory permit is valid for five years. staff submitted all paper work for renewal 180 days prior to expiration.	1	Week
Waste Water Treatment Facility	Chloride compliance plan (MPCA)	Required by our NPDES permit, the Chloride compliance plan outlines our chloride reduction activities.	1	Report
Waste Water Treatment Facility	Mercury minimization plan (MPCA)	Required by our NPDES permit, we are required to submit a plan on current mercury results	1	Report
Waste Water Treatment Facility	Reuse Report (MPCA)	Required by our NPDES permit, this report list all reuse activities and results for the year	1	Report
Waste Water Treatment Facility	Biosolids report (MPCA)	Required by our NPDES permit, this report lists all results and site application activity.	1	Report
WTP and Well House	Department of Natural resources, Water Use Report. (DNR)	Required by the DNR, this report list all water pumped and water sold.	1	Report
Water Treatment Facility	Consumer Confidence Report or CCR. (MDH)	Required by the MDH, the city has to publish all Drinking water results for Public viewing.	1	Report
Water Treatment Facility	Fluoride Report (MDH)	Required by the MDH, this report includes all fluoride used in drinking water	12	Reports
Distribution system	Chlorine residual report (MDH)	Required by the MDH, this report includes our bacteria results chlorine test results	12	Reports

Below, is a list of the training event that water and wastewater staff attended this year.

2019 Staff Training				
Wellhead Protection	Well Head protection meeting	Met with Mrwa consultant regarding progress with Wellhead Protection Plan	2	Hours
Training	Portable Generator	PW staff training on how to connect portable generator to lift stations	2	Hours
Training	Haz-Mat Training with Fire Department	Chemical Response Training	2	Hours
Training	Attend Wastewater conferences	Required certification hours by the MPCA for licensing	72	Certification hours
Training	Monthly Safety Training	Each Month, staff meets with MMUA on different safety topics	12	Meetings

Training	Attend salt application training	Training on proper salt application techniques	6	Hours
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Lift Station Maintenance



Rivers edge lift station

The city has nine lift stations that convey wastewater throughout the sanitary system. A lift stations is needed to pump water to a point where water can flow by gravity. Seven of the lift stations have two pumps. Rivers Edge has three and the main lift at the wastewater plant has four. The pumps range in size from 5 horse power, up to 50 horse power.

Each year staff perform preventative maintenance ensure that all lift stations are in working order. Below, is a list of all activity performed in 2019.

St. Francis Lift Stations				
All Lift Stations	Wash downs	Wash out grease accumulations	12	Lift stations
All Lift Stations	Vac out lift stations	Vac out sediments and grease	12	Lift Stations
All Lift Stations	Yearly Maintenance	Change oil, inspect wear rings.	23	Lift Stations
Main Lift Station (WWTP)	Pull pumps	Pull pumps due to plugging	2	Pumps
DL-6 Lift station	Pull pumps	Pull pumps due to plugging	13	Pumps
DL-6 Lift station	Pull check valve	Check valves plugged due to rags	4	Check valves

Rivers Edge lift station	Pull pumps	Pull pumps due to plugging	2	Pumps
Turtle run lift station	Pull pumps	Pull pumps due to plugging	3	Pumps
Ambassador lift station	Pull pumps	Pull pumps due to plugging	5	Pumps
River shores lift station	Pull pumps	Pull pumps due to plugging	0	Pumps
Deer Creek Lift station	Pull pumps	Pull pumps due to plugging	0	Pumps
Dellwood Lift Station	Pull pumps	Pull pumps due to plugging	0	Pumps
Royal Oaks Lift station	Pull pumps	Pull pumps due to plugging	0	Pumps
*Total man hours for plugged pumps			50	Man Hours

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

207WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	207	Inspections
	Operational Hours	Hours spent at facility	361	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.	637	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	60	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	178.32	Million Gallons
		Total Finished water	172.42	Million Gallons
		Oak Grove water use	20.10	Million Gallons
		Average Daily Flow	.476	Million Gallons
		Average Chlorine	.51	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.079	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	98	%
		Manganese Removal	84	%
Wastewater	Wastewater Treatment Report			

Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents; 8 Effluent (40 Constituents:	741	Constituents
Wastewater	Operational Hours	Hours spent at facility.	1622	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	207	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	207	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	207	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	1567	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	960	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	119.23	Million Gallons
		Total Effluent	120.2	Million Gallons
		Reuse effluent	6.6	Million Gallons
		Influent TSS	439	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	1.2	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99.7	% Removal
		Influent CBOD	232	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	4.7	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.002	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	28.1	Mg/l
	<i>Limit: (Seasonal) 8.2 mg/l</i>	Effluent Ammonia Nitrogen	.02	Mg/l
		Ammonia Nitrogen % Removal	99.9	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	970	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	624	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	30	Inspections

Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	315	Work Orders
Re-reads	Re-read Meters	Re-read Meters	409	Meters
Water/Sewer	2019 Projects			
Public works staff	Kwik Trip water main	With the construction of Kwik Trip, the water main had to be rerouted.	1	Week
Fire Station	HVAC Replacement	The HVAC equipment at the fire station was replaced	4	Units
Crane inspection	Annual Crane truck inspection	Inspect and certify the two crane trucks	2	Cranes
Interviews	Job Interviews	Interview people for job water wastewater job opening	10	Candidates
Pioneer Days	Help with Pioneer Days	Assist with set up in the parks, move street signs and help with parade.	1	Week
District three inspection	Replace bolts on gate vales	Eight gate valves had bolts replaced with mill and over lay project.	8	Valves
District four asset inspection	Complete inspection of all manholes and gate valves	Inspect manholes for I&I. Inspect gate valves for working order.	469	Utility assets
Sanitary Sewer	Yearly jetting of sewer mains	Empire pipe completed sewer cleaning district 3 sanitary mains	15,000	Feet
Sanitary Sewer	Oak Grove Pre-con meeting	Attend Pre-con meeting for Oak Grove connection	2	Hours
St. Francis Lift Stations				
All Lift Stations	Wash downs	Wash out grease accumulations	12	Lift stations
All Lift Stations	Vac out lift stations	Vac out sediments and grease	6	Lift Stations
All Lift Stations	Yearly Maintenance	Check and change oil, inspect wear rings, wash down lift station, floats and transducers.	16	Lift Stations
Main Lift Station (WWTP)	Pull pumps	Pull pumps due to plugging	2	Pumps
DL-6 Lift station	Pull pumps	Pull pumps due to plugging	13	Pumps
DL-6 Lift station	Pull check valve	Check valves plugged due to rags	4	Check valves
Rivers Edge lift station	Pull pumps	Pull pumps due to plugging	2	Pumps
Turtle run lift station	Pull pumps	Pull pumps due to plugging	3	Pumps
Ambassador lift station	Pull pumps	Pull pumps due to plugging	5	Pumps
River shores lift station	Pull pumps	Pull pumps due to plugging	0	Pumps

Deer Creek Lift station	Pull pumps	Pull pumps due to plugging	0	Pumps
Dellwood Lift Station	Pull pumps	Pull pumps due to plugging	0	Pumps
Royal Oaks Lift station	Pull pumps	Pull pumps due to plugging	0	Pumps
*Total man hours for plugged pumps			50	Man Hours
Water Treatment facility, Well house and Distribution system				
WTP and Well House	Yearly Maintenance	Change oil on four high service pumps and three wells. Inspect packings.	7	Motors
Well House	Repair well #4	Repair check valve and 105' of well pipe.	1	Well
Well House	Well house reconditioning	Install new floor coating and paint doors and trim	3	Weeks
Well House	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	3	VFD's
Water Tower	Water Tower cleaning	Every other year, the inside of the tower is drained, cleaned and inspected	3	Days
Distribution System- water	Hydrant flushing	Ensure each hydrant is working order. Clean sediment from mains	357	Hydrants
Distribution System- water	Hydrant maintenance	Pump down non-draining hydrants	81	Hydrants
Distribution System- water	Hydrant Painting	Paint hydrants in District 2 that were faded, chipped and rusty.	48	Hydrants
Distribution System- water	Clear out hydrants	Clean snow away from hydrants.	150	Hydrants
Distribution System- water	Water main repair	A water main was damaged due to soil boring.	6	Hours
Distribution System- water	Service leak	23257 Lipan St. had a service leak and repair.	3	Hours
Distribution System- water	Locate Curb Stops	Locate all curb stops on 225 th and 226 th In for reconstruct.	87	Curb stops
Distribution System- water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and parks	10	Units
Distribution System- water	School fire service Line connections	Middle and Elementary school taps	2	Taps/connections
City building	Semi- annual HVAC service	Inspect all Hvac equipment in city buildings.	56	units
City buildings	Yearly air compressor inspections	Inspect all compressors for wear. Change oil, replace belts	5	Compressors
PPWF	Generator Repair and Maintenance	Fuel check valve assembly failed. Replaced failed part. All fluids and batteries replaced.	6	Hours
Water Treatment Facility	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	4	VFD's

Water Treatment Facility	Repair Heating unit	A gas valve for a Reznor heating unit failed.	1	Gas valve
Water Treatment Facility	Filter media inspection	Each year, staff measures the depth of media for loss and condition.	4	Filters
Water Treatment Facility	Minnesota Department of Health- Routine sampling	MDH collected some routine water quality samples- No Deficiencies	3	Samples
Water Treatment Facility	Generator repair	Water jacket heater failed. Unit was repaired	5	Hours
Water Treatment Facility	VFD failure	A VFD for a high service pump failed. Unit was replaced.	1	VFD
Waste Water Treatment Facility				
Waste Water Treatment Facility	Biosolids five-year processing and pricing agreement	Obtain quotes for biosolids processing and pricing for five-year term.	3	Weeks
Waste Water Treatment Facility	Biosolids Processing	Fergus power pump processed 850,000 gallons of liquid biosolids	3	Weeks
Waste Water Treatment Facility	Rapid mixer	Change oil and inspect rapid mixer	3	Units
Waste Water Treatment Facility	Clarifier maintenance	Drain and clean out clarifier # 2	1	Week
Waste Water Treatment Facility	Clarifier maintenance	Grease clarifier	1	Clarifier
Waste Water Treatment Facility	UV system	Each year, the UV system is taken out of service for cleaning and inspection	1	Week
Waste Water Treatment Facility	UV system	Put UV system back in service for wastewater Disinfection	5	Banks (120 bulbs)
Waste Water Treatment Facility	Rapid Mixer Maintenance	Oil change and inspect for wear.	3	Mixer
Waste Water Treatment Facility	HVAC Maintenance	Change and inspect filters for Makeup air units,	8	Units
Waste Water Treatment Facility	Engineering student tours	Two U of M engineering student came and toured facility for a class project	3	Hours
Waste Water Treatment Facility	Wastewater Meters	MPCA requires semi- yearly testing of flow meters	6	Meters'
Waste Water Treatment Facility	Annual RPZ and vacuum breaker testing	Check all RPZ and vacuum breakers to ensure working order	17	Backflow devices
Waste Water Treatment Facility	WWTP Student Internship	Hands on wastewater training for college students	2	Weeks

Waste Water Treatment Facility	Minnesota Pollution Control Agency tour	Standards unit department came and toured facility	4	Hours
Waste Water Treatment Facility	Rapid infiltration basin maintenance	Disk/till up Rapid infiltration basins	12	Basins
Waste Water Treatment Facility	Aeration basins	Drain and clean aeration basin # 1.	4	Days
Waste Water Treatment Facility	Monitoring well testing	Three times a year, the four monitoring wells need to be sampled and tested	12	Wells
Waste Water Treatment Facility	Backwash tank cleaning	The backwash tank is cleaned of solids from filter backwashing	1	Day
Waste Water Treatment Facility	Blower maintenance	Change oil, replace belts and inspect blowers	8	Blowers
Waste Water Treatment Facility	Annual VFD inspection	Check voltage and amps on all units. Tighten lugs.	35	VFD's
Waste Water Treatment Facility	Oak Grove JPA meeting	Meet with Oak Grove to discuss connecting to St. Francis	1	Meeting
Staff Training				
Wellhead Protection	Well Head protection meeting	Met with Mrwa consultant regarding progress with Wellhead Protection Plan	2	Hours
Training	Portable Generator	PW staff training on how to connect portable generator to lift stations	2	Hours
Training	Haz-Mat Training with Fire Department	Chemical Response Training	2	Hours
Training	Attend Wastewater conferences	Required certification hours by the MPCA for licensing	72	Certification hours
Training	Monthly Safety Training	Each Month, staff meets with MMUA on different safety topics	12	Meetings
Training	Attend salt application training	Training on proper salt application techniques	6	Hours
Required State agency reports for:				
Waste Water Treatment Facility	Discharge Monitoring Report (DMR) (MPCA)	Required by our NPDES permit, each month, staff has to submit the DMR to the MPCA showing sample results and flow	12	Reports
Waste Water Treatment Facility	NPDES permit renewal (MPCA)	This regulatory permit is valid for five years. staff submitted all paper work for renewal 180 days prior to expiration.	1	Week
Waste Water Treatment Facility	Chloride compliance plan (MPCA)	Required by our NPDES permit, the Chloride compliance plan outlines our chloride reduction activities.	1	Report

Waste Water Treatment Facility	Mercury minimization plan (MPCA)	Required by our NPDES permit, we are required to submit a plan on current mercury results	1	Report
Waste Water Treatment Facility	Reuse Report (MPCA)	Required by our NPDES permit, this report list all reuse activities and results for the year	1	Report
Waste Water Treatment Facility	Biosolids report (MPCA)	Required by our NPDES permit, this report lists all results and site application activity.	1	Report
WTP and Well House	Department of Natural resources, Water Use Report. (DNR)	Required by the DNR, this report list all water pumped and water sold.	1	Report
Water Treatment Facility	Consumer Confidence Report or CCR. (MDH)	Required by the MDH, the city has to publish all Drinking water results for Public viewing.	1	Report
Water Treatment Facility	Fluoride Report (MDH)	Required by the MDH, this report includes all fluoride used in drinking water	12	Reports
Distribution system	Chlorine residual report (MDH)	Required by the MDH, this report includes our bacteria results chlorine test results	12	Reports

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.	22	Hours
Streets	Snowplowing	Plowing City Streets	529.8	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	354	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	82.1	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	24	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	227.5	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	36.7	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	15	Inspections
Parks	Events	Preparation and Inspection	23	23 Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	8	8 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	26	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	35	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	8	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	70	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	37,000	Gallons

Parks	Vandalism	Damage to City Property	0	Hours
Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events
Recycling	Mailing	Post Card – Holiday Lights/Cell Phone Recycling	3400	Mailing



**Water and Sewer Monthly
Report – January 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	21	Inspections
Water	Operational Hours	Hours spent at facility.	21	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	12.1	Million Gallons
		Total Finished Water	12.0	Million Gallons
		Finished Water Sold	11.5	Million Gallons
		Accounted Water %	96	%
		Oak Grove Water Use	.926	Million Gallons
		Average Daily Flow	.387	Million Gallons
		Average Chlorine	.57	Mg/l
		Average Raw Iron	1.08	Mg/l
		Average Raw Manganese	.068	Mg/l
		Average Fluoride	.75	Mg/l
		Iron Removal	99	%
		Manganese Removal	70	%

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.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	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.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.2	Million Gallons
		Total Effluent	11.2	Million Gallons
		Reuse effluent	.417	Million Gallons
		Influent TSS	367	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	1.6	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99.9	% Removal
		Influent CBOD	218	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	4.9	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.1	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	28	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	16	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	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: Re-reads, High	66	Work Orders
Re-reads	Re-read Meters	Re-read Meters	174	Meters
Water/Sewer	Monthly Projects			
Royal Oaks Lift Station	Pulled Pump	Pulled pump due to plugging.	1	Pump
DL-6 Lift Station	Pulled Pumps	Pulled pump due to plugging.	2	Pumps
WWTP	UV System	Complete drain down and cleaning of system.	120	Bulbs
WWTP	Solids Mixer	A mixer in one of the solids basins failed. – Repaired	1	Mixer
WWTP	HVAC Maintenance	A pressure relieve valve and sensor failed. – Both Replaced	2	Units
Interviews	Public Works Director	Interview Candidates for Director Position	7	Candidates
Reconstruct Meetings	Neighborhood Meeting	A meeting with all citizens that would be affected by reconstruct projects.	4	Hours
Pre-con Meeting	Reconstruct Projects	Meeting with all affected utilities.	1	Hours
Water Meter Project	Replace Registers	Staff Replaced City Building Water Meter Registers	14	Registers
MMUA	AWAIR Safety Training	Required for All Employees	1	Hour

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