

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
FEBRUARY 3, 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 – January 21, 2020
 - B. 2019 Annual Charter Report
 - C. Resolution 2020-02 Appointment of Election Judges for the Presidential Nomination Primary
 - D. Portable Radio Purchase – Fire Department
 - E. Work Session Note – January 15, 2020
 - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
 - A. St. Francis Elementary PTA
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 257, Second Series Amending 6-8 Pawnbrokers (Second Reading)
 - B. Resolution 2020-03 Summary Publication of Ordinance 257, Second Series
 - C. Ordinance 258, Second Series Amending City Code 3-4 Rules and Regulation Relating to Individual On Site Sewage Treatment (Second Reading)
 - D. Resolution 2020-04 Summary Publication of Ordinance 258, Second Series
 - E. Ordinance 259, Second Series Amending City Code 8-3-6 Keeping of Bees (Second Reading)
 - F. Resolution 2020-05 Summary Publication of Ordinance 259, Second Series
 - G. Ordinance 260, Second Series Amending city Code 11-11-3 Payment for Installation of Improvements (Second Reading)
 - H. Resolution 2020-06 Summary Publication of Ordinance 260, Second Series
 - I. Ordinance 261, Second Series Amending City Code 7-3-6 Recreational Motor Vehicles (Second Reading)
 - J. Resolution 2020-07 Summary Publication of Ordinance 261, Second Series
 - K. Approval of Plans and Spec for the 2020 Street Reconstruction & Watermain Imp. Res 2020-08
 - L. Parking Restriction on Municipal State Aid Routes for the 2020 Street Reconstruction & Watermain Imp. Res. 2020-09
 - M. Pearl Architect – Liquor Store Expansion
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Fire Department Quarterly Report
Police 2019 Annual Report
 - B. Councilmember Reports -
 - 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
12. ADJOURNMENT

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

CITY COUNCIL MINUTES

JANUARY 21, 2020

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

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, Public Works Supervisor Jeremy Shook, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

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

4. **CONSENT AGENDA**

- A. City Council Minutes – January 6, 2019
- B. Utility Billing – No Response Fee
- C. Rental License Approvals
- D. Pay Estimate No. 2 for \$72,957.40 to Ferguson Waterworks for the 2019 Water Meter Replacement Project
- E. Payment of Claims \$1,269,668.62 (ACH 276E-278E \$212,893.33 and Checks #76949 (76950-77010 were voided) #77011-77071 \$1,056,775.29)

Mayor Feldman asked to pull items B and C from the consent agenda for clarification. MOTION BY BAUER SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A, D & E. Motion carried 5-0.

B. **Utility Billing – No Response Fee**

Feldman asked if all the meters are changed out. Finance Director Mulvihill said no, this group of five is from the first batch that did not respond to letters or phone calls. The City placed a fee/fine on their December billing of \$250 for non-compliance and since then they have all have had their meters replaced. In order to remove the fine from their bill we would need council action.

Feldman asked how many are still to be changed out. Public Works Supervisor Shook reported 42 are left. Feldman said why not just fine all of the 42 that are left.

Kohlmann said I think you should stay the course. Bauer said let's wait on these and not remove the fines until the project is complete. Feldman agreed. Muehlbauer disagreed, let's address these five.

Feldman said the only way to compel these people is to fine them until they get the meters changed out. They seem to not understand the process. We are just changing the meter out and the pocket book seems to affect them. Being these five people complied quickly agree to remove the fee. How about let's say we send out a notice to the last 42 giving them 30 days to get the meter changed out if they do not comply they get the fine until they have it changed out. Can we just go into their homes and change it out?

City Attorney Schaps said the very last resource would be an administrative search warrant. You have to have a judge sign off on them.

Feldman asked how do we get them to get it changed out. Discussion was held on do we shut off their water or can we.

Thunstrom said there are codes the public works director does have the authority.

Feldman asked can we send out a letter for the last 42 to comply in 30 days to schedule with Ferguson otherwise they are fined the \$250. Feldman said this is a stern warning but they need to comply. After more discussion, the council agreed to send out a letter to the last 42 giving them 30 days to schedule their meter change out.

MOTION BY BAUER SECOND MUEHLBAUER TO WAIVE THE \$250 FEE FOR THE FIVE ADDRESSES IN THE AGENDA REPORT AND TO SEND OUT LETTERS TO THE REMAINING 42 INDICATING THEY NEED TO COMPLY AND SCHEDULE THEIR METER CHANGE OUT, AFTER 30 DAYS IF THEY HAVE NOT DONE SO THEY WILL RECEIVE A \$250 FEE/FINE ON THEIR WATER/SEWER BILL. Motion carried 5-0.

C. Rental License Approvals

Community Development Director Thunstrom stated as part of the 2019 rental code update it was amended to create a process in which the Council approves, suspends or revokes Rental Licenses. This should make it less complicated and took out the gray areas. As completed rental property applications are received, they will move to Council as the ones included in your packet this evening.

MOTION BY MUEHLBAUER SECOND UDVIG TO APPROVE THE RENTAL LICENSE APPROVALS. Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Planning Commission Appointments**

Thunstrom reported there are four applicants for two seats for a term of January 6, 2020 to December 31, 2022. The Planning Commission reviews land use and zoning applications and make recommendations to the City Council. The four applicants are Ray Steinke, Rich Skordahl, Tara Kelly and Joe Kollodge.

Udvig thanked the applicants for applying. We encourage residents to apply and if we don't appoint the new applicants there a chance no more new residents will apply in the future, therefore I would recommend Tara and Joe.

Bauer said the same two as Udvig.

Muehlbauer kind of 50/50., I like the two experienced residents but would like to see new names. Or we can split the two with new and experience.

Robinson said it is a commitment, I like the idea of new people. Thank you to Rich and Ray you served the community well.

Feldman commendable when anyone comes forward. If you say no to new people, we will not get more applying.

MOTION BY UDVIG SECOND ROBINSON TO APPOINT TARA KELLY AND JOE KOLLODGE TO THE PLANNING COMMISSION FOR THE TERM JANUARY 6, 2020 TO DECEMBER 31, 2022. Motion carried 5-0.

Feldman thanked Ray and Rich for serving on the Planning Commission and the two new ones that applied.

B. **Ordinance 257, Second Series Amending 6-8 Pawnbrokers (First Reading)**

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. If a pawn business operates within the City, this is the vendor that business would be required to report their transactions. The current City Code identifies the reporting provider by name. That is why staff is recommending a more generic use of terms in the event the contracted provider or fee structure changes again. Additionally with a new provider, the fee structure has changed. That too has been amended to leave flexibility in code

and follow the structure of the Fee Schedule. This is the first reading of Ordinance 257, Second Series.

Feldman asked why did it change to “licensees may pay monthly, instead of shall.” Thunstrom said if there is going to be a fee we would rather have it listed in the fee schedule that way it can reflect to the current fee schedule. Just a note the current pawnbroker is no longer in business.

Police Chief Schwieger said this is an important tool for us. Whether we stay with this vendor or not is to be seen. We have used a vendor like this for ten plus years as an investigative tool.

Robinson said his questions were answered with a call to staff.

Council did not have any additional questions.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE FIRST READING OF ORDINANCE 257, SECOND SERIES AMENDING CITY CODE 6-8 PAWNBROKERS.

Ayes: Robinson, Muehlbauer, Feldman, Bauer Udvig

Nays: None

Motion carried 5-0.

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

Thunstrom reported the MPCA reviewed the City’s permitting, ordinances, records, maintenance requirements and administration processing in regards to Subsurface Sewage Treatment Systems (SSTS).

There were five compliance requirements that the City needed to address:

1. Ensure all Administrative staff have completed training
2. Changes to permit files
3. Update Ordinance to meet minimum state requirements
4. Update Ordinance on two feet separate requirements
5. Enhance documentation for issuing a certificate of compliance

Staff has completed the training requirements and working with Metro West on the permitting and documentation needs. Ordinance updates are as identified in State Rules that upon the assessment were unable to be located in current City Code.

Council does have the option of including a section on the sale or transfer of property. With increasing rules on SSTS systems, and the City requirements to track and report these systems, some cities have moved to include a point of sale compliance. This is not required by the MPCA. Having this requirement is not unexpected by the industry.

Feldman questioned 3-4-2 (H) don’t you think 6 months is a too long to bring your failing septic into compliance? Twenty-four months was/ is an extremely long time for

correction. Thunstrom stated you can change the timeline for correcting the failed system. Feldman asked Jochum if you have a system that is failing is 3-6 months doable to repair?

Muehlbauer said let's just put it to 6 months. Robinson stated maybe you require them to pump until it is repaired. If you say 3 months, you might get extension request.

Jochum said 4 months is acceptable nothing less because of weather.

Muehlbauer likes the 6 months.

Robinson feels 6 months is adequate. Have we had problems before? Thunstrom said we have one now that does have some issues but will probably take the full time for compliance. Need to stop the release of effluents as soon as possible. 6 months is reasonable.

Feldman spoke about the pumping regulations.

Bauer said are we finding these failures by pumping requirements. I am okay with the 6 months. Like the compliances done in the spring so they can get the time to repair if needed.

Thunstrom said in April we will send out a letter to remind them to get the pumping completed.

Feldman said then 6 months seems reasonable.

Udvig agrees with 6 months.

MOTION BY MUEHLBAUER SECOND ROBINSON TO APPROVE THE FIRST 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. Ordinance 259, Second Series Amending City Code 8-3-6 Keeping of Bees (First Reading)

Thunstrom reported that at the December 11, 2019 Council work session the discussion of keeping of bees was held. The current City Code states you must have at least 5 acres. It was noted to bring forward an amendment to a Council meeting stating bees shall not be kept on parcels smaller than 2.25 acres or within a MLPUD/PUD as identified by Code. Discussion was also on whether or not to request residents to voluntarily register their hives. Thunstrom stated staff recommends putting in place a free and voluntary registration to encourage properties to update

emergency services where hives are within the City. An example of the registration was included in the Council packet.

Feldman said we discussed this at a work session. I feel this registration should not be volunteer registration and part of the ordinance. Feldman said what do they need to have bees.

Thunstrom said nothing, only have 2.25 acres, no permits.

Feldman said wouldn't it be nice to have them registered. Maybe leave it like it is and come back if we want to change it.

Kohlmann said if you want them to have a permit we will need to come back with a change to this ordinance.

Feldman said what if one doesn't become a responsible bee owner. I would like to see the registration, is it that big of a deal?

Robinson said this seems to have more regulations than the septic ordinance. If things get out of control we will deal with it. I am not for over regulations. Much to do about nothing.

Feldman said if this becomes a nuisance does this then fall under the nuisance ordinance.

Muehlbauer I am for fewer restrictions.

Bauer my questions, it would fall under nuisance. I have a question on the MLPUD, what does that stand for.

Thunstrom stated it stands for Marginal Land Planned Unit Development and per our current ordinance MLPUD/PUD does not allow animals at all no matter the size of lots.

Udvig all my questions and concerns have been answered.

MOTION BY MUEHLBAUER SECOND ROBINSON TO APPROVE THE FIRST 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.

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

Thunstrom stated with new development the City requires a security for the installation of improvements including streets and grading. This security is used in the event the developer fails at a point in which the City is required to finish improvements. Thunstrom stated as discussed at the work session, developers have identified concerns with the current flat requirement of 150%. Several cities were reviewed and it was found that St. Francis requirement is high. Many of the cities had securities at 100% or 125%. The amendment would include one minor change. Instead of collecting 150% of the Engineer's estimate, it would add the verbiage of; or as otherwise determined by Council.

Bauer, Feldman and Udvig all okay with the change.

Robinson asked a couple questions about 150%.

Muehlbauer liked the idea that we are open for flexibility with our developers.

MOTION BY BAUER SECOND UDVIG TO APPROVE THE FIRST 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.

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

Thunstrom as discussed at the work session on December 11, 2019 after review of lot sizes, zoning and the issues that arise from racetracks, the council requested the following changes to City Code 7-3-6:

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

- Include a definition for racetracks
- Include a definition for exhibition driving
 - o 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

Thunstrom stated this would be city wide and does not affect zoning code.

Udvig said we spent considerable amount of time at the work session discussing this topic.

Robinson if we have issues we can address it with within the nuisance ordinance.

Muehlbauer questioned the driving of four wheelers. Chief Schwieger said they have to follow our ordinance, DNR registration, all the driving requirements that are laid out by State Statutes.

Bauer had same question can residents from our city streets travel to county roads with four wheelers. Chief Schwieger again stated they have to meet certain county, state and DNR requirements.

MOTION BY ROBINSON SECOND UDVIG TO APPROVE THE FIRST READING OF ORDINANCE 261, SECOND SERIES AMENDING CITY CODE 7.3-6 RECREATIONAL MOTOR VEHICLES.

Ayes: Udvig, Robinson, Feldman, and Bauer.

Nays: Muehlbauer,

Motion carried 4-1.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports –

1) Public Works Monthly Reports

Jeremy Shook reported only one pump was pulled last month. Both facilities running well. Plowed 441 miles during the recent snow falls. Staff has applied 58,000 gallons of water to the two rinks.

Feldman discussed the water meters change out again. Commend you on the plowing, doing a great job. Shook said everything is operating very well.

Bauer if we only have 42 meters to be changed out. Why do we have 124 re-reads? Mulvihill and Feldman agreed maybe because of the transition period.

Bauer asked about the septic hauling companies to be able to dump. Could be a service. Waiting on my glass of water. Great report.

Udvig agreed great report.

Feldman said let's wait until position is filled. Thank you to Parrish, you and staff working through this time without a Public Works Director.

Robinson said he received a call from a resident. Regarding getting notification about plowing snow across the road. Chief Schwieger said our Community Resource Officer has been contacting residents that are plowing snow across the road and have given them a courteous letter so far. Robinson said it is a state law that you are not to plow snow across a road. Not as if they are out there harassing you, it is a state law. It could put staff in a bad situation and make equipment inoperable.

2) 2019 Community Development Annual Report

Thunstrom gave an overview of the end of year report touching on Economic Development, Economic Development Initiatives, St. Francis Economic Development Authority, St. Francis Forward Plan, Housing Development, Planning Commission, Building Department, Code Enforcement and Updates along with Administrative functions. There were 57 new residential homes built in 2019.

Feldman said good report. In the future, any contract for deeds the City enters into let's put a time limit on when they must start construction or give the property back to us.

Thunstrom agree to add a look back clause. Meridian should start construction this spring. No contact from Mosaic since this past summer. Feldman said it is sad that we are still no farther ahead than last summer. Feldman spoke on the different parties the city has dealt with over the years with this project.

Udvig said great report appreciate your hard work. Like to see the St. Francis Forward Plan come to fruition.

Bauer asked about the revenue the City receives from building permits; do any of the funds go into the water and sewer funds? The Water Access Charge (WAC) and the Sewer Access Charge (SAC) does go into the water/sewer fund. Mulvihill indicated the developments does help out those funds. Bauer asked if the EDA could buy the contract for deed property back. Thunstrom stated we didn't have a clause in the agreement and if it is not voluntary, no and he is not interested. Great report. Feldman asked if anything going on with the property north of the liquor store. Thunstrom said we have no buy back program on that parcel either and he is now listed the property. Bauer said maybe in the future we do a three-year plan.

Muehlbauer great report.

Robinson said good report. Good employee with Jodie. Are you still trying to get around to the current businesses to say hi, outreach. Thunstrom said the Chamber said is trying a business outreach. We are also part of the Anoka County Initiative. Robinson said maybe just once a year we should get out to them letting them know we are here to help. Very good report.

Feldman said your staff working very well and the Community Resource Office is working well. Officer Hearn was a good officer for this position. Feldman stated the mayor, council and staff are working very well together we are getting things done. Commend public works with all the plowing, also police and fire. Thank you staff for your patience with us.

B. Councilmember Reports -

Robinson – Nothing further to report

Muehlbauer – attended the January 15, 2019 work session.

Bauer – went to girl's basketball fundraiser bingo event, great to see the community support. On Facebook people questioning why city doesn't plow out mail boxes and hydrants. It is not city's responsibility.

Udvig – attend the work session and school board meeting.

Feldman - attended police department award ceremony. Nice to acknowledge people that go that extra yard. The community service that both police and fire are

conducting is great, both departments are approachable. We are approachable too. We will look at everything but you may not get the answer you want but we will look into it. Commend all staff. It has been a hard and long road but I think the city is going in the right direction.

C. Upcoming Events -

Jan 22 Charter Commission – Annual Meeting @ City Hall 6:00 pm

Jan 23 2020 Reconstruction Project – Neighborhood Mtg @ Comm Ctr 5-8 pm

Feb 3 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:51 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: Annual Charter Commission Report
DATE: February 3, 2020

OVERVIEW:

As per City Charter, an annual report shall be submitted to the City Council and the Chief Judge of the Tenth Judicial District.

ACTION TO BE CONSIDERED:

No action is required. This is a summary of the Charter Commission actions during the year.

BUDGET IMPLICATION:

None

Attachments:

- Letter to the Tenth Judicial District Judge

January 22, 2020

The Honorable Douglas Meslow
Chief Judge Tenth Judicial District
Washington County Courthouse
14949 62nd Street N
Stillwater, MN 55082-3802

RE: 2019 Annual City Charter Report

Honorable Meslow:

Pursuant to the city of St. Francis' Charter, an annual report is to be submitted to the Chief Judge of the Tenth Judicial District. In 2019, the Annual Charter Commission meeting was held on January 24, 2019.

The item of discussion at the January 24, 2019 meeting was who should fill a vacancy of the city council when it takes place after a local election (November) and before the new council, if applicable, take their seats in January. The current section in the City Charter that addresses appointments is below.

Section 2.05 Vacancies In Office. *A vacancy in office on the Council shall be deemed to exist in the case of the failure of any person elected or appointed to the Council to qualify on or before the date of the second regular meeting of the Council following the person's election or appointment, or by reason of the death, resignation, removal from office, removal from the City, continuous absence from the City or from Council meetings for more than (3) months unless excused by the Council, being adjudged incompetent by a Court of appropriate jurisdiction, or conviction of a felony of any such person after his qualification. In such case the Council shall by resolution declare the vacancy to exist shall post and publish notice of vacancy and after thirty (30) days, appoint an eligible person to fill the vacancy until the next Municipal election.*

After discussion at this meeting the Charter Commission Chair, Randy Dressen stated he would contact the City's legal counsel. The item would be brought forward to next years meeting. The Charter Commission did not hold any further meetings in 2019.

Respectfully Submitted by,

Charter Commission Chair


Barbara I. Held
Randy Dressen



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

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

OVERVIEW:

The city of St. Francis will be conducting a Presidential Nomination Primary, March 3, State Primary Election, August 11 and General Election, November 3. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

Please consider adopting Resolution 2020-02 a resolution approving the list of election judges for all three elections; the Presidential Nomination Primary March 3, State Primary, August 11 and General Election, November 3.

BUDGET IMPLICATION:

Election judge salaries are a budgeted item. State will be reimbursing a portion of the cost for the Presidential Nomination Primary.

Attachments:

- Resolution 2020-02

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

RESOLUTION 2020-02

**A RESOLUTION APPOINTING JUDGES OF ELECTION
FOR THE PRESIDENTIAL NOMINATION PRIMARY, MARCH 3, 2020,
STATE PRIMARY, AUGUST 11, 2020 AND
GENERAL ELECTION, NOVEMBER 3, 2020**

Whereas, the City of St. Francis will be conducting a Presidential Nomination Primary, March 3; State Primary, August 11 and General Election on November 3, 2020; and

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

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

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

1) That the following persons be appointed to serve as election judges for the for the Presidential Nomination Primary, March 3, 2020, State Primary, August 11, 2020 and General Election, November 3, 2020:

Edna Coolidge	Maureen Ness
Rose Caswell	Ray Steinke
Helen "Eleanor" Hanson	Juanita Davis
Carolyn Thompson	Lois Link-Solberg
Julie Heifort	Nancy Thompson
Kenneth Mauch-Morff	Earl Warren
Kathy Minkler	David Watkins
Michael Minkler	Sara Watkins
Lisa Stoll	Jenni Wida
Alexus Thunstrom	Maralyn Kubacki

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 3rd DAY OF FEBRUARY 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: **Approve the Purchase of Portable Radios**
DATE: 02-03-2020

OVERVIEW:

The fire department is scheduled to replace a three of our portable radios. Funding has been addressed through the Capital Plan with an ongoing replacement cycle for our cache of radios. The current balance of the Capital Fund for radio replacement is \$18,180.00. We have received a quote for the purchase of 3 portable radios from Ancom,(quote attached) who is the state contract approved vendor in the amount of \$12,363.00 which is within budget parameters.

Action to be considered:

Motion to approve the fire department to purchase new portable radios utilizing money from the Capital Plan in the amount of \$12,363.00

DATE: 1/23/2020

CUSTOMER: Mr. Jake Thompson/Kelli Rogers
Anoka County

Sales: Dean R. Daninger
Phone: 763.755.3377

Fax: 952.808.0034
Email: dean.daninger@ancom.org

CONTACT: Mr. Jake Thompson/Kelli Rogers

PHONE: (763) 324-4756/(763) 324-4766

MN State Contract Pricing 119587

St. Francis Fire Department

Quantity	Description	List	Discount	Contract	Extended
Motorola APX6000 Digital Portable Radio					
3	H98UCF9PW6BN APX6000 700/800 Portable radio	\$ 2,938.00	25%	\$ 2,203.50	\$ 6,610.50
3	QA05570AA PMNN4486 ADD: LIION IMPRES II 3400 MAH IP68	\$ 100.00	25%	\$ 75.00	\$ 225.00
3	H122 NAR6595A ADD: 1/4 Wave 7/800 GPS Stubby Antenna	\$ 24.00	25%	\$ 18.00	\$ 54.00
3	H885 ENH: 2 YEAR REPAIR SERVICE ADVANTAGE	\$ 110.00	0%	\$ 110.00	\$ 330.00
3	Q806 ADD: Astro Digital Operation	\$ 515.00	25%	\$ 386.25	\$ 1,158.75
3	H38 ADD: Smartzone Operation	\$ 1,200.00	25%	\$ 900.00	\$ 2,700.00
3	Q361 ADD: P25 9600 Baud Trunking	\$ 300.00	25%	\$ 225.00	\$ 675.00
Accessories					
3	PMMN4069 IMPRES Remote Speaker Microphone	\$ 121.00	25%	\$ 90.75	\$ 272.25
3	NNTN8860 APX IMPRES II Single Unit Charger	\$ 150.00	25%	\$ 112.50	\$ 337.50
Options					
0	PMNN4486 ADD: LIION IMPRES II 3400 MAH IP68	\$ 142.00	25%	\$ 106.50	\$ -
0	NNTN7624 IMPRES VEHICULAR CHARGER	\$ 471.00	25%	\$ 292.50	\$ -
0	NNTN8844 Generation II Multi Unit Charger	\$ 1,250.00	25%	\$ 937.50	\$ -

Total **\$ 12,363.00**

Purchase order is made out to: Motorola Solutions
500 West Monroe
Chicago, IL 60661

Please include on the purchase order: Payment per State contract.
State Bid Contract Number: 119587 Net 30 days

Email copy of Purchase order to: dean.daninger@ancom.org

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

CITY COUNCIL WORK SESSION NOTES
JANUARY 15, 2020
5:30 P.M.

1. **Call to Order/Roll Call**

The Work Session was called to order at 5:35 pm by Mayor Steve Feldman.

Roll Call: Present were Mayor Steve Feldman, Council members Sarah Udvig, and Kevin Robinson. Councilmembers Joe Muehlbauer arrived at 5:43 pm, and Robert Bauer arrived shortly after. Also present were City Attorney Dave Schaps, City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Liquor Store Manager John Schmidt and Fire Chief Dave Schmidt.

2. **Liquor Store – Building Renovation**

The City Council reviewed the various plans that had been mocked up for a liquor store expansion and renovation. The City Council discussed the need for spaces and the infrastructure improvements such as HVAC, cosmetic and more stable internet access for the credit card machines. The Council determined that the 2,520 square foot expansion was the most suitable for the Bottle Shop's current needs. They determined a cap limit of \$650,000 for the project. Also, the City Council discussed the potential future of the municipal liquor stores in Minnesota with ever changing legislation on the matter. The Council provided direction to pass any ordinances that would help preserve the City's ability to regulate alcohol sales. Also, the City Council was committed to enhancing the Bottle Shop to remain competitive in the industry and acknowledged that improvements need to be made because the store has been essentially outgrown.

3. **River's Edge Development**

The Council reviewed and discussed the Rivers Edge Development and the impact the DNR ruling had on the subdivision. The following direction was provided to Staff: move forward with a purchase agreement submitted by the developer for the City owned parcel; continue to pursue the agreed upon utility amount for the approximate \$380,000; move forward with substantial development of the park located within the Rivers Edge Development, without adding the basketball court and tennis court identified - this includes parking lot, landscaping, playground area, and grass area; and updating the Letter of Credit ordinance language to allow flexibility for the City Council to adjust the Letter of Credit amount away from 150% at the City Council's discretion.

4. **Highway 47 Improvements**

The City Council discussed the items presented regarding the Highway 47 improvements. The Council provided direction that it preferred the actual road way be realigned to the easterly portion of the existing right-of-way. Also, the Council preferred to explore the 20 foot median option that was presented but required more detailed plans to fully make the commitment to this median size. The City Council also provided direction on retaining landscape architecture consulting services from HKGi to work through the design phase with MNDOT and the City. Finally, Council was updated that any aesthetic improvements over and above the "base" improvements MNDOT would provide, requires the City to absorb the cost burden.

5. **Public Works Director Position**

Council provided Staff direction to schedule interviews on Wednesday, February 5th, starting at 5:30 p.m. Staff will schedule the interviews.

6. **Adjournment**

Mayor Feldman adjourned the work session at 7:42 pm.

Submitted by,

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01/30/2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$166,962.98 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - \$139,722.15.
Direct Transfer from Previous Month- None
Manual Checks- \$53.43

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:

- 02-03-2020 Packet List
- 02-03-2020 Other Checks

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Payments Batch AP JE3 02-20 \$16,051.25

Refer	5224 ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 101-42110-311 Contract	4TH QTR 2019 STATE ACCESS FEE			\$180.00
Invoice	CCOM01162009	1/16/2020			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$180.00
Refer	5207 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - ROBINSON			\$319.00
Invoice	247267	11/13/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$319.00
Refer	5200 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - SCHMIDT			\$235.40
Invoice	242931	8/30/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$235.40
Refer	5201 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - STURZL			\$52.95
Invoice	243832	9/17/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$52.95
Refer	5202 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - HUGHES			\$319.00
Invoice	244831	10/3/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$319.00
Refer	5203 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - BICHLER			\$102.90
Invoice	244830	10/3/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$102.90
Refer	5204 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - WENTWORTH			\$319.00
Invoice	244832	10/3/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$319.00
Refer	5205 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - SCHMIDT			\$597.85
Invoice	245172	10/9/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$597.85
Refer	5206 ASPEN MILLS				
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS - SCHMIDT			\$192.90
Invoice	246982	11/8/2019			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$192.90
Refer	5214 CARLSON MCCAIN, INC				
Cash Payment	E 101-41910-441 Miscellaneous	PROFESSIONAL SERVICES			\$1,750.00
Invoice	0043338	1/21/2020			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$1,750.00
Refer	5215 CARLSON MCCAIN, INC				
Cash Payment	E 101-41910-441 Miscellaneous	PROFESSIONAL SERVICES			\$1,750.00
Invoice	0043340	1/21/2020			

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Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$1,750.00
Refer	5216 CARLSON MCCAIN, INC.		-			
Cash Payment	E 101-41910-441 Miscellaneous		PROFESSIONAL SERVICES			\$1,750.00
Invoice	0043339	1/21/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$1,750.00
Refer	5238 ECM PUBLISHERS, INC.		-			
Cash Payment	E 101-41400-352 General Publishing		INVOICE 748057 PAID TWICE			-\$37.63
Invoice						
Transaction Date	1/30/2020	Due 1/30/2020	CASH	10100	Total	-\$37.63
Refer	5108 ELITE SANITATION		-			
Cash Payment	E 101-45200-402 Janitorial Service		RENTAL			\$305.00
Invoice	26384	1/17/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$305.00
Refer	5218 HOISINGTON KOEGLER GROUP, I		-			
Cash Payment	E 101-41910-311 Contract		GENERAL PLANNING			\$2,570.42
Invoice	018-041-16	1/12/2020				
Cash Payment	G 803-22145 ESC-School-SITE PLAN		SCHOOL DISTRICT			\$450.00
Invoice	018-041-16	1/12/2020				
Cash Payment	G 803-22171 Marties (Buzick) CUP		BUZICK - 3950 227TH CUP			\$112.50
Invoice	018-041-16	1/12/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$3,132.92
Refer	5217 METRO WEST INSPECTIONS SER		-			
Cash Payment	E 101-42400-311 Contract		FINALED PERMITS			\$2,340.00
Invoice	2270	1/3/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$2,340.00
Refer	5109 TJ ASSOCIATES		-			
Cash Payment	E 101-42110-308 Community Education		CERTIFICATES			\$55.90
Invoice	232556	12/26/2019				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$55.90
Refer	5225 TOTAL CONTROL SYSTEMS, INC.		-			
Cash Payment	E 602-49490-229 Project Repair & Mainten		CAMERA INSTALLATION			\$2,453.72
Invoice	9024	10/7/2019				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$2,453.72
Refer	5226 TOTAL CONTROL SYSTEMS, INC.		-			
Cash Payment	E 601-49440-434 Permit Fees		FCC LICENSE			\$116.67
Invoice	8963	8/22/2019				
Cash Payment	E 602-49490-434 Permit Fees		FCC LICENSE			\$116.67
Invoice	8963	8/22/2019				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$233.34
Refer	5237 ZIEGLER INC.		-			
Cash Payment	E 101-43100-218 Equipment Repair & Mai		PARTS			-\$1.00
Invoice	PR200021760	9/28/2019				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	-\$1.00

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Fund Summary

	10100 CASH
101 GENERAL FUND	\$12,801.69
601 WATER FUND	\$116.67
602 SEWER FUND	\$2,570.39
803 ESCROW	\$562.50
	\$16,051.25

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$16,051.25
Total	\$16,051.25

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Payments Batch AP 02-03-202 \$150,911.73

Refer	5230 ADVANCED GRAPHIX INC	-				
Cash Payment	E 402-42110-550 Vehicles	GRAPHICS				\$355.00
Invoice	203471	1/24/2020				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$355.00
Refer	5129 ANOKA COUNTY TREASURY DEPT	-				
Cash Payment	E 101-42110-237 Small Equipment	1-NAR6595A ANTENNA				\$21.75
Invoice	CCOM01072003	1/9/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$21.75
Refer	5188 ANOKA COUNTY TREASURY DEPT	-				
Cash Payment	E 101-42110-321 Telephone	BROADBAND				\$75.02
Invoice						
Cash Payment	E 101-42210-321 Telephone	BROADBAND				\$75.02
Invoice						
Cash Payment	E 101-43100-321 Telephone	BROADBAND				\$75.02
Invoice						
Cash Payment	E 101-45200-321 Telephone	BROADBAND				\$75.02
Invoice						
Cash Payment	E 601-49440-321 Telephone	BROADBAND				\$75.02
Invoice						
Cash Payment	E 602-49490-321 Telephone	BROADBAND				\$74.90
Invoice						
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$450.00
Refer	5223 ARK TOWING AND RECOVERY	-				
Cash Payment	E 101-42110-441 Miscellaneous	FORFEITURE				\$128.00
Invoice	91144	1/22/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$128.00
Refer	5227 ARK TOWING AND RECOVERY	-				
Cash Payment	E 101-42110-441 Miscellaneous	FORFEITURE				\$124.00
Invoice	91084	1/22/2020				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$124.00
Refer	5228 ARK TOWING AND RECOVERY	-				
Cash Payment	E 101-42110-441 Miscellaneous	FORFEITURE				\$132.00
Invoice	91127	1/22/2020				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$132.00
Refer	5154 ARTISAN BEER COMPANY	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$65.20
Invoice	3399337	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$65.20
Refer	5135 BELLBOY CORPORATION	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$4.61
Invoice	0100747300	1/14/2020				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC.				\$130.20
Invoice	0100747300	1/14/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$134.81

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Refer	5143 BELLBOY CORPORATION	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$31.00
Invoice	0082398800	1/14/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,337.14
Invoice	0082398800	1/14/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,368.14
Refer	5148 BERNICK COMPANIES, THE	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$1,987.30
Invoice	75040	1/16/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,987.30
Refer	5164 BERNICK COMPANIES, THE	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$22.40
Invoice	183125	7/11/2019				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	-\$22.40
Refer	5179 BERNICK COMPANIES, THE	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$974.57
Invoice	77924	1/23/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$974.57
Refer	5183 BERNICK COMPANIES, THE	-				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$27.60
Invoice	77923	1/23/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$27.60
Refer	5104 BGS (BARNA GUZY)	-				
Cash Payment	E 101-41600-304 Civil Legal Fees	MISC. NON RETAINER				\$1,479.00
Invoice	212222	12/31/2019				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,479.00
Refer	5131 BREAKTHRU BEVERAGE	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$92.54
Invoice	1081087432	1/16/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$5,174.47
Invoice	1081087432	1/16/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$5,267.01
Refer	5181 BREAKTHRU BEVERAGE	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$53.35
Invoice	1081090568	1/23/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,764.12
Invoice	1081090568	1/23/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$182.66
Invoice	1081090568	1/23/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$3,000.13
Refer	5182 BREAKTHRU BEVERAGE	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$122.75
Invoice	1081090569	1/23/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$122.75
Refer	5111 BUREAU OF CRIM APPREHENSIO	-				

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Cash Payment	E 101-42110-311 Contract		CJDN ACCESS FEE		\$270.00
Invoice	00000584537	12/31/2019			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total \$270.00
Refer	5140 CARLOS CREEK WINERY				
Cash Payment	E 609-49751-253 Wine For Resale		WINE		\$972.00
Invoice	18657	1/9/2020			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total \$972.00
Refer	5222 CEDAR CREEK BAKING COMPANY				
Cash Payment	E 101-42110-308 Community Education		MISC		\$35.00
Invoice	.0120	1/28/2020			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$35.00
Refer	5156 CINTAS				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE		UNIFORMS		\$9.31
Invoice	4040578664	1/21/2020			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total \$9.31
Refer	5158 CINTAS				
Cash Payment	E 101-41940-219 Rug Maintenance		RUG MAINTENANCE		\$16.16
Invoice	4040578655	1/21/2020			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total \$16.16
Refer	5184 CINTAS				
Cash Payment	E 609-49750-219 Rug Maintenance		RUG MAINTENANCE		\$11.26
Invoice	4040578624	1/21/2020			
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total \$11.26
Refer	5219 CITY EMPLOYEES UNION, LOCAL				
Cash Payment	G 101-21707 Union Dues		UNION DUES		\$47.00
Invoice	.0220	1/28/2020			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$47.00
Refer	5128 CMI, INC.				
Cash Payment	E 101-42110-237 Small Equipment		PARTS		\$202.29
Invoice	8030553	1/17/2020			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total \$202.29
Refer	5235 COLONIAL INSURANCE				
Cash Payment	G 101-21712 Colonial Insurance		g		\$415.13
Invoice	.022020	1/29/2020			
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total \$415.13
Refer	5199 COMPASS MINERALS AMERICA, I				
Cash Payment	G 101-14100 Inventory of Material/Supply		SALT		\$4,602.22
Invoice	580433	1/22/2020			
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total \$4,602.22
Refer	5142 DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252 Beer For Resale		BEER		-\$56.70
Invoice	1178563	1/14/2020			
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total -\$56.70
Refer	5157 DAHLHEIMER DIST. CO. INC.				

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Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$150.00
Invoice	129-02541	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$150.00
Refer	5160 DAHLHEIMER DIST. CO. INC.	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$13,461.22
Invoice	129-02536	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$13,461.22
Refer	5180 DAHLHEIMER DIST. CO. INC.	-				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$276.00
Invoice	129-02589	1/22/2020				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$3,550.43
Invoice	129-02589	1/22/2020				
Cash Payment	E 609-49751-255 N/A Products	N/A				\$27.00
Invoice	129-02589	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$3,853.43
Refer	5144 DELTA DENTAL	-				
Cash Payment	G 101-21711 Dental Insurance	FEBRUARY INSURANCE				\$1,279.20
Invoice	RIS0002622425	2/1/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,279.20
Refer	5186 DEX MEDIA EAST LLC	-				
Cash Payment	E 609-49750-340 Advertising	ADVERTISING				\$82.50
Invoice						
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$82.50
Refer	5232 DODGE OF BURNSVILLE, INC.	-				
Cash Payment	E 402-42110-550 Vehicles	REPLACEMENT OF CRASHED VEHICLE				\$23,140.00
Invoice	.012020	1/29/2020				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$23,140.00
Refer	5155 ECM PUBLISHERS, INC.	-				
Cash Payment	E 101-41120-352 General Publishing	2020 ANNUAL MEETING NOTICE				\$26.88
Invoice	753422	1/17/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$26.88
Refer	5115 ELECTRIC SIGN & LIGHTING, INC.	-				
Cash Payment	E 101-41940-401 Repairs/Maint Buildings	MESSAGE CENTER SIGN REPAIR - CITY PARK				\$1,044.21
Invoice	21037	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,044.21
Refer	5162 FERGUSON WATERWORKS	-				
Cash Payment	G 601-16310 Infrastructure - Accum Depn	PARTS				\$13,394.50
Invoice	0347397	1/23/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$13,394.50
Refer	5161 FILE OF LIFE, INC	-				
Cash Payment	E 101-42210-441 Miscellaneous	MAGNET CARDS				\$25.79
Invoice	H30733	1/18/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$25.79
Refer	5106 GOPHER STATE ONE-CALL	-				

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Cash Payment	E 602-49490-442 Gopher State	2020 ANNUAL FACILITY OPERATOR FEE	\$25.00		
Invoice					
Cash Payment	E 601-49440-442 Gopher State	2020 ANNUAL FACILITY OPERATOR FEE	\$25.00		
Invoice					
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$50.00
Refer	5187 GRANITE CITY JOBBING CO.	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$4.25
Invoice 169548	1/20/2020				
Cash Payment	E 609-49751-256 Tobacco Products For R	TOBACCO			\$2,720.10
Invoice 169548	1/20/2020				
Transaction Date	1/27/2020	Due 1/27/2020 CASH	10100	Total	\$2,724.35
Refer	5112 HACH COMPANY	-			
Cash Payment	E 601-49440-235 Lab Supplies	CHLORINE, FLUORIDE			\$876.31
Invoice 11796733	1/14/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$876.31
Refer	5119 INNOVATIVE BUILDING & DESIGN	-			
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES			\$58.12
Invoice IN2825919	1/9/2020				
Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES			\$64.71
Invoice IN2825919	1/9/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$122.83
Refer	5122 ISD #15	-			
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	2017 DODGE CHARGER			\$44.03
Invoice 4676	1/21/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$44.03
Refer	5198 ISD #15	-			
Cash Payment	E 101-43100-218 Equipment Repair & Mai	2012 CAT			\$87.21
Invoice 4677	1/27/2020				
Transaction Date	1/28/2020	Due 1/28/2020 CASH	10100	Total	\$87.21
Refer	5117 ISD #15	-			
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	2016 FREIGHTLINER			\$456.77
Invoice 4674	1/21/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$456.77
Refer	5118 ISD #15	-			
Cash Payment	E 101-42210-221 Vehicle Repair & Mainten	1998 CHEVROLET TANKER			\$365.40
Invoice 4675	1/21/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$365.40
Refer	5152 JOHNSON BROS WHLSE LIQUOR	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$17.27
Invoice 1482474	1/15/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$1,337.50
Invoice 1482474	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020 CASH	10100	Total	\$1,354.77
Refer	5153 JOHNSON BROS WHLSE LIQUOR	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$29.83
Invoice 1482475	1/15/2020				

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Payments

Current Period: February 2020

Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,355.85
Invoice	1482475	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,385.68
Refer	5173 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$45.53
Invoice	1487233	1/22/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,779.50
Invoice	1487233	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$2,825.03
Refer	5175 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$224.50
Invoice	1487235	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$224.50
Refer	5176 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$18.84
Invoice	1487234	1/22/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$745.85
Invoice	1487234	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$764.69
Refer	5189 KIMS KLEANING					
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL				\$120.00
Invoice	6393	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$120.00
Refer	5190 KIMS KLEANING					
Cash Payment	E 101-45200-402 Janitorial Service	COMMUNITY CENTER				\$80.00
Invoice	6394	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$80.00
Refer	5191 KIMS KLEANING					
Cash Payment		PUBLIC WORKS				\$0.00
Invoice	6395	1/27/2020				
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING				\$181.25
Invoice	6395	1/27/2020				
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING				\$181.25
Invoice	6395	1/27/2020				
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING				\$181.25
Invoice	6395	1/27/2020				
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING				\$181.25
Invoice	6395	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$725.00
Refer	5192 KIMS KLEANING					
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT				\$160.00
Invoice	6396	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$160.00
Refer	5193 KIMS KLEANING					
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPT				\$900.00
Invoice	6397	1/27/2020				

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Payments

Current Period: February 2020

Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$900.00
Refer	5194 KIMS KLEANING		-			
Cash Payment	E 602-49490-402 Janitorial Service		WASTE WATER PLANT			\$275.00
Invoice	6398	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$275.00
Refer	5195 KIMS KLEANING		-			
Cash Payment	E 101-42210-402 Janitorial Service		FIRE DEPT			\$75.00
Invoice	6399	1/27/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$75.00
Refer	5234 LANGSETH, DAVID		-			
Cash Payment	G 803-22168 LANGSETH SUBDIVISION		ESCROW REFUND			\$1,812.50
Invoice	.012020	1/29/2020				
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$1,812.50
Refer	5220 LAW ENFORCEMENT LABOR SVC		-			
Cash Payment	G 101-21707 Union Dues		UNION DUES			\$558.00
Invoice	.0220	1/28/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$558.00
Refer	5221 LAW ENFORCEMENT LABOR SVC		-			
Cash Payment	G 101-21707 Union Dues		UNION DUES			\$62.00
Invoice	.022020	1/28/2020				
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$62.00
Refer	5151 MCDONALD DIST CO.		-			
Cash Payment	E 609-49751-252 Beer For Resale		BEER			-\$44.05
Invoice	522826	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	-\$44.05
Refer	5159 MCDONALD DIST CO.		-			
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$3,737.80
Invoice	522788	1/15/2020				
Cash Payment	E 609-49751-255 N/A Products		N/A			\$46.60
Invoice	522788	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$3,784.40
Refer	5178 MCDONALD DIST CO.		-			
Cash Payment	E 609-49751-252 Beer For Resale		BEER			\$4,656.50
Invoice	523568	1/22/2020				
Cash Payment	E 609-49751-255 N/A Products		N/A			\$89.00
Invoice	523568	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$4,745.50
Refer	5233 MN MUNICIPAL UTILITIES ASSOC.		-			
Cash Payment	E 601-49440-433 Dues and Subscriptions		2020 WATER UTILITY MEMBER DUES			\$496.00
Invoice						
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$496.00
Refer	5145 MN NCPERS LIFE INSURANCE		-			
Cash Payment	G 101-21713 MN Life		FEBRUARY INSURANCE			\$80.00
Invoice	733400022020	1/23/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$80.00

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Payments

Current Period: February 2020

Refer	5114 NORTHERN AIR CORPORATION	-				
Cash Payment	E 602-49490-401 Repairs/Maint Buildings	REPAIRS - PRESSURE SWITCH				\$763.00
Invoice	168538	1/21/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$763.00
Refer	5147 PEPSI COLA	-				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$287.30
Invoice	51789655	1/14/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$287.30
Refer	5149 PHILLIPS WINE & SPIRITS CO.	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$6.45
Invoice	2690104	1/15/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$594.74
Invoice	2690104	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$601.19
Refer	5150 PHILLIPS WINE & SPIRITS CO.	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$4.98
Invoice	2690105	1/15/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$219.00
Invoice	2690105	1/15/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$223.98
Refer	5172 PHILLIPS WINE & SPIRITS CO.	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$6.28
Invoice	2693562	1/22/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$208.00
Invoice	2693562	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$214.28
Refer	5177 PHILLIPS WINE & SPIRITS CO.	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$12.56
Invoice	2693561	1/22/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,165.19
Invoice	2693561	1/22/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	\$1,177.75
Refer	5185 PHILLIPS WINE & SPIRITS CO.	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				-\$3.14
Invoice	353928	1/10/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				-\$151.90
Invoice	353928	1/10/2020				
Transaction Date	1/27/2020	Due 1/27/2020	CASH	10100	Total	-\$155.04
Refer	5138 RJM DISTRIBUTING INC.	-				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$114.90
Invoice	IND020404	1/9/2020				
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$114.90
Refer	5197 ROYAL SUPPLY	-				
Cash Payment	E 101-41940-210 Operating Supplies	SUPPLIES				\$81.60
Invoice						

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Payments

Current Period: February 2020

Cash Payment	E 101-42110-217 Other Operating Supplie	SUPPLIES				\$40.80
Invoice						
Cash Payment	E 101-43100-217 Other Operating Supplie	SUPPLIES				\$20.40
Invoice						
Cash Payment	E 101-45200-217 Other Operating Supplie	SUPPLIES				\$20.40
Invoice						
Cash Payment	E 601-49440-217 Other Operating Supplie	SUPPLIES				\$20.40
Invoice						
Cash Payment	E 602-49490-217 Other Operating Supplie	SUPPLIES				\$20.40
Invoice						
Transaction Date	1/28/2020	Due 1/28/2020	CASH	10100	Total	\$204.00
Refer	5231 SANTANDER BANK N.A.					
Cash Payment	G 601-23000 Bonds Payable - Current	LEASE PAYMENT #1 WATER METERS				\$25,683.83
Invoice 2429017	1/6/2020					
Cash Payment	E 601-47000-611 Bond Interest	LEASE PAYMENT #1 WATER METERS				\$11,374.04
Invoice 2429017	1/6/2020					
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$37,057.87
Refer	5130 SOUTHERN GLAZERS OF MN					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$7.68
Invoice 1913822	1/16/2020					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$683.97
Invoice	1/16/2020					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$691.65
Refer	5165 STORM TRAINING GROUP					
Cash Payment	E 101-42110-208 Training and Instruction	REGISTRATION FEE				\$799.00
Invoice 1007	1/10/2020					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$799.00
Refer	5146 SUN LIFE FINANCIAL					
Cash Payment	E 101-41400-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$282.60
Invoice .012020	1/23/2020					
Cash Payment	E 101-41500-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$147.81
Invoice .012020	1/23/2020					
Cash Payment	E 101-41910-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$81.02
Invoice .012020	1/23/2020					
Cash Payment	E 101-42110-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$951.60
Invoice .012020	1/23/2020					
Cash Payment	E 101-42210-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$148.42
Invoice .012020	1/23/2020					
Cash Payment	E 101-42400-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$74.00
Invoice .012020	1/23/2020					
Cash Payment	E 101-43100-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$102.35
Invoice .012020	1/23/2020					
Cash Payment	E 101-43210-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$22.75
Invoice .012020	1/23/2020					
Cash Payment	E 101-45200-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$102.35
Invoice .012020	1/23/2020					
Cash Payment	E 601-49440-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$126.55
Invoice .012020	1/23/2020					

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Payments

Current Period: February 2020

Cash Payment	E 602-49490-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$126.55
Invoice .012020	1/23/2020					
Cash Payment	E 609-49750-130 Employer Paid Insurance	FEBRUARY INSURANCE				\$138.80
Invoice .012020	1/23/2020					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$2,304.80
Refer	5116 SUSAS					
Cash Payment	E 601-49440-208 Training and Instruction	2020 MEMBERSHIP FEE				\$62.50
Invoice .0220	1/23/2020					
Cash Payment	E 602-49490-208 Training and Instruction	2020 MEMBERSHIP FEE				\$62.50
Invoice .0220	1/23/2020					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$125.00
Refer	5229 TJ ASSOCIATES					
Cash Payment	E 101-42110-308 Community Education	DOOR HANGERS				\$98.50
Invoice 232727	1/15/2020					
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$98.50
Refer	5169 TOTAL REGISTER SYSTEMS, INC					
Cash Payment	E 609-49750-210 Operating Supplies	SOFTWARE UPDATE				\$1,703.29
Invoice 57674	1/20/2019					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$1,703.29
Refer	5133 VINOCOPIA, INC.					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$18.00
Invoice 0249642-IN	1/10/2020					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$704.00
Invoice 0249642-IN	1/10/2020					
Transaction Date	1/23/2020	Due 1/23/2020	CASH	10100	Total	\$722.00
Refer	5236 ZIEGLER INC.					
Cash Payment	E 101-43100-218 Equipment Repair & Mai	PARTS				\$271.08
Invoice PC200229313	1/25/2020					
Transaction Date	1/29/2020	Due 1/29/2020	CASH	10100	Total	\$271.08

Fund Summary

	10100 CASH
	\$0.00
101 GENERAL FUND	\$16,707.13
402 CAPITAL EQUIPMENT	\$23,495.00
601 WATER FUND	\$52,475.40
602 SEWER FUND	\$1,537.91
609 LIQUOR FUND	\$54,883.79
803 ESCROW	\$1,812.50
	\$150,911.73

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$150,911.73
Total	
	\$150,911.73

Total Checks \$166,962.98

Checks cut since last Council Meeting

TOTAL	139,722.15
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City Council
AGENDA REPORT
Agenda Item #
6A

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: St. Francis Elementary PTA
DATE: February 3rd, 2020

OVERVIEW

Staff was approached by Melissa Pierce, a volunteer with the local elementary PTA. Melissa is taking on a fundraising effort to replace playground equipment at the elementary school.

Below is a link to a KARE 11 Story (may need to copy and paste link):

<https://www.kare11.com/mobile/article/news/local/breaking-the-news/st-francis-parents-looking-to-raise-150000-for-new-playground/89-c53f17bd-d22a-4a8d-83f6-b05bd9ea6bd6>

Item for discussion:

Listen to Melissa Pierce's presentation on the matter.

St. Francis Elementary Playground

St. Francis Elementary School Playground Project

project play

Creative

Inclusive

Safe

Actual design may vary

"Play is fundamentally important for learning 21st century skills, such as problem solving, collaboration, and creativity, which require the executive functioning skills that are critical for adult success."

The Power of Play from Pediatrics, Official Journal of the American Academy of Pediatrics



Sponsored by the Association of Parents and Teachers



Contact Information

St. Francis Elementary School
Association of Parents and Teachers



sfeapt.square.site



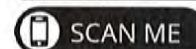
sfe.apt@isd15.org



SFEAPT



763-213-8670



22919 St. Francis Blvd NW, St. Francis, MN 55070

ABOUT OUR PROJECT

Executive Summary

The St. Francis Elementary School (SFES) Association of Parents and Teachers (APT) is raising \$83,000 in funds to replace the existing, inaccessible, deteriorating playground. This amount is in addition to completed and ongoing community funding efforts. The new playground is to be built in 2021 for one of the rural district's largest elementary schools.

SFES supports approximately 700 students and this playground is centrally located in the heart of St. Francis for use by students, families and the community. Completing upgrades and repairs are fiscally unreasonable compared to constructing a new playground.

project play

Creative

Inclusive

Safe



Introduction

We are excited to share the opportunity to support our local community. Together, our goal is to build a new, safe and accessible play space for children of varying abilities which fosters:

Inclusion

Creativity

Communication

Physical Health

This community and donor funded, volunteer-built playground will be located at St. Francis Elementary School in St. Francis, Minnesota and will unify and benefit our students and our community.

In 1999, the SFES APT implemented "Project Play" to fundraise and build the existing playground. Now, twenty years later, our school is in need of a new playground and our generation is supporting this cause for our children and community.

By partnering with us on this project, your business shows its dedication to our community and our schools. Please join us to make this dream a reality.

"It is not surprising that countries that offer more recess to young children see greater academic success among the children as they mature. Supporting and implementing recess not only sends a message that exercise is fundamentally important for physical health but likely brings together children from diverse backgrounds to develop friendships as they learn and grow."

PROJECT DESCRIPTION

St. Francis Elementary School (SFES) is home to approximately 700 students in kindergarten through 5th grade (ages 5-12) and preschool age children in daycare programs housed on-site.

Due to the high cost, SFES has been unable to refurbish or replace the 20+ year old playground. The leading justifications for a new playground include:

Disrepair

Most sections of the playground are excessively worn due to age. Two sections are currently inaccessible to students. Several other sections include cracked plastic, sagging decks and degrading, rusty surfaces. Delaying replacement will lead to additional disrepair and potential safety issues.

Accessibility & Inclusivity

The outdated playground equipment is not available to students with certain disabilities or sensory needs. Nearly 100 students in our school are on an Individualized Education Program (IEP) and would benefit from a more inclusive, sensory stimulating playground.

Increased Use

According to the Census Bureau, the city of St. Francis population has increased by nearly 60% from 2000-2018.

According to the Met Council, the city is expected to grow by an additional 60% in the next 20 years.

Examples of Disrepair on Current Playground



FUNDING LIMITATIONS

Local contributions dedicated to this project are limited due to these factors:



Low Income Student Population

SFES is a Title I school meaning SFES receives federal funding for additional staff due to our large concentration of low-income students. The economic makeup of SFES students includes 27% of students qualifying for free and reduced price lunch.

Rural Area

The rural area our school resides in has a small commercial and industrial tax base and business sector compared to other adjacent districts to support a project of this size.



No School District Funding

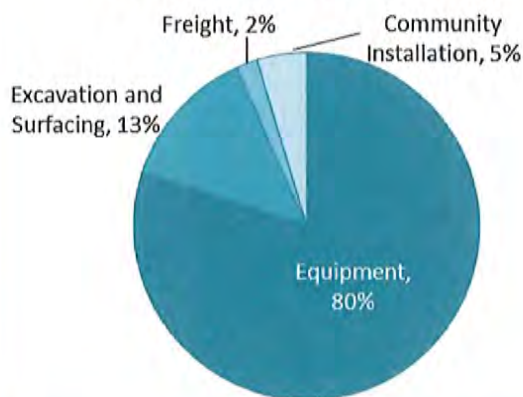
As is common in other districts, the St. Francis Area School District does not provide funding for playground equipment. In 2017, St. Francis Area Schools passed an \$80M bond, however, these funds are not designated for the playground.

FUNDING GOALS & COST

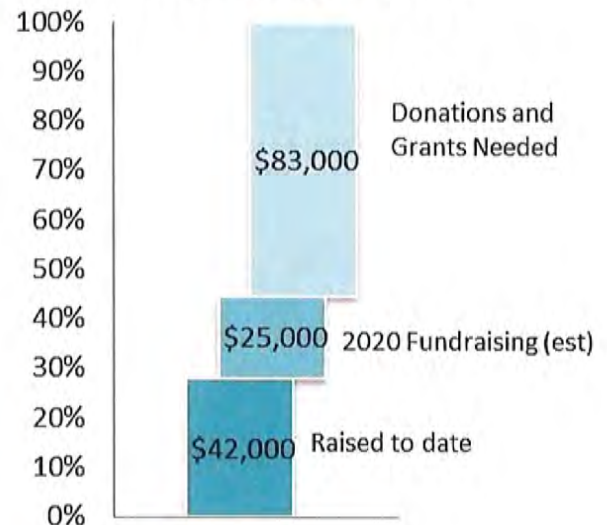
While exploring options for the overhaul and repair of the existing equipment, the SFES APT found the cost to repair existing equipment to be greater than 75% of the total cost of new equipment. As such, in 2018 the APT began fundraising for the new, replacement playground through a combination of local business donations and successful community events.

\$42,000 has been set aside towards a new outdoor play area
\$25,000 is planned to be collected in 2020 fundraising efforts

Estimated Cost \$150K



Funding Goals



The cost for a replacement playground is estimated to be \$150,000 including equipment, site preparation and community installation.

Above APT fundraising efforts, an additional \$83,000 will be required.

GOALS AND TIMELINE

The APT established a committee of parents and teachers dedicated to fundraising, publicity, design and installation of the playground. This committee plans to do the following:



- Design a playground that is fun, safe, functional and inclusive to all students including those with disabilities or sensory needs
- Interview competitive playground vendors and review initial designs
- Complete 2020 school fundraising efforts to raise an additional \$25,000
- Identify donors and grant opportunities to raise the required additional funding
- Plan a community installation of the playground to minimize installation costs and encourage unity among all stakeholders including parents, teachers, civic workers and volunteer organizations

The APT estimates the timeline for completion to be approximately 18 months with the goal to install a new playground by Spring of 2021.



ABOUT US

SFES students are from St. Francis as well as other local communities including Anoka, Bethel, Big Lake, Cedar, East Bethel, Elk River, Isanti, Nowthen, Oak Grove, Princeton, Ramsey, St. Paul and Zimmerman. The playground is central to the surrounding areas and provides a public place for the community and families to gather.

- The project area is approximately 40 miles from the Minneapolis/St. Paul metro area
- Geographically, the school's rural area includes approximately 65 square miles
- According to the U.S. Census Bureau, the population of the city of St. Francis is 7,817 with 9% of the population in poverty
- The city of St. Francis population has increased by nearly 60% from 2000-2018
- The city of St. Francis is made up of growing young families with an average age of 33.5



BECOME A SPONSOR

We need everyone to make this a success. Suggested sponsorship levels are included but we encourage customized gifts. *The SFES APT is a 501(c)(3) organization and donations to our nonprofit organization are tax deductible.*

Sponsorship		
<i>Hero</i>	\$10,000+	Top Sponsor receives invitation to participate in naming committee All sponsorship benefits below <i>plus:</i> • Permanent bench with company name
<i>Champion</i>	\$5,000	All sponsorship benefits below <i>plus:</i> • Recognition award for your company • Larger representation of company name on permanent sponsor wall
<i>Partner</i>	\$2,500	All sponsorship benefits below <i>plus:</i> • Company name on permanent sponsor wall • Company name on banner at events • Company name on fall fundraising t-shirts
<i>Supporter</i>	\$1,000	All sponsorship benefits below <i>plus:</i> • Company name on printed materials including newsletters and flyers • Company name in media coverage including press releases, news articles, social media and web sites
<i>Friend</i>	\$500	All sponsorship benefits below <i>plus:</i> • Recognition at groundbreaking and ribbon cutting
<i>Bricks</i> <i>(placed onsite)</i>	\$250 \$100	• 8"x8" Brick allows 6 lines of 20 characters each • 4"x8" Brick allows 3 lines of 20 characters each

Pledge Agreement

Name:
Company:
Address:
City, State, Zip:
Email:
Donation Level and Amount (brick text will be requested at a later date):
Pledges can be remitted to: SFES APT, 22919 St. Francis Blvd NW, St. Francis, MN 55070

THE IMPORTANCE OF RECESS

Not only does recess provide students with a needed break from their structured school day, it can improve their physical, social, and emotional well-being, and enhance learning. Recess also helps children meet the goal of 60 minutes of physical activity each day. National organizations recommend that districts provide at least 20 minutes of daily recess for all students in elementary schools.* **

A RECESS PROGRAM CAN HELP STUDENTS FEEL MORE ENGAGED, SAFER & POSITIVE ABOUT THE SCHOOL DAY



BENEFITS FOR KIDS

- PEER TO PEER RELATIONSHIP BUILDING
- IMPROVED COGNITIVE PERFORMANCE
- CONFLICT RESOLUTION SKILLS
- IMPROVED ATTITUDES
- IMPROVED GRADES
- FEELING BETTER

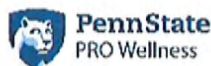
42% OF A CHILD'S DAILY PHYSICAL ACTIVITY OCCURS DURING RECESS



60MINS
A DAY IS THE
RECOMMENDED
AMOUNT OF
PHYSICAL ACTIVITY
FOR CHILDREN

IN 2013, MORE THAN 40 PERCENT OF THE STUDENTS WERE ABSENT, 10 PERCENT OF THE SCHOOL YEAR!

RECESS CREATES A POSITIVE ENVIRONMENT WHICH CAN HELP TO IMPROVE ATTENDANCE



* <http://www.afterschool.org>
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TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 6-8 Pawnbrokers – 2nd Reading
DATE: February 3, 2020

OVERVIEW

On December 16th Chief Schwieger presented information on reporting system changes as it relates to pawnbroker transactions. With the existing reporting system ending December 31st, the City was required to identify another tool. This system is utilized for investigative purposes and is needed for the search of stolen property. If a pawn business operates within the city, this is the system that business would be required to report transactions to.

Within current Code, staff had identified the reporting provider by name. Through the current change it has required that we update code. Staff recommends a more generic use of terms within the Code in the event the contracted provider or fee structure changes again. Additionally with a new provider the fee structure has changed. That too has been created to leave flexibility in code and follow the structure of the Fee Schedule.

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 6-8 Pawnbrokers, Ordinance 257, Second Series.

TIMELINE:

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

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 6-8 Pawnbrokers, Precious Metal Dealers, Second Hand Good Dealers as amended

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

ORDINANCE 257, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 6, SECTION 8 “PAWNBROKERS-
PRECIOUS METAL DEALERS-SECONDHAND GOODS DEALERS”

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 6, Section 8 shall hereby be amended to read as follows:

“Exhibit A”.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3RD OF FEBRUARY, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

SECTION 8. - PAWNBROKERS—PRECIOUS METAL DEALERS—SECONDHAND GOODS DEALERS^[2]

Footnotes:

--- (2) ---

Editor's note— Ord. 249, adopted Aug. 19, 2019, amended Section 8 in its entirety to read as herein set out. Former Section 8, § 6-8-1, pertained to pawnbrokers, and derived from original source material.

6-8-1. - Definitions.

- A. **Acceptable Identification.** Acceptable forms of identification are a current valid Minnesota driver's license, a current valid Minnesota identification card, or a current valid photos driver's license or identification card issued by another state or province of Canada.
- B. **Billable Transactions.** Every reportable transaction conducted by a pawnbroker, precious metal dealer or second hand goods dealer except renewals, redemptions or extensions of existing pawns on items previously reported and continuously in the licensee's possession is a billable transaction.
- C. **Consignment.** An agreement between a dealer and a seller that enables the dealer to take temporary possession of secondhand property, owned by the seller, for the purpose of offering it for sale to the public.
- D. **Consignment House Dealer.** A dealer in secondhand goods acquired by a consignment agreement.
- E. **Flea Market.** Any group of unrelated persons or businesses selling secondhand goods to the public from a single physical location.
- F. **Item containing precious metals.** An item made in whole or in part of metal and containing more than one (1) percent by weight of silver, gold, or platinum.
- G. **Issuing authority.** The City of St. Francis.
- H. **Item containing precious metals.** An item made in whole or in part of metal and containing more than one (1) percent by weight of silver, gold, or platinum.
- I. **Licensee.** The person, corporation, partnership or association to on a license is issued under this Section, including any agents or employees of the person, corporation, partnership or association.
- J. **Minor.** Any natural person under the age of 18 years.
- K. **Pawnbroker.** A person who loans money secured by deposit or pledge of personal property or other valuable things; who deals in the purchasing of personal property or other valuable thing on condition of selling that same back again at a stipulated price; or who loans money secured by chattel mortgage or on personal property, taking possession of the property or any part thereof so mortgaged. To the extent that a pawnbroker business includes buying personal property previously used, rented, or leased, the provision of this Section shall be applicable. Any bank, savings and loan association or credit union shall not be deemed a pawnbroker for the purposes of this Section.
- L. **Pawnshop.** Any business establishment operated by a pawnbroker.
- M. **Pledger.** Any person who delivers pledged goods to a pawnbroker, precious metal dealer or secondhand goods dealer as a security in which a binding promise is made to take back possession of those same pledged goods at a later time and for a stipulated price.
- N. **Pledged Goods.** Tangible personal property other than those in action, securities, bank drafts, or printed evidence of indebtedness, that are purchased by, deposited with, or otherwise actually delivered into the possession of a pawnbroker in connection with a pawn transaction.

- O. **Precious Metal Dealer.** Any person engaging in the business of buying coins or second-hand items containing precious metals, including, but not limited to, jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.
- P. **Person.** Any one or more natural persons; a partnership, including a limited partnership; a corporation, including a foreign domestic, or nonprofit corporation; a trust; a political subdivision of the state; or any other business organization.
- Q. **Precious Metals.** Silver, gold, or platinum.
- R. **Precious Metal Dealer.** Any person engaging in the business of buying coins or second-hand items containing precious metals, including, but not limited to, jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.
- S. **Reportable Transaction.** Transactions by a pawnbroker, precious metal dealer or secondhand goods dealer in which merchandise is received through a pawn, purchase, consignment or trade, or in which a pawn is renewed, extended or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software, or an item is confiscated by law enforcement, except:
 - 1. The bulk purchase or consignment of new or used merchandise from a merchant, manufacturer, non-profit or wholesaler having an established permanent place of business, and the retail sale of said merchandise, provided the pawnbroker, secondhand goods or precious metal dealer, must maintain a record of such purchase.
 - 2. Retail and wholesale sales of merchandise originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.
 - 3. Trades of secondhand goods for items of greater value. Transactions between precious metal dealers if both dealers are licensed under Minnesota Statute 325F.733 or if the seller's business is located outside of the state and the item is shipped from outside the state to a dealer licensed under Minnesota Statute 325F.733.
 - 4. Transactions involving secondhand clothing, books and linens where no single item has a value greater than \$50.00, except that dealers of secondhand bedding must comply with Minnesota Statute 325F.25 325F.34.
 - 5. Consignment by the artists themselves of works of art or craft.
- T. **Secondhand Goods Dealer.** Any person, partnership, firm or corporation whose business includes selling or receiving secondhand goods, including but not limited to consignment house dealers, flea market dealers and antique dealers, but not including used car dealers.
- U. **Secondhand Goods.** Any tangible personal property, previously owned, used, rented or leased by a person other than the dealer offering it for sale.
- V. **Unique Identifier.** A serial number, identification number, model number, owner applied identifies or engraving, operation ID or symbol, or other unique marking.

(Ord. No. [249 SS](#), eff. 8-19-2019)

6-8-2. - Purpose.

- A. The City Council of the City of St. Francis finds that the use of services provided by pawnbrokers potentially provides an opportunity for the commission of crimes and their concealment because such businesses have the ability to receive and transfer stolen property easily and quickly. The City Council also finds that consumer protection regulation is warranted in transactions involving pawnbrokers. The purpose of this section is to prevent pawn businesses from being used as facilities for the commission of crimes and to assure that such businesses comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens of the city.

- B. To help the St. Francis Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this section also implements and establishes the required use of the automated property system (APS) a reporting system as established by Council-

(Ord. No. 249, SS, eff. 8-19-2019)

6-8-3. - License.

- A. *License Required.* It is unlawful for any person to engage in or carry on the business or pawnbroker without a license therefore from the City. No person shall exercise, carry-on, or be engaged in the trade or business of pawnbroker, precious metal dealer, or secondhand goods dealer within the city unless such person is currently licensed under this Chapter. No pawnbroker, precious metal dealer, or secondhand goods dealer license may be transferred to a different location or a different person.
- B. *Application.*
1. In addition to any information that may be required by the County pursuant to M.S.A. § 471.924, every application for a license under this section shall be made according to provisions contained in this chapter.
 2. Application verification. All applications for pawnbroker, precious metal dealer, or secondhand goods licenses shall be referred to the Police Department for verification and investigation of the facts set forth in the application. The Police Department shall make a written report and recommendation to the city clerk as to issuance or non-issuance of the license. The city clerk may order and conduct such additional investigation as deemed necessary.
 3. Application by a natural person:
 - i. The name, place and date of birth, street resident address, and phone number of applicant.
 - ii. Whether the applicant is a citizen of the United States or a residential alien.
 - iii. Whether the applicant has ever used or has been known by a name other than the applicants name, and if so, the name or manes used an information concerning dates and places used.
 - iv. The name of the business if it is to be conducted under a designation name, or style other than the name of the applicant and a certified copy of the certified as required by Minnesota Statutes, Section 333.01.
 - v. The street address at which the applicant has lived during the preceding five (5) years.
 - vi. The type, name and location of every business or occupation in which the applicant has been engaged during the preceding five (5) years and the names(s) and address(es) of the applicants employer(s) and partner(s), if any, for the proceeding five (5) years.
 - vii. Whether the applicant has ever been convicted of a felony, crime or violation of any ordinance other than a traffic ordinance. If so, the applicant must furnish information as to the time, place, and offense of all such convictions.
 - viii. The physical description of the applicant.
 - ix. Applicants current personal financial statement and true copies of the applicants, federal and state tax returns for the two (2) years prior to application.
 - x. If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in 1 through 9 of this section.
 4. Application by a partnership:

- xii. The name(s) and address(es) of all general and limited partners and all information concerning each general partner required in Section C, i through ix of this ordinance.
 - xiii. The name(s) of the managing partner(s) and the interest of each partner in the licensed business.
 - xiv. A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to a trade name pursuant to Minnesota Statutes, Section 333.01, a certified copy of such certificate must be attached to the application.
 - xv. A true copy of the federal and state tax returned for partnership for the two (2) years prior to the application.
 - xvi. If the applicant does not manage the business, the name of the manage(s) or other person(s) in charge of the business and all information concerning each of them required in Section c, 1 through 9 of this ordinance.
5. Application by a corporation or other organization:
- xvii. The name of the corporation or business form, and if incorporated, the state of incorporation.
 - xviii. A true copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws shall be attached to the application. If the applicant is a foreign corporation, a Certificate of Authority as required by Minnesota Statutes, Section 303.06, must be attached.
 - xix. The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in section C, i through ix of this ordinance.
 - xx. A list of all personal who control or own an interest in excess of five (5) percent in such organization or business form or who are officers of the corporation or business form and all information concerning said persons required in section c above. This section however, shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for license to be owned and operated by it.
6. For all applicants:
- xxi. Whether the applicant holds a current pawnbroker, precious metal dealer or secondhand goods dealer licenses from any other governmental unit and whether the applicant is licensed under either Minnesota Statutes, Section 471.924 or Minnesota Statutes 325F.731-325F.744.
 - xxii. Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer or secondhand dealer license from any other governmental unit.
 - xxiii. The location of the business premises.
 - xxiv. If the applicant does not own the business premises, a true and complete copy of the executed lease.
 - xxv. The legal description of the premises to be licensed.
 - xxvi. Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.
 - xxvii. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

xxvii. Such other information as the City Council or issuing authority may require.

7. New Manager: When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within fourteen (14) days. The application must include all appropriate information required within this section.

xxviii. Upon completion of an investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this chapter. If the investigation process is conducted solely within the State of Minnesota, the fee shall be as listed in the City's Fee Schedule.

8. Application execution: All applications for a license under this chapter must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by that person; if a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.
9. Investigation: The Police Department must investigate into the truthfulness of the statements set forth in the application and shall endorse the findings thereon. The applicant must furnish to the police department such evidence as the inspector may reasonably require in support of the statement set forth in the application.

C. *Licensee Eligibility.*

1. To be eligible for or to maintain a pawnbroker license, a person must operate lawfully and fairly within the purposes of M.S.A. § Chapter 325J and this section and:
2. May not be a minor at the time that the application for a pawnbroker's precious metal or secondhand goods dealer's license is filed;
3. May not have been convicted of any crime directly related to the occupation licensed as prescribed by M.S.A. § 364.03, subd. 2, unless the person has shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by M.S.A. § 364.03, subd. 3; and
4. Must be of good moral character or repute.
5. Must not hold an intoxicating liquor license within the city.

The provisions of this section as described in this paragraph (C), numbers (1) through (5), shall also apply to any partnership if such applicant has any general partner or managing partner meeting any of the described criteria; and shall also apply to any corporation or other organization if such applicant has any manager, proprietor, or agent in charge of the business meeting any of the described criteria.

D. *License Restrictions.*

1. Number of licenses issued. On the effective date of this Ordinance, the maximum allowable number of pawnbroker licenses shall be two.

The maximum allowable number of precious metal dealer licenses shall be two.

Licensees existing on the effective date of this Ordinance are eligible to apply for renewal at the existing licensed premises, and if renewed, may continue until the license for that licensed premises is revoked or is not renewed.

2. Persons ineligible. No licenses under this chapter will be issued to an applicant who is a natural person, a partnership if such applicant has any general partner or managing partner, a corporation or other organizations if such applicant has any manager, proprietor or agent in charge of the business to be licensed, if the applicant;

- i. Is a minor at the time that the application is filed;

- ii. Has been convicted of any crime directly related to the occupation licensed as described by Minnesota Statutes, Section 364.01, Subd. 2, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensed under this chapter as prescribed by Minnesota Statutes, Section 364.01, Subd. 3; or
 - iii. Is not of good moral character or repute.
- 3. License transfer not allowed. Each license under this section shall be issued to the applicant only and shall not be transferable to any other person. No licensee shall loan, sell, give, or assign a license to another person.
- 4. Inactive license. The city council may revoke or suspend the pawnbroker, precious metal dealer, or secondhand goods dealer license of any business that shows no pawn or sale activity for a period of six months. A hearing shall be held to determine the status of the pawn broker, precious metal dealer, or secondhand goods dealer operation and if satisfactory intent to do business under the license is not demonstrated, the city council may revoke the license.
- 5. Premises. A license under this division shall be issued only for the exact rooms and square footage of the premises described in the application.
- 6. Zoning requirements met. No license shall be granted until all applicable zoning requirements are met or until all conditions for approval of the use have been satisfied.
- 7. No license shall be granted or renewed for operation on any property on which taxes, assessments, or other financial claims of the State, County, School District, or city are due, delinquent, or unpaid. In the event a suit has been commenced under Minnesota Statutes, Sections 278.01-278.03, questioning the amount or validity of taxes, the City Council may on application waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof which remain unpaid for a period exceeding one (1) year after becoming due.

E. *Exceptions to License Requirement.*

- 1. All pawnbrokers must be licensed and there are no exceptions to the licensing requirements for pawnbrokers.
- 2. The following transactions shall not require a precious metal dealer's license:
 - (a) Transactions at occasional "garage" or "yard" sales, or estate sales, or farm auctions held at the decedent's residence, except that precious metals dealers must comply with the requirements of Minnesota Statutes, Sections 325F.734 to 325F.742, for these transactions.
 - (b) Transactions regulated by Minnesota Statute, Section 80A.
 - (c) Transactions regulated by the Federal Commodity Futures Commission Act.
 - (d) Transactions involving the purchase of precious metals grindings, filings, slag, sweeps, scraps, or dust from an industrial manufacturer, dental lab, dentist, or agent thereof.
 - (e) Transactions involving the purchase of photographic film, such as lithographic and x-ray film, or silver residue or flake recovered in lithographic and x-ray film processing.
 - (f) Transactions involving coin, bullion, or ingots.
 - (g) Transactions in which the second-hand item containing precious metals is exchanged for a new item containing precious metals and the value of the new item exceeds the value of the second-hand item, except that a person who is a precious metals dealer by engaging in a transaction which is not exempted by this section must comply with the requirements of Minnesota Statutes, Sections 325F.734-325F.742.
 - (h) Transactions between precious metal dealers if both dealers are licensed under Minnesota Statutes, Section 325F.733, or if the seller's business is located outside of the

state and the item is shipped from outside the state to a dealer licensed under Minnesota Statutes, Section 325F.733.

- (i) Transactions in which the buyer of the second-hand item containing precious metals is engaged primarily in the business of buying and selling antiques, and the items are resold in an unaltered condition except for repair, and the items are resold at retail, and the buyer paid less than \$2,500 for the second-hand items containing precious metals purchased within any period of twelve (12) consecutive months.
- 3. All secondhand goods dealers must be licensed, except the following transactions shall not require a secondhand goods dealer license:
 - (a) The sale of secondhand goods where all of the following are present:
 - (i) The sale is held on property occupied as a residential dwelling by the seller or owned, rented or leased by a charitable or political organization.
 - (ii) The items offered for sale are owned by the occupant.
 - (iii) That no sale exceeds a period of 72 consecutive hours.
 - (iv) That no more than two sales are held in any 12 consecutive month period at any residential dwelling.
 - (v) That none of the items offered for sale have been purchased for resale or received on consignment for purpose of resale.
 - (b) The sale of secondhand books or magazines where no single book has a value of greater than \$50.00.
 - (c) The sale of goods at an auction held by a licensed auctioneer.
 - (d) Sales by charitable organizations that take secondhand goods for no compensation.
 - (e) The sale of used motor vehicles.
 - (f) A bulk sale of property from a merchant, manufacturer or wholesaler having an established place of business or of goods sold at open sale from bankrupt stock.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-4. - Fees.

- A. *Investigation fee.* An applicant for any license under this chapter shall, at the time an original application is submitted, pay the city a nonrefundable investigation fee as set from time to time by the City Council and listed in the adopted Fee Schedule, to cover the costs involved in verifying the license application and to cover the expense of any investigation needed to assure compliance with this section.
- B. *License fee.* The licensee shall pay an annual license fee as set from time to time by the City Council and listed in the adopted Fee Schedule.
- C. *Billable transaction fees.* Licensees ~~shall~~ may pay a monthly transaction fee on all billable transactions as defined in section 6-8-1(b). Such fee shall be as set from time to time by the City Council and listed in the adopted Fee Schedule. Billable transaction fees are payable within 30 days. Failure to timely pay the billable transaction fee shall constitute a violation of this section.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-5. - General operating requirements.

- A. *Records.* Records required. At the time of any reportable transaction other than renewals, extensions or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the Police Department.
- B. A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.
- C. The purchase price, amount of money loaned upon, or pledged therefor.
- D. The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.
- E. Date, time and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records. Transaction identifiers must be consecutively numbered.
- F. Full name, current residence address, current residence telephone number, date of birth and accurate description of the person from whom the item of the property was received, including: sex, height, weight, race, color of eyes and color of hair.
- G. The state of issue and identification number from a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
- H. The signature of the person identified in the transaction.
- I. *Photographs required.* Effective 60 days from the effective date of this Ordinance, the licensee must also take a color photograph or color video recording of:
- J. Each customer involved in a billable transaction.
- K. Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.
- L. Photographs must be at least two inches in length by two inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the chief of police, or the chief's designee, upon request. The major portion of the photograph must include an identifiable front facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The licensee must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The licensee must keep the exposed videotape for three months, and furnish it to the police department upon request.
- M. *Digitized photographs.* Licensees may fulfill the color photograph requirements by submitting them as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Notwithstanding the digital images may be captured from required video recordings, this provision does not alter or amend the requirements of the General Operating Requirements.
- N. *Renewals, extensions and redemptions.* For renewals, extensions and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.
- O. *Disposition of articles.*

1. When an article of pawned or pledged property is redeemed from a licensee, the records shall contain an account of such redemption with the date, interest charges accrued, and the total amount for which the article was redeemed.
 2. When an article of purchased or forfeited property is sold or disposed of by a licensee and the licensee receives \$100.00 or more in the payment thereof, the records shall contain an account of such sale with the date, the amount for which the article was sold, and the full name, current address, and telephone number of the person to whom sold.
- P. *Inspection of records.* The records must at all reasonable times be open to inspection by the police department or department of licenses and consumer services. Data entries shall be retained for at least three years from the date of transaction. Entries of required digital images shall be retained a minimum of 180 days.
- Q. *Daily reports to police.* Effective 60 days from the effective date of this Ordinance, licensees must submit every reportable transaction to the police department daily in the following manner:
1. Licensees must provide to the police department all information required in section (a) through (f) and other required information, by transferring it from their computer to the ~~automated property system via modem reporting system as established by Council~~. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the issuing authority using procedures that address security concerns of the licensees and the issuing authority. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs all patrons that all transactions are reported to the police department daily;
 2. *Billable transaction fees.* Licensees will be charged for each billable transaction reported to the police department;
 3. If a licensee is unable to successfully transfer the required reports by modem, the licensee must provide the police department printed copies of all reportable transactions along with the video tape(s) for that date, by 12:00 (noon) the next business day;
 4. Until corrected, licensee must provide required documentation in printed format and resubmit as electronic when error is corrected;
 5. If a licensee is unable to capture, digitize or transmit the photographs required, the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the police department upon request;
 6. Regardless of the cause or origin of the technical problems that prevented the licensee from uploading their reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.
- R. *Receipt required.* Every licensee must provide a receipt to the party identified in every reportable transaction and must maintain a duplicate of that receipt for three years. The receipt must include at least the following information:
1. The name, address and telephone number of the licensed business.
 2. The date and time the item was received by the licensee.
 3. Whether the item was pawned or sold, or the nature of the transaction.
 4. An accurate description of each item received including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.
 5. The signature or unique identifier of the licensee or employee that conducted the transaction.
 6. The amount advanced or paid.
 7. The monthly and annual interest rates, including all pawn fees and charges.

8. The last regular day of business by which the item must be redeemed by the pledger without risk that the item will be sold, and the amount necessary to redeem the pawned item on that date.
 9. The full name, current residence address, current residence telephone number, and date of birth of the pledger or seller.
 10. The state of issue and identification number from a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
 11. Description of the pledger or seller including approximate sex, height, weight, race, color of eyes and color of hair.
 12. The signature of the pledger or seller identified in the transaction.
 13. All printed statements as required by M.S.A. § 325J.04, subd. 2, or any other applicable statutes.
- S. *Redemption period.* Any person pledging, pawning or depositing an item for security must have a minimum of 90 days from the date of that transaction to redeem the item before it may be forfeited and sold. During the 90 day holding period, items may not be removed from the licensed location except as provided in Section 6-8-5(U). Licensees are prohibited from redeeming any item to anyone other than the person to whom the receipt was issued or, to any person identified in a written and notarized authorization to redeem the property identified in the receipt, or to a person identified in writing by the pledger at the time of the initial transaction and signed by the pledger, or with approval of the police license inspector. Written authorization for release of property to persons other than original pledger must be maintained along with original transaction record in accordance with Section 6-8-5(R).
- T. *Police order to hold property.*
1. *Investigative hold.* Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed from the premises. The investigative hold shall be confirmed in writing by the originating agency within 72 hours and will remain in effect for 15 days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, pursuant to Section 6-8-5(U), whichever comes first.
 2. *Order to hold.* Whenever the Chief of Police, or the Chief's designee, notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the Chief or the Chief's designee. The order to hold shall expire 90 days from the date it is placed unless the Chief of Police or the Chief's designee determines the hold is still necessary and notifies the licensee in writing.
- U. *Order to confiscate.* If an item is identified as stolen or evidence in a criminal case, the Police Chief or Chief's designee may:
1. Physically confiscate and remove it from the shop, pursuant to a written order from the Police Chief or the Chief's designee, or
 2. Place the item on hold or extend the hold as provided in Section 6-8-5 (T)(2), and leave it in the shop.
 3. When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation.
 4. When an order to hold/confiscate is no longer necessary, the Chief of Police, or Chief's designee shall so notify the licensee.
- V. *Inspection of items.* At all times during the terms of the license, the pawnbroker, precious metal dealer or secondhand goods dealer licensee must allow law enforcement officials to enter the premises where the licensed business is located, including all off- site storage facilities as authorized in Section 6-8-10-(6), during normal business hours, except in an emergency, for the purpose of

inspecting such premises and inspecting the items, ware and merchandise and records therein to verify compliance with this chapter or other applicable laws.

- W. *Label required.* Licensees must attach a label to every item at the time it is pawned, purchased or received in inventory from any reportable transaction. Permanently recorded on this label must be the number or name that identifies the transaction in the shop's records, the transaction date, the name of the item and the description or the model and serial number of the item as reported to the police department, whichever is applicable, and the date the item is out of pawn or can be sold, if applicable. Labels shall not be re-used.
- X. *License display.* A license issued under this section must be posted in a conspicuous place in the premises for which it is used. The license issued is only effective for the compact and contiguous space specified in the approved license application.
- Y. *Responsibility of licensee.* A licensee under this section shall be responsible for the conduct of the business being operated and shall maintain conditions of order. The conduct of agents or employees of a licensee, engaged in performance of duties for the licensee, shall be deemed the conduct of the licensee.
- Z. *Gambling.* No licensee under this section may keep, possess, or operate, or permit the keeping, possession, or operation on the licensed premises of dice, slot machines, roulette wheels, punchboards, blackjack tables, or pinball machines which return coins or slugs, chips, or tokens of any kind, which are redeemable in merchandise or cash. No gambling equipment authorized under Minnesota Statutes, Chapter. 349, may be kept or operated and no raffles may be conducted on the licensed premises and/or adjoining rooms. The purchase of lottery tickets may take place on the licensed premises as authorized by the director of the lottery pursuant to Minnesota Statutes, Chapter 349A.
- AA. *Penalty for property owner.* It is unlawful for any person who owns or controls real property to knowingly permit it to be used for pawn brokering without a license.
- BB. *Property to be kept on premises.* All property deposited, left, pledged, pawned, or held for sale must be stored in an enclosed facility and may not be stored outside of the premises. The city may, however, permit the licensee to designate one off premises locked and secured facility pursuant to Section 6-8-10-(6), in which the licensee may store only cars, boats, and other motorized vehicles. The licensee shall permit immediate inspection of the facility at any time during business hours by the city. All provisions in this section regarding record keeping and reporting shall apply to oversized items. All property shall be stored in compliance with zoning and/or fire regulations and in an orderly manner subject to inspection by the fire department. The premises shall also be equipped with an operational security alarm.

(Ord. No. [249 SS](#), eff. 8-19-2019)

6-8-6. - Restricted transactions.

- A. *Hours of operation.* No licensee shall keep the pawnbroker, precious metal dealer or second hand goods dealer business open for the transaction of business on any day of the week before 7:00 a.m. or after 9:00 p.m.
- B. *Minors.* The pawnbroker shall not purchase or receive personal property of any nature on deposit or pledge from any minor.
- C. *Prohibited goods.* No licensee under this section shall accept any item of property which contains an altered or obliterated serial number or "operation identification" number or any item of property whose serial number has been removed.
- D. *Security interest.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property knowing, or having reason to know, that the article of property is

encumbered by a security interest. For the purpose of this section, "security interest" means an interest in property which secures payment or other performance of an obligation.

- E. *True owner.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property, from any person, knowing, or having reason to know, that said person is not the true and correct owner of the property.
- F. *Proper identification.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property, from any person, without first having examined a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.

(Ord. No. [249 SS](#), eff. 8-19-2019)

6-8-7. - Inspections by police or claimed owner.

- A. *Premises.* Any licensee shall, at all times during the term of the license, allow the police department to enter the premises, where the licensee is carrying on business, including all off-site storage facilities as authorized in Section 6-8-10(6), during normal business hours, except in an emergency, for the purpose of inspecting such premises and inspecting the articles and records therein to locate goods suspected or alleged to have been stolen and to verify compliance with this section or other applicable laws. No licensee shall conceal any article in his possession from the police department.
- B. *Property.* All articles of property coming into the possession of any licensee shall be open to inspection and right of examination of any police officer or any person claiming to have been the owner thereof or claiming to have had an interest therein when such person is accompanied by a police officer.

(Ord. No. [249 SS](#), eff. 8-19-2019)

6-8-8. - Conduct of persons on licensed premises.

- A. *Property of another.* No person may pawn, pledge, sell, leave, or deposit any article of property not their own; nor shall any person pawn, pledge, sell, leave, or deposit the property of another, whether with permission or without; nor shall any person pawn, pledge, sell, leave, or deposit any article of property in which another has a security interest; with any licensee.
- B. *Minors.* No minor may pawn, pledge, sell, leave, or deposit any article of property with any licensee.
- C. *Proper identification.* No person may pawn, pledge, sell, leave or deposit any article of property with any licensee without first having presented a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
- D. *False identification.* No person seeking to pawn, pledge, sell, leave, or deposit any article of property with any licensee shall give a false or fictitious name; nor give a false date of birth; nor give a false or out of date address of residence or telephone number; nor present a false driver's license or identification card; to any licensee.
- E. *Maintenance of Order.* A licensee under this Chapter shall be responsible for the conduct of the business being operated and shall maintain conditions of order.
- F. *Gambling.* No licensee under this Chapter may keep, possess, or operate, or permit the keeping, possession, or operation on the licensed premises of dice, slot machines, roulette wheels, punchboards, blackjack tables, or pinball machines which return coins or slugs, chips, or tokens of any kind, which are redeemable in merchandise or cash. No gambling equipment authorized under Minnesota Statutes, Section 349.11-349.60 may be kept or operated and no raffles may be conducted on the licensed premises and/or adjoining rooms. The purchase of lottery tickets may take

place on the licensed premises as authorized by the director of the lottery pursuant to Minnesota Statutes, Section 349A.01-349A.15.

(Ord. No. 249 SS, eff. 8-19-2019)

6-8-9. - Required signage.

- A. All licensees shall by adequate signage and/or separate written notice inform persons seeking to pawn, pledge, sell, leave, or deposit articles of property with the licensee of the foregoing requirements.
1. For the purpose of this subsection, "adequate signage" shall be deemed to mean at least one sign of not less than four square feet in surface area, comprised of lettering of not less than three-quarters of an inch in height, posted in a conspicuous place on the licensed premises and stating substantially the following:

TO PAWN OR SELL PROPERTY:

YOU MUST BE AT LEAST 18 YEARS OF AGE. YOU MUST BE THE TRUE OWNER OF THE PROPERTY.

THE PROPERTY MUST BE FREE OF ALL CLAIMS AND LIENS. YOU MUST PRESENT VALID PHOTO IDENTIFICATION. VIOLATION OF ANY OF THESE REQUIREMENTS IS A CRIME.

2. For the purpose of this subsection, "separate written notice" shall be deemed to mean either the receipt, as required in Section 6-8-6 (R), or a printed form, incorporating a statement to the effect that the person pawning, pledging, selling, leaving, or depositing the article is at least 18 years of age; is the true owner of the article; and that the article is free of all claims and liens; which is acknowledged by way of signature of the person pawning, pledging, selling, leaving, or depositing the article.

(Ord. No. 249 SS, eff. 8-19-2019)

6-8-10. - General restrictions.

No pawnbroker licensed under this section shall:

1. Lend money on a pledge at a rate of interest above that allowed by law;
2. Knowingly possess stolen goods;
3. Sell pledged goods before the time to redeem has expired;
4. Refuse to disclose to the city, after having sold pledged goods, the name of the purchaser or the price for which the item sold; or
5. Make a loan on a pledge to a minor.
6. Business at only one place. A licenses under this chapter authorizes the licensee to carry on its business only at the permanent place of business designated in the license. However, upon written request, the Chief of Police, or Chief's Designee, may approve an off-site locked and secured storage facility. The licensee shall permit inspection of the facility in accordance with (Inspection of Items). All provisions of this chapter regarding record keeping and reporting apply to the facility and its contents. Property shall be stored in compliance with all provisions of the

city code. The Licensee must either own the building in which the business is conducted, and any approved off-site storage facility, or have a lease on the business premises that extends for more than six (6) months.

(Ord. No. 249. SS, eff. 8-19-2019)

6-8-11. - Denial, suspension or revocation.

- A. Any license under this chapter may be denied, suspended or revoked for one or more of the following reasons:
1. The proposed use does not comply with the applicable zoning code.
 2. The proposed use does not comply with any health, building, building maintenance or other provisions of this Code of Ordinances or state law.
 3. The applicant or licensee has failed to comply with one or more provisions of this chapter.
 4. The applicant is not a citizen of the United States or a resident alien, or upon whom it is impractical or impossible to conduct a background or financial investigation due to the unavailability of information.
 5. Fraud, misrepresentation or bribery in securing or renewing a license.
 6. Fraud, misrepresentation or false statements made in the application and investigation for, or in the course of, the applicants business.
 7. Violation within the preceding five (5) years, of any law relating to theft, damage or trespass to property, sale of a controlled substance, or operation of a business.
 8. The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this chapter.
 9. Any state or local law relating to moral character and reputation.
- B. A revocation or suspension by the City Council shall be preceded by written notice to the licensee and a public hearing. The written notice shall give at least ten days' notice of the time and place of the hearing and shall state the nature of the charges against the pawnbroker, precious metal dealer, or secondhand goods dealer. The notice may be served upon the pawnbroker precious metal dealer, or secondhand goods dealer personally or by United States mail addressed to the most recent address of the business in the license application.

(Ord. No. 249. SS, eff. 8-19-2019)

6-8-12. - Severability.

If any section, subsection, sentence, clause, or phrase of this Chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have adopted this Chapter and each section, subsection, sentences, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

(Ord. No. 249. SS, eff. 8-19-2019)

6-8-13. - Penalty.

Violation of any provision of this section shall be a misdemeanor under Minnesota law and the City Code.

(Ord. No. [249, SS](#), eff. 8-19-2019)



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Summary Publication for Ord. 257, SS – Pawnbrokers-Precious
Metal Dealers-Secondhand Goods Dealers
DATE: February 3, 2020

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 257, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2020-03 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 2020-03 A Resolution Authorizing the Summary Publication of Ordinance 257, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2020-03

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

RESOLUTION 2020-03

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 257, SECOND SERIES AMENDING CHAPTER 6 SECTIONS 6-8-2 B.,
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**

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 257, 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 257, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 257, SECOND SERIES

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

6-8-2 - Purpose.

B. To help the St. Francis Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this section also implements and establishes the required use of ~~the automated property system (APS)~~ a reporting system as established by Council

6-8-4 – Fees

C. Billable transaction fees. Licensees ~~shall~~ may pay a monthly transaction fee on all billable transactions as defined in section 6-8-1(b). Such fee shall be as set from time to time by the City Council and listed in the adopted Fee Schedule. Billable transaction fees are payable within 30 days. Failure to timely pay the billable transaction fee shall constitute a violation of this section.

6-8-5 – General Operating Requirements

Q. Daily reports to police. Effective 60 days from the effective date of this Ordinance, licensees must submit every reportable transaction to the police department daily in the following manner:

1. Licensees must provide to the police department all information required in section (a) through (f) and other required information, by transferring it from their computer to the ~~automated property system via modem~~ reporting system as established by Council. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the issuing authority using procedures that address security concerns of the licensees and the issuing authority. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs all patrons that all transactions are reported to the police department daily;

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 3rd DAY OF FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

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

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
Ordinance Amendment – City Code Chapter 3, Section 4 Rules and
SUBJECT: Regulations Relating to Individual On-Site Sewage Treatment – 2nd
Reading
DATE: February 3, 2020

OVERVIEW

The City was assessed by the Minnesota Pollution Control Agency (MPCA) in regards to Subsurface Sewage Treatment Systems (SSTS). The assessment reviewed the City permitting, Ordinances, records, maintenance requirements and administration processing. It was found that the City needed to update its ordinance codes to meet State Statute. In addition, at the first reading it was brought forward that if the City wished to include a section on the sale or transfer of property reporting that this would be the point to do that.

ITEMS TO BE DISCUSSED:

Amendment to City Code Chapter 3, Section 4 Rules and Regulation Relating to Individual on-site Sewage Systems, Ordinance 258, Second Series.

TIMELINE:

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

January 21st - 1st Reading
February 3rd - 2nd Reading
February 7th - Publish for Comment, 30 days
March 9th - Effective

ATTACHMENTS:

City Code Chapter 3, Section 4 Rules and Regulation Relating to Individual on-site Sewage Systems with edits

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

ORDINANCE 258, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 3, SECTION 4 "RULES AND
REGULATIONS RELATING TO INDIVIDUAL ONE-SITE SEWAGE TREATMENT
SYSTEMS"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 3, Section 4 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3RD OF FEBRUARY, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

SECTION 4. - RULES AND REGULATIONS RELATING TO INDIVIDUAL ON-SITE SEWAGE TREATMENT SYSTEMS

(Ord. 170, SS, 10-7-2012)

3-4-1. - Purpose, applicability, and authority.

- A. *Purpose.* It is the purpose and intent of this ordinance to establish standards for the design, location, construction, operation, and maintenance of Subsurface Sewage Treatment Systems (SSTS).
- B. *Applicability.* The sewer provisions of this ordinance shall apply to any premises in the City that are not served by the municipal wastewater treatment system.
- C. *Authority.* This ordinance is adopted pursuant to the authorization and requirements contained in Minnesota Statutes §145A.05, 115.55 and Minnesota Administrative Rules Chapter 7082.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-2. - General provisions.

- A. *Treatment Required.* All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency. All sewage generated in the jurisdiction is to be treated either in an agency-permitted facility or a system that meets the requirements of City Ordinance as adopted under 7082.0100 and follow the allowed methods to determine the loading rate from part 7080.2150, subpart 3, item E, Table IX or IXa, for sizing or soil treatment and dispersal systems.
- B. *Administration.* This Ordinance shall be administered by the St. Francis City Building Official or any such designee of the Building Official or City Administrator.
- C. *Compliance.* No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance. A variance to the local ordinance provisions herein are not allowed.
- D. *Conditions.* Violation of any condition imposed by the City on a license, permit, or variance, shall be deemed a violation of this ordinance and subject to the penalty provisions set forth in this ordinance.
- E. *Site Evaluation, System Design, Construction, Inspection, and Servicing.* Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700.
 - 1. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.
 - 2. Vertical separation for systems built before April 1, 1996 that are not SWF as defined in part 7080.1100, Subpart 84, must meet the requirements in part 7080.1500, subpart 4, item E.
- F. *Inspection.* No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Building Official. If any part of the system is covered before being inspected and approved as herein provided, it shall be uncovered upon the direction of the Building Official. The Building Official shall cause such inspections as are necessary to determine compliance with this ordinance. It shall be the responsibility of the permittee to notify the Building Official that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Building Official is unable to conduct an inspection, the permittee may, after receiving permission from the Building Official document compliance with the ordinance by photographic

means that show said compliance and submit that evidence to the Building Official prior to final approval being sought.

G. *Compliance Inspection Required.* A SSTS compliance inspection is required:

1. For a new or replacement SSTS.
2. When altering an existing structure to add a bedroom.
3. When a parcel having an existing system undergoes development, subdivision, or split.

H. *Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.*

1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed ~~ten (10)~~ six (6) months.
2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within ~~twenty-four (24)~~ six (6) months after receiving notice from the Building Official.
3. An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.

I. *Conflict Resolution.* For SSTS systems regulated under this Ordinance, conflicts and other technical disputes over new construction, replacement and existing systems will be managed in accordance with Minnesota Rules 7082.0700 Subpart 5.

J. *Septic Tank Maintenance.*

1. *Periodic Maintenance Required.* The owner of a sewage tank or tanks, shall regularly, but not less frequently than every three years, inspect the tank(s) and measure the accumulations of sludge and scum by an individual licensed to do such work in the State of Minnesota. If the system is pumped, measurement is not needed. The owner shall remove and sanitarily dispose of septage whenever the top of the sludge layer is less than twelve (12) inches below the bottom of the outlet baffle or the bottom of the scum layer is less than three (3) inches above the bottom of the outlet baffle. Removal of septage shall include complete removal of scum and sludge.
2. *Maintenance Record Required.* Maintenance activities are required to be recorded on forms supplied by the City of St. Francis and submitted to the City within thirty (30) days of the maintenance activity. The maintenance record shall be supplied by an individual licensed by the state to do such work. One copy of the maintenance record shall be given to the City and one to the property owner. A recording fee shall be paid in accordance with the City's Fee Schedule.

K. *Non-Complying Systems.* Existing systems which are non-complying, but not an imminent health or safety threat, failing, or discharging to surface, may continue in use so long as the use is not changed or expanded. If the use changes or is expanded, the non-complying elements of the existing system must be brought into compliance.

L. *Non-Complying Work.* New individual sewage treatment system construction that is non-compliant, or other work on a system that is non-complying, must be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed seven (7) days unless the Building Official finds extenuating circumstances.

M. *Change In Use.* A Certificate of Compliance may be voided if, subsequent to the issuance of the certificate, the use of the premises or condition of the system has changed or been altered.

N. *Setback Reduction.* Where conditions prevent the construction, alteration, and/or repair of an individual sewage treatment system on an existing developed parcel of real property, the Building Official may reduce property line and building setbacks and system sizing requirements provided said reduction does not endanger or unreasonably infringe on adjacent properties and with the concurrence of the affected properties. In no instance will a setback reduction be allowed from the

standards of Section 10-82-4.B.6 except in cases where a variance is approved following the procedure established by Section 10-82-9.D.

- O. *Floodplain.* An SSTS shall not be located in a floodway or floodplain. Location within the flood fringe is permitted provided that the design complies with this ordinance and all of the rules and statutes incorporated by reference.
- P. *Class V Injection Wells.* All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-3. - Standards adopted.

- A. *Minnesota Rules Adopted.* Minnesota Rules, Chapters 7080 and 7081, that are in effect on the date of passage of this ordinance, relating to subsurface sewage treatment systems, are hereby adopted by reference and made a part of this ordinance as if fully set forth herein.
- B. *Rules Amended.* The rules, adopted in Section 3.01 are amended as follows:
 - 1. *Compliance Inspection—Fifteen (15) Percent Vertical Separation Reduction.* MR 7080.1500 Subp. 4D is amended to allow fifteen (15) percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
- C. *Holding Tanks.* Holding tanks may be allowed for the following applications: as replacement to a failing existing system, an SSTS that poses an imminent threat to public health and safety, or for an existing lot in which a SSTS cannot feasibly be installed and the Building Official finds extenuating circumstances. Holding tanks require an operating permit as which defines routine maintenance activities as approved by the City Building Official. Failure to adhere to the operating permit is a violation of this Ordinance.
- D. *System Abandonment.* An SSTS, or component thereof, that is no longer intended to be used must be abandoned in accordance with MN Rules 7080.2500. Replacement systems which result in discontinued use of any or all existing components shall initiate requirement of maintenance recoding and abandonment procedures as specified in MN Rules 7080.2500. The standards in Section 3-3-2.E shall also be followed when a system is abandoned due to the property being connected to the public sewer system.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-4. - Permits.

- A. *Permit Required.* No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any subsurface sewage treatment system without first obtaining a permit for such work from the Building Official. No person shall construct, alter, extend, convert, or modify any structure which is or will utilize subsurface sewage treatment system without first obtaining a permit.
 - 1. All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing pursuant to MN Rules 7083.0700. Permit applications shall be submitted by the person doing the individual subsurface sewage treatment system construction on forms provided by the Building Official and accompanied by required site and design data, and permit fees.
 - 2. Permits shall only be issued to the person doing the individual sewage treatment system construction.

3. Permit applications for new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
 4. A permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components or otherwise change the original system's design, layout, or function.
- B. *Operating Permit.* An operating permit shall be required of all owners of new holding tanks, Type IV and V systems; MSTs and other SSTS that the Building Official has determined requires operational oversight.
1. *Application.* Application for an operating permit shall be made on a form provided by the Building Official.
 2. *Holding Tanks.* The owner of holding tanks installed after the effective date of this Ordinance shall provide the Building Official with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-5. - Violations and penalties.

The City may seek to have violations of this Ordinance corrected by any means found in the City Code including, but not limited to:

- A. *Misdemeanor.* Any person who fails to comply with the provisions of this ordinance may be charged with a misdemeanor and upon conviction thereof, shall be punished therefore, as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.
- B. *Injunctive Relief.* In the event of a violation or a threat of violation of this ordinance, the Building Official may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct or abate such violations or threatened violations; and the City Attorney may institute a civil action.
- C. *Civil Action.* In the event of a violation of this ordinance, the City may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct, or abate such violations, or threatened violations, and the City Attorney may institute such action.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-6. - Reserved. Sale or Transfer of Property

- A. *Certificate of compliance.* A certificate of compliance shall be provided by the seller to the buyer at or before the closing. The certificate of compliance shall indicate that the SSTS is in compliance with the standards adopted by this article. The certificate of compliance shall be filed with the county auditor along with the certificate of real estate value. A copy of the certificate of compliance shall also be filed with the City. If the system is found to be noncompliant the owner shall submit to the City an acceptable replacement plan within 20 days after notification. The replacement plan shall include a construction permit application and a design for the replacement SSTS. Failure to submit and execute an acceptable replacement plan is a violation of this section.
- B. *Exempt transactions.* The certificate need not be completed if the sale or transfer involves the following circumstances.
 - (1) The tract of land is without buildings or contains no dwellings or other building with plumbing fixtures.

(2) The sale or transfer is exempt from the requirements that a certificate of real estate value be filed with the county auditor, as per Minn. Stats. § 272.115.

(3) Any dwellings or other buildings with running water which are connected to a municipal wastewater treatment system.

(4) The transfer is a foreclosure or tax forfeiture.

C. Sale or transfer transactions occurring between November 1 and April 30. If the transaction occurs between November 1 and April 30, and the inspection cannot be completed, the buyer and seller shall arrange for the compliance inspection to be completed by the following June 1 and, if necessary, a system upgrade be completed and the certificate of compliance be submitted to the City no later than June 30.

D. Prohibition against transfer of property. No real property in the city shall be transferred unless the parties to the transaction have complied with the requirements of this section.

(Ord. 195, 5-5-2014, eff. 6-8-2014, Rev 3-9-2020)

3-4-7. - Reserved.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-8. - Reserved.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-9. - Private well regulations.

- A. All wells shall be installed and maintained in compliance with all State and County regulations.
- B. Upon connection to City Water, any existing well on site shall be sealed and properly abandoned unless granted a permit as set forth in this Section.
- C. Permits for irrigation wells for Commercial, Industrial, Institutional, or Multi-Family users in the MUSA may be approved by the Public Works Director in the following instances:
 - 1. The proposed well is consistent with the City's Wellhead Protection Plan.
 - 2. There shall be no cross connections or possible cross connections with the City Water system.
 - 3. The well shall be used for exterior landscape irrigation purposes only.
 - 4. There shall be only one well per irrigation system.
 - 5. Adequate backflow prevention measures have been taken.
 - 6. Users shall comply with all watering restrictions found in Sections 3-2-6 and 3-2-7.
 - 7. All requirements by the State and/or County are met.
- D. Permits for drive point irrigation wells in the MUSA may be approved by the Public Works Director in the following instances:
 - 1. There shall be no cross connections or possible cross connections with the City Water system.
 - 2. The well shall be used for exterior landscape irrigation purposes only.
 - 3. There shall be only one well per parcel.
 - 4. Users shall comply with all watering restrictions found in Sections 3-2-6 and 3-2-7.

5. All requirements by the State and/or County are met.
6. The drive point well shall not impair or endanger the City's Wellhead Management Area.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 D

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: **Summary Publication for Ord. 258, SS – Rules and Regulations
Relating to Individual On-Site Treatment Systems**
DATE: February 3, 2020

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 258, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2020-04 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 2020-04 A Resolution Authorizing the Summary Publication of Ordinance 258, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2020-04

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

RESOLUTION 2020-04

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 258, SECOND SERIES AMENDING CHAPTER 3 SECTIONS 3-4-2 A,
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**

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 258, 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 258, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 258, SECOND SERIES

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

3-4-2 – General Provisions

- A. *Treatment Required.* All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency. All sewage generated in the jurisdiction is to be treated either in an agency-permitted facility or a system that meets the requirements of City Ordinance as adopted under 7082.0100 and follow the allowed methods to determine the loading rate from part 7080.2150, subpart 3, item E, Table IX or IXa, for sizing or soil treatment and dispersal systems.
- C. *Compliance.* No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance. A variance to the local ordinance provisions herein are not allowed.
- E. *Site Evaluation, System Design, Construction, Inspection, and Servicing.* Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700.

1. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.

2. Vertical separation for systems built before April 1, 1996 that are not SWF as defined in part 7080.1100, Subpart 84, must meet the requirements in part 7080.1500, subpart 4, item E.

H. *Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.*

1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed ~~ten (10)~~ six (6) months.

2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within ~~twenty-four (24)~~ six (6) months after receiving notice from the Building Official.

3-4-6. - Reserved. Sale or Transfer of Property

A. Certificate of compliance. A certificate of compliance shall be provided by the seller to the buyer at or before the closing. The certificate of compliance shall indicate that the SSTS is in compliance with the standards adopted by this article. The certificate of compliance shall be filed with the county auditor along with the certificate of real estate value. A copy of the certificate of compliance shall also be filed with the City. If the system is found to be noncompliant the owner shall submit to the City an acceptable replacement plan within 20 days after notification. The replacement plan shall include a construction permit application and a design for the replacement SSTS. Failure to submit and execute an acceptable replacement plan is a violation of this section.

B. Exempt transactions. The certificate need not be completed if the sale or transfer involves the following circumstances.

(1) The tract of land is without buildings or contains no dwellings or other building with plumbing fixtures.

(2) The sale or transfer is exempt from the requirements that a certificate of real estate value be filed with the county auditor, as per Minn. Stats. § 272.115.

(3) Any dwellings or other buildings with running water which are connected to a municipal wastewater treatment system.

(4) The transfer is a foreclosure or tax forfeiture.

C. Sale or transfer transactions occurring between November 1 and April 30. If the transaction occurs between November 1 and April 30, and the inspection cannot be completed, the buyer and seller shall arrange for the compliance inspection to be completed by the following June 1 and, if necessary, a system upgrade be completed and the certificate of compliance be submitted to the City no later than June 30.

D. Prohibition against transfer of property. No real property in the city shall be transferred unless the parties to the transaction have complied with the requirements of this section.

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 3rd DAY OF FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

City Council
AGENDA REPORT
Agenda Item #
9 E

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 8-3-6 Keeping of Bees – 2nd Reading
DATE: February 3, 2020

OVERVIEW

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

Bees shall not be kept on parcels smaller than 2.25 acres (decrease from 5 acres)

Identified issues that may create a nuisance from bee keeping and provide enforcement to City Code. Nuisances include unattended, damaged or abandoned.

Discussion was had in regard to requesting residents to voluntarily register their hives. After further research in other areas, there are several cities, counties and states that do ask for keepers to register. Staff recommends putting in place a free and voluntary registration to encourage properties to update emergency services where hives are. Staff has attached an example registration form base on others used in the industry.

ITEMS TO BE DICUSSED:

Amendment to City Code chapter 8-3-6 Keeping of Bees, Ordinance 259, Second Series.

TIMELINE:

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

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

- City Code Chapter 8-3-6 Keeping of bees as amended
- Sample registration form

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

ORDINANCE 259, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 8, SECTION 3-6 "KEEPING OF BEES"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 8, Section 3-6 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3rd OF FEBRUARY, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

8-3-6. - Keeping of bees.

- A. Bees shall not be kept on parcels smaller than ~~five-two and a quarter~~ acres (~~5 2.25~~) acres in size or within a MLPUD/PUD as identified by Code.
- B. No parcel shall have more than one hive or colony housing structure not to exceed three (3) feet in size in any dimension unless it is an agricultural use.
- C. All hives shall be of the removable frame type.
- D. All hives shall be kept one hundred (100) feet from any property line.
- E. Hives shall be kept in a manner that does not create a nuisance to neighbors or general public. Hives found to be unattended, damaged, infected or abandoned shall be deemed a nuisance.
- F. Properties of all sizes are encouraged to register their hive with the City for the purposes of Emergency Management.

(Ord. 173, SS, 10-7-2012; Ord. 231, SS, 9-18-2017, SS 3-9-2020)

Note— See editor's note to § 8-3-2.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 F

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: Summary Publication for Ord. 259, SS – Keeping and Bees

DATE: February 3, 2020

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 259, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2020-05 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 2020-05 A Resolution Authorizing the Summary Publication of Ordinance 259, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2020-05

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

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

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 259, 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 259, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 259, SECOND SERIES

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

8-3-6. - Keeping of bees.

- A. Bees shall not be kept on parcels smaller than five two and a quarter acres (5 2.25) acres in size or within a MLPUD/PUD as identified by Code.
- B. No parcel shall have more than one hive or colony housing structure not to exceed three (3) feet in size in any dimension unless it is an agricultural use.
- C. All hives shall be of the removable frame type.
- D. All hives shall be kept one hundred (100) feet from any property line.
- E. Hives shall be kept in a manner that does not create a nuisance to neighbors or general public. Hives found to be unattended, damaged, infected or abandoned shall be deemed a nuisance.
- F. Properties of all sizes are encouraged to register their hive with the City for the purposes of Emergency Management.

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 3rd DAY OF
FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

City Council
AGENDA REPORT
Agenda Item #
9 G

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment – City Code 11-11-3 Payment for Installation of
Improvements – 2nd Reading
DATE: February 3, 2020

OVERVIEW

With a new development the city requires a security for the installation of improvements including streets and grading. This security is used in the event the developer fails at a point in which the City is required to finish improvements.

As discussed at the 1/15/2020 work session, staff has had conversations with developers that have identified concerns with the current flat requirement of 150%. Since the market crash, securities have a greater impact on developers and high standards can make it difficult on large projects.

Several cities were reviewed and it was found that St. Francis is considerably higher. Many cities have securities at 100% or 125%. Staff feels that flexibility is important and should be considered on a case by case basis. I do not recommend removing the 150% however creating language that allows staff the ability to negotiate, with Council approval, to keep a development moving forward.

ITEMS TO BE DISCUSSED:

Staff is requesting that Council consider an amendment to City Code Section 11-11- 3 Payment for installation of Improvements to include additional language to allow flexibility to the City for future developments, Ordinance 260, Second Series.

TIMELINE:

Council was in agreement and the following timeline will apply:

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 11-11-3 Payment for installation of improvements as amended

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

ORDINANCE 260, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 11, SECTION 11-3 "PAYMENT OF R
INSTALLATION OF IMPROVEMENTS"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 11, Section 11-3 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3rd OF FEBRUARY, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

11-11-3. - Payment for installation of improvements.

All public improvements for new subdivisions shall be furnished and installed at the sole expense of the developer. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, provision may be made for causing a portion of the cost of the improvement (representing the benefit to such lands) to be allocated in accordance with City policies and shall be outlined in the development agreement.

- A. Prior to installation of any required improvements by the developer and prior to approval of the final plat, the developer shall enter into a development contract and provide cash escrow, letter of credit, or similar guarantees to the City related to performance, and/or for installation of public improvements, and/or developer to install improvements.
 1. The developer shall furnish and construct improvements at their sole cost and in accordance with plans and specifications and usual development contract conditions. This shall include provision for supervision of details of construction by the City Engineer and shall grant to the City Engineer authority to coordinate the work and improvements to be done under said development contract by any subcontractor authorized to proceed there under and with any other work being done or contracted by the City in the vicinity. The agreement shall require all public and private utility material standards and installation requirements to be met and shall be approved by the City Engineer.
 2. The agreement shall require the applicant to make an escrow deposit or furnish an irrevocable letter of credit or certified check determined by the City. The amount of the deposit or security is to be based on the City Engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection. The deposit amount shall be equal to one hundred fifty (150) percent, or as otherwise determined by Council, of the Engineer's estimate.
 3. On request of the applicant, but at the sole discretion of the City, the contract may provide for completion of part or all of the improvements covered thereby prior to acceptance of the plat. In such event, and if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the improvements so completed prior to the acceptance of the plat.
 4. Guaranteed completion of the required improvements undertaken by the developer as approved by the City within a specified time after commencement of any construction in the subdivision, or the portion thereof less than the entire subdivision to be developed at any one time as approved by the City Council, provided that the City Council for good cause may extend the period of time in which the improvements must be installed.
 5. If the required improvements are not completed within the specified time period or a period approved by the City Council as hereinabove provided, all financial securities shall be turned over to the City and applied toward the cost of the required improvements. Any balance after the improvements have been made shall be returned to the developer upon written request.
 6. No developer shall be permitted to start work on any other subdivision improvements without special written approval of the City Council.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 H

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Summary Publication for Ord. 260, SS – Payment of Installation of Improvements
DATE: February 3, 2020

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 260, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2020-06 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 2020-06 A Resolution Authorizing the Summary Publication of Ordinance 260, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2020-06

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

RESOLUTION 2020-06

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 260, SECOND SERIES AMENDING CHAPTER 11 SECTION 11-11-3
OF THE CITY CODE REGARDING PAYMENT OF INSTALLATION OF
IMPROVEMENTS 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 260, 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 260, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 260, SECOND SERIES**

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

11-11-3. - Payment for installation of improvements.

All public improvements for new subdivisions shall be furnished and installed at the sole expense of the developer. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, provision may be made for causing a portion of the cost of the improvement (representing the benefit to such lands) to be allocated in accordance with City policies and shall be outlined in the development agreement.

- A. Prior to installation of any required improvements by the developer and prior to approval of the final plat, the developer shall enter into a development contract and provide cash escrow, letter of credit, or similar guarantees to the City related to performance, and/or for installation of public improvements, and/or developer to install improvements.

2. The agreement shall require the applicant to make an escrow deposit or furnish an irrevocable letter of credit or certified check determined by the City. The amount of the deposit or security is to be based on the City Engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection. The deposit amount shall be equal to one

hundred fifty (150) percent, or as otherwise determined by Council, of the Engineer's estimate.

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

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 3rd DAY OF FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

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 3, 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

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 7-3-6 Recreational Motor Vehicles, Ordinance 261, Second Series

TIMELINE:

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

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 7-3-6 Recreational Motor Vehicles

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

ORDINANCE 261, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 7, SECTION 3-6 "RECREATIONAL MOTOR
VEHICLES (INCLUDING SNOWMOBILES)"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 7, Section 3-6 shall hereby be amended to read as follows:

"Exhibit A".

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 3rd OF FEBRUARY, 2020.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

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.

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.

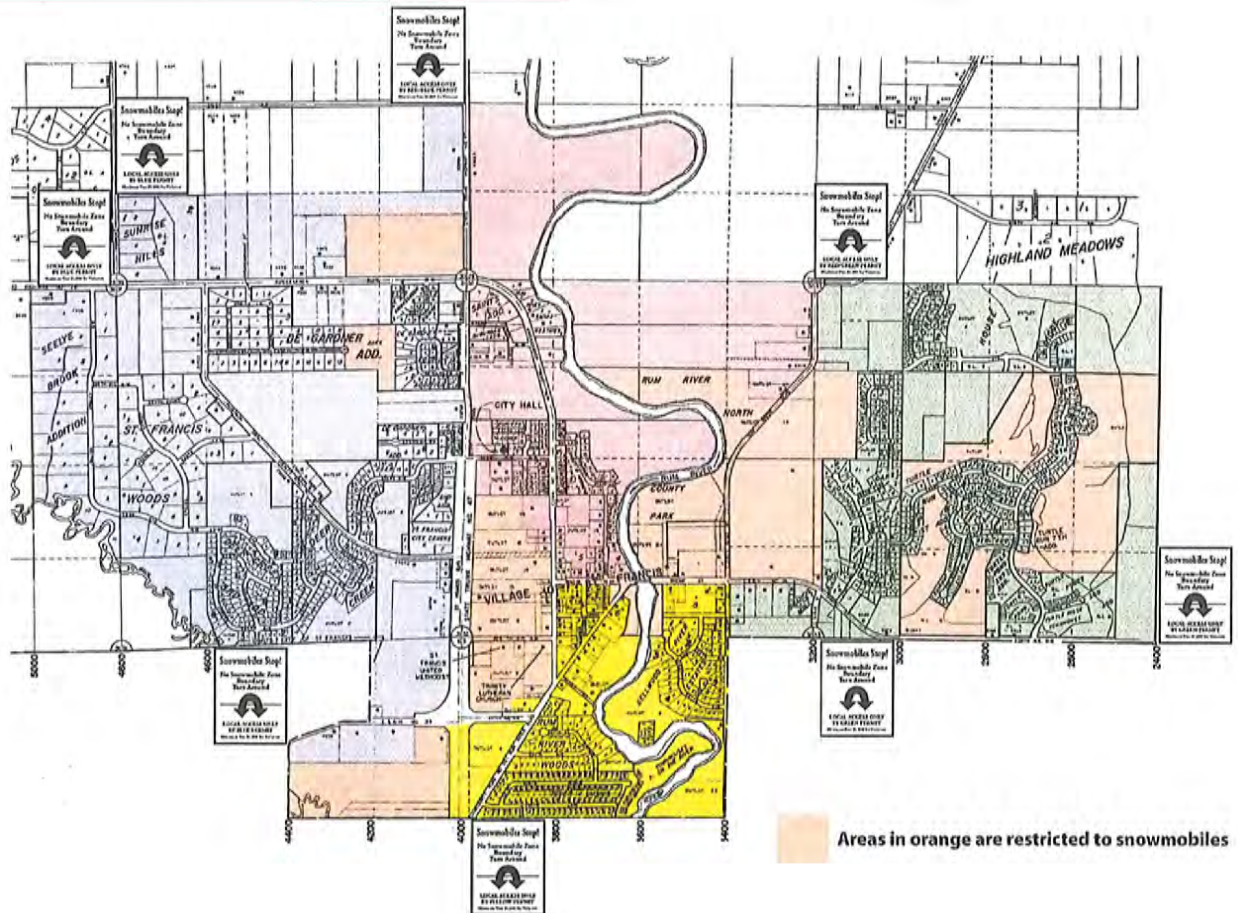
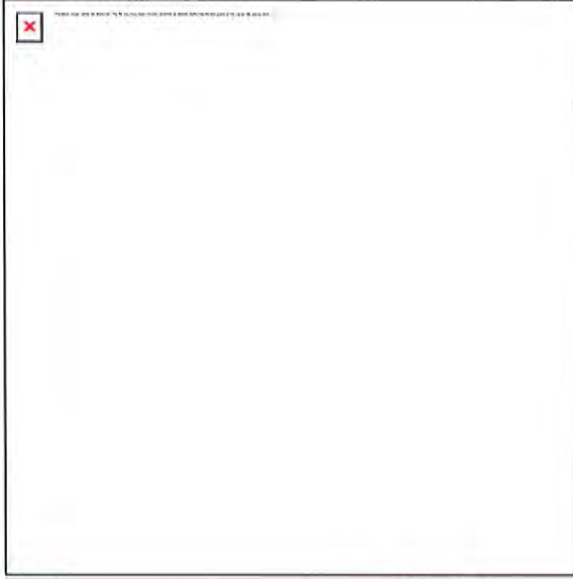
Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of 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 (½) hour after sunset to one-half (½) 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)

Exhibit A





**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 J

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: **Summary Publication for Ord. 261, SS – Recreational Motor Vehicles
(Including Snowmobiles)**
DATE: February 3, 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 3rd DAY OF FEBRUARY 2020.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Approval of Plans and Specifications for the 2020 Street Reconstruction and Watermain Improvement Project
DATE: February 3, 2020

OVERVIEW:

Hakanson Anderson has prepared plans and specifications for the 2020 Street Reconstruction and Watermain Improvement Plan. The project locations are shown on Sheet 1 of the Construction Plans.

The streets included in the 2020 Street Reconstruction and Watermain Improvement Project were selected primarily based on street surface deterioration, utility age, available funding and overall program staging. The project will replace some old and undersized watermains and corresponding water services and provide an adequate stormwater collection system. This project will also replace deteriorated concrete curbing and bituminous surfacing. These infrastructure systems have served beyond their expected useful life. The projects are summarized below.

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.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2020-08 – Approving Plans and Specifications and Ordering Advertisement for Bids for the 2020 Street Reconstruction and Watermain Improvement Project.

BUDGET IMPLICATION:

A detailed cost breakdown of this project is included in the Feasibility Report for the 2020 Street Reconstruction and Watermain Improvement Project, dated December 16, 2019. As outlined in the report a portion of this project will be assessed in accordance with the current City assessment policy. The assessment includes the following components:

1. Water service assessments shall be 100% Property Owner
2. Watermains shall be 40% Property Owner and 60% City
3. Storm Sewer shall be 40% Property Owner and 60% City

This project will be initially financed through the Municipal State Aid (MSA) Construction Fund, Stormwater Fund, and the Water Fund. The funding is summarized below:



<u>Fund</u>	<u>Funding Source Amount</u>
MSA Construction	\$1,553,675
Water Fund	\$727,915
Stormwater Fund	\$253,222
Totals	\$2,534,812

It is anticipated that a bond will be issued to finance the Municipal water improvements. This bond will be repaid by project assessments and user fees.

ATTACHMENTS:

1. CONSTRUCTION PLANS
2. RESOLUTION 2020-08 – APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT

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

RESOLUTION 2020 - 08

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT**

WHEREAS, pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the 2020 Street Reconstruction and Watermain Improvement Project; and

WHEREAS, staff has presented such plans and specifications to the council for approval.

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

1. Such plans and specifications, dated January 20, 2020, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done, shall state that bids will be opened at 10:00 a.m. on Tuesday March 3, 2020 in the Community Room adjacent to city hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5.0 per cent of the amount of such bid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY
OF FEBRUARY, 2020.

APPROVED:

ATTEST:

Barbara I. Held, City Clerk

Steven D. Feldman, Mayor

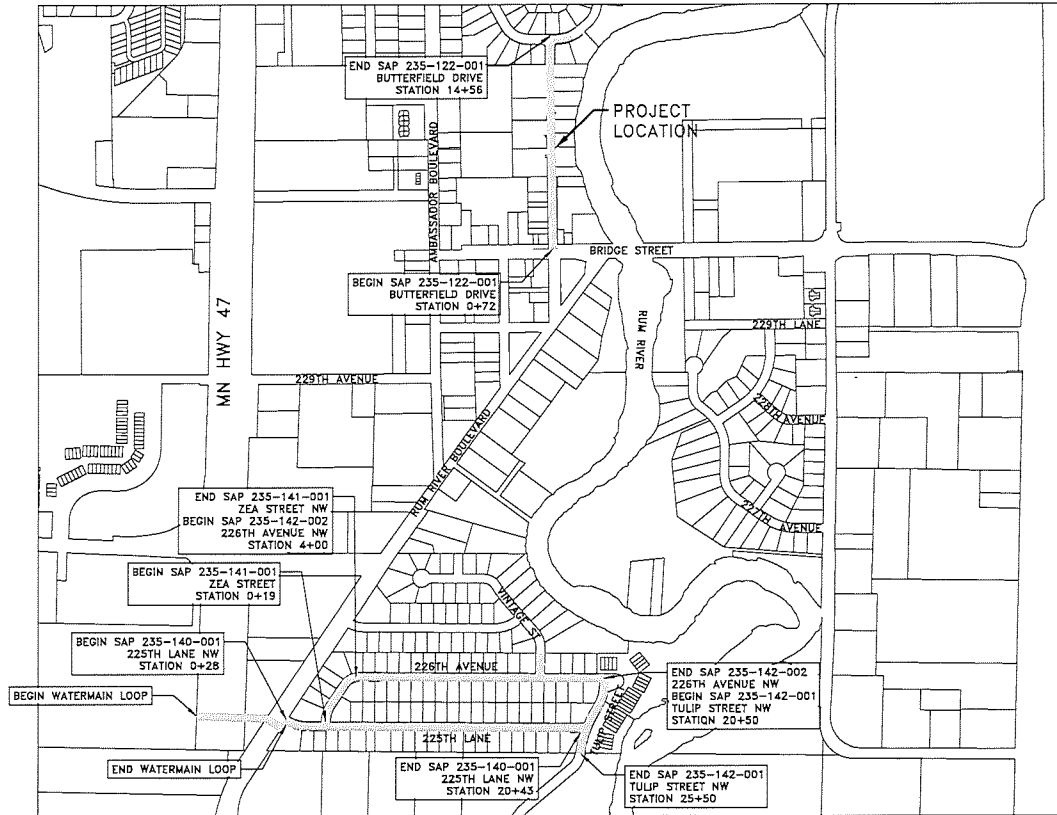
MINNESOTA DEPARTMENT OF TRANSPORTATION

2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT

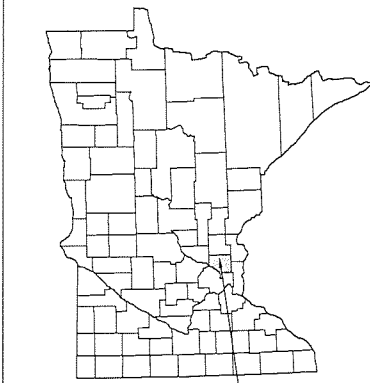
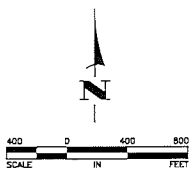
CONSTRUCTION PLANS FOR GRADING, AGGREGATE BASE, CONCRETE CURB, BITUMINOUS PAVEMENT, WATERMAIN & STORM SEWER

CITY OF ST. FRANCIS, MINNESOTA

S.A.P. 235-122-001 LOCATED ON BUTTERFIELD DRIVE FROM BRIDGE STREET TO 232ND AVENUE
 S.A.P. 235-140-001 LOCATED ON 225TH LANE FROM RUM RIVER BOULEVARD TO TULIP STREET
 S.A.P. 235-141-001 LOCATED ON ZEA STREET FROM 225TH LANE TO 226TH AVENUE
 S.A.P. 235-142-001 LOCATED ON TULIP STREET FROM 225TH LANE TO 226TH AVENUE
 S.A.P. 235-142-002 LOCATED ON 226TH AVENUE FROM ZEA STREET TO TULIP STREET
 SECTIONS 5 & 6 - TOWNSHIP 33N - RANGE 24W AND SECTION 32 - TOWNSHIP 34N - RANGE 24W



THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."



CITY OF ST. FRANCIS,
 ANOKA COUNTY,
 MINNESOTA

GENERAL NOTES

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO UTILIZE THE GOPHER STATE ONE CALL EXCAVATION NOTICE SYSTEM REQUIRED BY MINNESOTA STATUTE, CHAPTER 216D FOR ALL UNDERGROUND UTILITY LOCATIONS.

SPECIFICATION REFERENCE

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

THE 2013 EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA STANDARD SPECIFICATIONS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2020 STREET RECONSTRUCTION PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 69 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES
3	GENERAL NOTES & LEGEND
4	TYPICAL SECTIONS
5	STORM SEWER & SANITARY STRUCTURE SCHEDULES
6-10	DETAILS
11	BUTTERFIELD DRIVE
12-13	TRAFFIC CONTROL PLAN
14-17	EXISTING CONDITIONS, EROSION CONTROL, AND REMOVALS PLAN
18	CONSTRUCTION PLAN
19	232ND AVENUE NW MILL AND OVERLAY
20-24	RIVER SHORES NEIGHBORHOOD
25-33	TRAFFIC CONTROL PLAN
34	EXISTING CONDITIONS, EROSION CONTROL, AND REMOVALS PLAN
35	CONSTRUCTION PLAN
36-37	RUM RIVER BOULEVARD WATERMAIN LOOP
38-43	TRAFFIC CONTROL PLAN
44-45	EXISTING TOPOGRAPHY AND REMOVALS PLAN
46-47	CONSTRUCTION PLAN
48-49	MNDOT PEDESTRIAN RAMP DETAILS
50-51	CROSS SECTIONS
52-53	BUTTERFIELD DRIVE
54-55	RIVER SHORES NEIGHBORHOOD

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Grady J. Jochum DATE 1-20-2020
 GRADY J. JOCHUM LIC. NO.
 HANSON ANDERSON
 CITY ENGINEER

DATE _____

ANOKA COUNTY COUNTY ENGINEER

DATE _____

DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

DATE _____

FOR STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

DATE	REVISION

S.A.P. 235-122-001
 S.A.P. 235-140-001
 S.A.P. 235-141-001
 S.A.P. 235-142-001
 S.A.P. 235-142-002

PROJECT	STA. TO STA.	GROSS LENGTH (FEET)	BIDGE LENGTH (FEET)	NET LENGTH (FEET)	NET LENGTH (MILES)	ADT (2000)	ADT (2040)	DESIGN EQUAL	R VALUE	DESIGN SPEED (MPH)	NUMBER OF LANES	NUMBER OF PARKING LANES	FUNCTIONAL CLASSIFICATION
235-122-001 BUTTERFIELD DR	0+72 TO 14+56	1,324	0	1,324	0.26	450	538	59.45R	70	10	30	2	1 COLLECTOR
235-140-001 225TH LANE	0+26 TO 20+43	2,015	0	2,015	0.38	580	781	86.17R	70	10	30	2	2 COLLECTOR
235-141-001 ZEA STREET	0+19 TO 4+20	281	0	281	0.07	275	370	40.84Z	70	10	30	2	1 COLLECTOR
235-142-001 TULIP STREET	20+50 TO 25+50	500	0	500	0.09	75	101	11.144	70	10	30	2	1 COLLECTOR
235-142-002 226TH AVENUE	4+20 TO 20+50	1,650	0	1,650	0.31	275	370	40.84Z	70	10	30	2	1 COLLECTOR

GENERAL NOTES:

1. ALL CURB, BITUMINOUS, AND CONCRETE REMOVALS SHALL BE SAW CUT FULL DEPTH TO PROVIDE A CLEAN EDGE FOR NEW JOINT. BITUMINOUS MATCH POINTS SHALL BE MILLED PRIOR TO PLACEMENT OF NEW PAVEMENT PER DETAIL 1 SHEET 6.
2. INLET PROTECTION REQUIRED ON ALL CATCH BASINS. SEE SHEET 6 FOR DETAILS.
3. FOR ALL EXISTING AND NEW STORM SEWER AND SANITARY CASTINGS FURNISH AND INSTALL NEW RINGS AND WRAP WITH FABRIC AS SHOWN ON THE DETAILS.
4. THE SANITARY AND WATER SERVICES SHOWN ON THE PLAN ARE APPROXIMATE. CONTRACTOR SHALL LOCATE SERVICES IN THE FIELD WHEN NECESSARY AND PROTECT DURING EXCAVATION OPERATIONS (INCIDENTAL).
5. THE CONTRACTOR SHALL SALVAGE ALL BITUMINOUS PAVEMENT RECLAIM MATERIAL THAT WILL NOT BE LEFT IN PLACE OR IN AREAS SPECIFICALLY REQUIRED ON THE PLAN. THIS WORK SHALL BE PAID PER ITEM 2215-SALVAGE FULL DEPTH RECLAMATION. THE SALVAGED BITUMINOUS PAVEMENT RECLAMATION MATERIAL (RECLAIM AGGREGATE) SHALL BE INCORPORATED INTO THE WORK WHERE INDICATED ON THE PLANS. THIS WORK SHALL BE PAID PER ITEM 2215-SALVAGE AGGREGATE FROM STOCKPILE.
6. MAILBOXES ARE NOT SHOWN ON PLANS. CONTRACTOR SHALL PROVIDE FOR MAIL SERVICE AT ALL TIMES. CONTRACTOR SHALL SALVAGE AND REINSTALL MAILBOXES AFTER CURB INSTALLATION. CONTRACTOR SHALL PROVIDE A TEMPORARY BANK OF MAILBOXES. THIS WORK SHALL BE INCIDENTAL.
7. CONTRACTOR SHALL SAVAGE AND TEMPORARILY PLACE ALL MAIL BOXES AT AN ENGINEER APPROVED LOCATION AS NEEDED DURING CONSTRUCTION (INCIDENTAL).
8. CONTRACTOR SHALL SAWCUT DRIVEWAYS AND SIDEWALKS AT DIRECTION OF ENGINEER.
9. ANY DEWATERING REQUIRED FOR CONSTRUCTION SHALL MEET REGULATORY REQUIREMENTS AND BEST MANAGEMENT PRACTICES SUCH THAT THE RECEIVING WATER IS NOT ADVERSELY AFFECTED.
10. THE UTILITY COMPANIES, IF NECESSARY, WILL RECOVER THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS UNDER THIS CONTRACT. CONTRACTOR SHALL SCHEDULE AND COORDINATE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION. THE CONTRACTOR MAY NEED TO INSTALL UTILITY CONDUIT CROSSINGS FOR FUTURE UTILITIES. CONDUIT SHALL BE PROVIDED BY THE UTILITY COMPANIES. INSTALLATION BY THE CONTRACTOR SHALL BE INCIDENTAL.
11. REMOVAL OF EXISTING WATER SERVICE PIPE SHALL BE INCIDENTAL.
12. REMOVAL OF WATERMAIN VALVES AND BOXES SHALL BE INCIDENTAL.
13. ALL DISTURBED AREAS SHALL BE RESTORED WITH 4" TOPSOIL, FERTILIZER AND TYPE BONDED FIBER MATRIX.
14. THE CONCRETE MIX DESIGNS FOR THIS PROJECT SHALL BE 3F52 FOR HAND-FORMED CONCRETE AND 3F32 FOR MACHINE FORMED CONCRETE. ENTRAINED AIR SHALL BE MAINTAINED BETWEEN 5% AND 7%.
15. UNLESS NOTED IN PLANS, REMOVAL OF CASTINGS SHALL BE INCIDENTAL.

PROJECT LEGEND

---	RIGHT-OF-WAY
---	PROPERTY LINE
---	EXISTING STORM SEWER
---	EXISTING SANITARY SEWER
---	EXISTING WATERMAIN
---	EXISTING GAS
---	EXISTING UNDERGROUND ELECTRIC
---	EXISTING UNDERGROUND TELEPHONE
---	EXISTING UNDERGROUND FIBER OPTIC
---	EXISTING UNDERGROUND CABLE TV
---	EXISTING WATER VALVE
---	EXISTING CATCH BASIN
---	EXISTING SANITARY SEWER MANHOLE
---	EXISTING STORM SEWER MANHOLE
---	SEWER SERVICE LOCATION
---	WATER SERVICE LOCATION
---	EXISTING CONCRETE CURB & GUTTER
2	DETAIL OR SECTION NUMBER
3	SHEET NUMBER
43X	SANITARY SEWER STRUCTURE IDENTIFICATION NUMBER
43X	STORM SEWER STRUCTURE IDENTIFICATION NUMBER
DW	DRIVEWAY
WM	WATERMAIN
FOC	FACE OF CURB
BIT	BITUMINOUS
CONC	CONCRETE
DIP	DUCTILE IRON PIPE
CIP	CAST IRON PIPE
RW	RESILIENT WEDGE VALVE

S.A.P. 235-122-001
S.A.P. 235-142-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

STANDARD PLATES	
THESE STANDARD PLATES AS APPROVED BY THE FHWA SHALL APPLY	
PLATE NO.	DESCRIPTION
306CL	REINFORCED CONCRETE PIPE (3 SHEETS)
306GL	GASKET JOINT FOR R.C. PIPE (2 SHEETS)
307B	SHEAR REINFORCEMENT FOR PRECAST CHANNEL STRUCTURES
310GL	CONCRETE APRON FOR REINFORCED CONCRETE PIPE
314SG	CONCRETE PIPE OR PRECAST CULVERT TIES
406L	MANHOLE OR CATCH BASIN PRECAST - DESIGNS G AND H
407C	PRECAST MECHANICAL JOINT SEWER MANHOLE
401H	CONCRETE SHORT COUPE AND ADJUSTING RING (SECTIONAL CONCRETE)
401E	PRECAST CONCRETE BASE
402J	MANHOLE OR CATCH BASIN
402A	(FOR USE WITH OR WITHOUT TRAFFIC LOADS) (2 SHEETS)
4101H	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4101D	RING CASTING FOR MANHOLE OR CATCH BASIN
4109F	ADJUSTING RINGS FOR CATCH BASINS AND MANHOLES
4110F	COVER CASTING FOR MANHOLE (FOR USE IN ALL TRAFFIC AREAS)
4143E	STOOL GRATE & CONCRETE FRAME (DEGAN DRANG) - CASTING NO. 731
4154B	CATCH BASIN GRATE CASTING - CASTING NO. 816
4160D	CURB BOX CASTING FOR CATCH BASIN - CASTING NO. 823A OR 833A
4160J	MANHOLE OR CATCH BASIN STEP
7101A	DETECTABLE WARNING SURFACE TRUNCATED SQUARES
7101H	CONCRETE CURB AND GUTTER DESIGN B AND DESIGN V
7111J	INSTALLATION OF CATCH BASIN CASTINGS (CONCRETE CURB AND GUTTER)
800J	CHANNELLEDERS
8132B	PREFORMED RIGID PVC CONDUIT LOOP DETECTOR (3 SHEETS)
8337C	TEMPORARY PORTABLE PRECAST CONCRETE BARRIERS

BASIS OF ESTIMATED QUANTITIES	
BITUMINOUS MATERIAL FOR TACK COAT	0.075 gal/yd ²
BITUMINOUS WEARING COURSE MIXTURE	110 lbs/yd ² /in
SEED MIXTURE 2S-121	61 lbs/acre
TYPE BONDED FIBER MATRIX	3500 lbs/acre
TYPE 1, COMMERCIAL FERTILIZER	400 lbs/acre



Hakanson Anderson
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763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

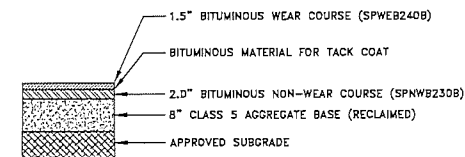
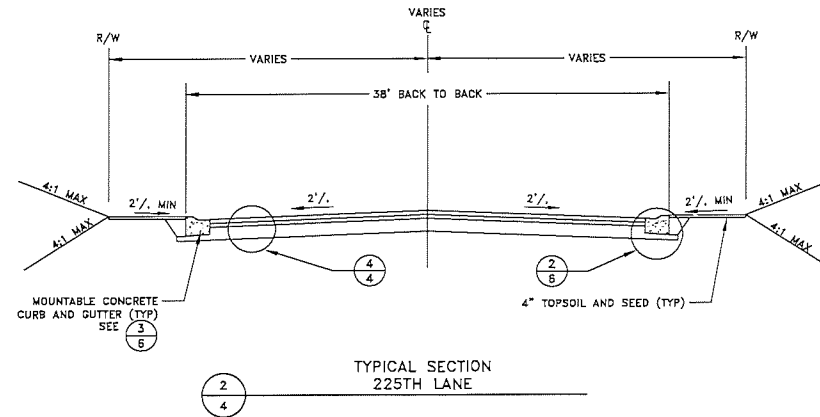
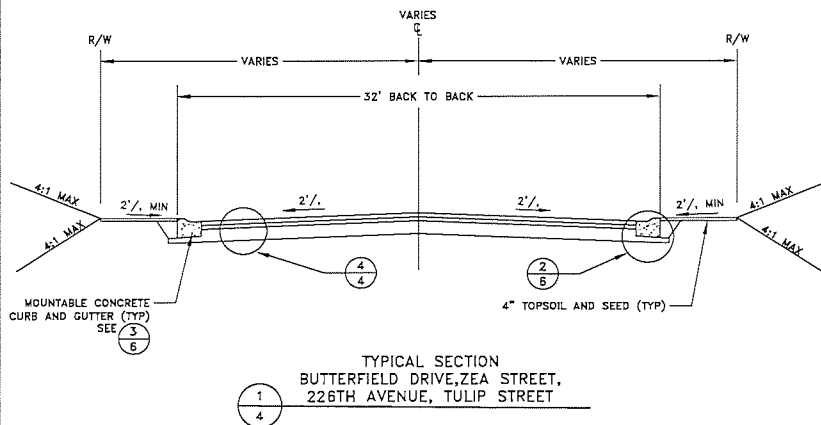
2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT

GENERAL NOTES & LEGEND
CITY OF ST. FRANCIS, MINNESOTA

SHEET
3
OF
43
SHEETS

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Date 1/20/20
Graig J. JOCHUM, P.E.
Lic. No. 23461

3000G R:
AMT
3000 R:
SGJ
0000 R:
CJJ



DATE	REVISION	DESIGNED BY	CHECKED BY
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		SGJ	CJJ
		CJJ	

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**2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT**

TYPICAL SECTIONS
CITY OF ST. FRANCIS, MINNESOTA

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

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SHEETS

SF317

Jan 28, 2020 - 3:05pm
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STORM SEWER SCHEDULE																					
STRUCTURE NO.		STRUCTURE LOCATION	STRUCTURE - CITY DETAIL PLATE NO.	DRAINAGE STRUCTURES DESIGN / PAY HEIGHT					CASTING - CITY DETAIL PLATE NO.	FLOWLINE, TOP OF FRAME OR RIM ELEVATION	INVERT ELEVATION	12" RCP CL V LIN FT	15" RCP CL V LIN FT	18" RCP CL V LIN FT	21" RCP CL III LIN FT	24" RCP CL III LIN FT	27" RCP CL III LIN FT	36" RCP CL III LIN FT	PIPE SLOPE %	REFERENCE NOTES	
FLOWS FROM	FLOWS TO	STREET		27" LIN FT	48-4020 LIN FT	60-4020 LIN FT	72-4020 LIN FT	84-4020 LIN FT													
530A	530	BUTTERFIELD DRIVE	4-101	3.09					R-3250-1	918.09	E 915.00	15								2.61	
530B	530	BUTTERFIELD DRIVE	4-101	3.09					R-3250-1	918.09	W 915.00	15								2.61	
530	531	BUTTERFIELD DRIVE	4-105		6.40				R-1733 "STORM SEWER"	918.40	W 914.60 E 914.60 N 912.00 S 910.00	400								0.50	
531	532	BUTTERFIELD DRIVE	4-102		10.18				R-1733 "STORM SEWER"	920.18	N 910.00 S 909.00	195								0.51	
532	533	BUTTERFIELD DRIVE	4-102		9.80				R-1733 "STORM SEWER"	918.80	N 903.00 S 909.00	336								1.49	
533A	533	BUTTERFIELD DRIVE	4-101	3.55					R-3250-1	909.55	W 906.00 E 905.00 S 904.00 N 902.00	29								3.42	
533	534	BUTTERFIELD DRIVE	4-105		10.52				R-3250-1	909.52	S 902.00 W 903.80				100					0.00	
534	535	BUTTERFIELD DRIVE	4-105		4.82				R-1733 "STORM SEWER"	906.62	N 901.00 W 903.80	10								0.00	
535A	535	BUTTERFIELD DRIVE	4-105			9.00			R-1733 "STORM SEWER"	910.00	N 901.00 S 901.00 E 903.80 NW 903.80							100		0.00	
535	501	BUTTERFIELD DRIVE	4-105			5.42			R-1733 "STORM SEWER"	907.74	SE 902.60 N 902.60	26								1.16	
501	502	BUTTERFIELD DRIVE	4-105		4.30				R-3250-1	906.90	N 902.60	30								1.32	
505	506	225TH LANE	4-101	4.00					R-3250-1	910.49	E 906.49 W 905.95 S 904.35	54								1.65	
506	507	225TH LANE	4-105		4.42				R-3250-1	910.37	N 904.20 S 904.20 E 904.05	301								0.48	
507	509	225TH LANE	4-105		4.63				R-3250-1	908.98	W 904.50 S 904.35	27								0.56	
508	509	225TH LANE	4-101	4.48					R-3250-1	908.98	N 904.50 S 904.20 E 904.05	8								3.70	
509	510	225TH LANE	4-105			5.06			R-1733 "STORM SEWER"	909.14	N 904.20 S 904.20 E 904.05				EX					EX	
511	513	225TH LANE	4-101	5.77					R-3250-1	909.27	S 903.50	28								3.85	
512	513	225TH LANE	4-101	6.51					R-3250-1	909.27	N 902.76	8								7.80	
516	515	225TH LANE	4-101	6.66					R-3250-1	906.98	NE 900.30	31								4.64	
517	515	225TH LANE	4-101	6.10					R-3250-1	906.90	SE 900.60	31								1.92	
518	518	TULIP STREET	4-102		9.84					907.05	W 897.41 E 897.21						20			EX	
550	551	VINTAGE STREET	4-101	4.65					R-3250-1	914.85	SW 910.00 E 909.00 W 908.50 E 907.20 S 907.20	54								1.86	
551	519	226TH AVENUE	4-105		5.32				R-3250-1	913.82	E 909.00 W 908.50 E 907.20 S 907.20	101								1.28	
519	520	226TH AVENUE	4-105		5.32				R-3250-1	913.05	E 909.00 W 908.50 E 907.20 S 907.20	30								0.67	
TOTAL					47.90	60.19	14.93	15.42	0.00			59	1643	27	0	100	20	100			

SANITARY MANHOLE RECONSTRUCTION SCHEDULE						
Structure No.	Existing Build (Inches)	MEASUREMENT AND PAYMENT QUANTITIES				
		2104 REMOVE CASTING (EACH)	2104 REMOVE MANHOLE (EACH)	2503 ADJUST SANITARY SEWER MANHOLE (EACH)	2506 CASTING ASSEMBLY (EACH)	2506 CONSTRUCT DRAINAGE STRUCTURE (LIN FT)
BUTTERFIELD DRIVE						
401	6	1		1	1	
402	0	1		1	1	
403	11	1		1	1	
404	7	1		1	1	
225th LANE						
411	26	1			1	
412	10	1			1	
413	4	1		1	1	
414	13	1			1	
415	13	1		1	1	4.0
416	12	1		1	1	
417	15	1		1	1	
418	0	1		1	1	
226th AVENUE						
420	2	1		1	1	
421	13	1		1	1	
226th AVENUE						
422	13	1		1	1	
423	7	1			1	
424	11	1			1	
425	11	1			1	
426	14	1			1	
427	13	1			1	
TULIP STREET						
428	12	1			1	
429	18	1			1	
430	4	1			1	
431	6	1			1	
419	11	1			1	
TOTALS		25	0	11	25	4.0

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DESIGNED BY: AMT
CHECKED BY: SGJ
DATE: 1/20/20
DESIGNED BY: CJJ



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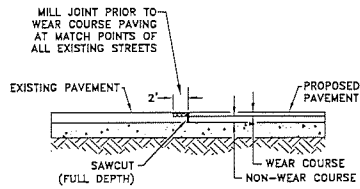
2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT

STORM SEWER AND SANITARY
SEWER STRUCTURE SCHEDULES
CITY OF ST. FRANCIS, MINNESOTA

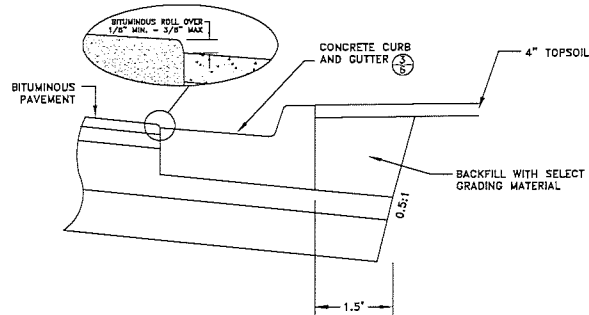
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S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

SHEET 5
OF 43
SHEETS

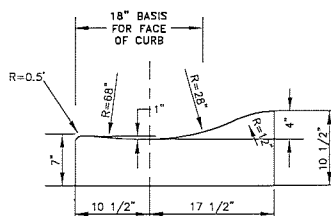
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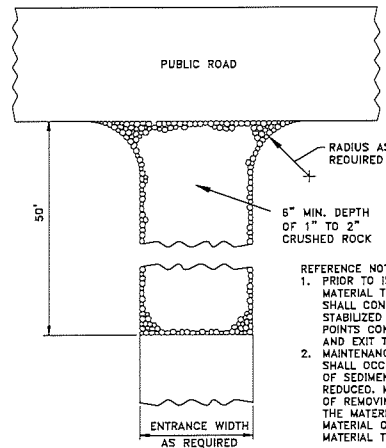
1
6
MILL DETAIL
N.T.S.



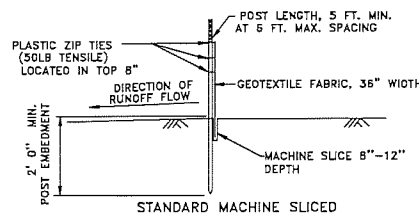
2
6
PAVING AT CURB DETAIL
N.T.S.



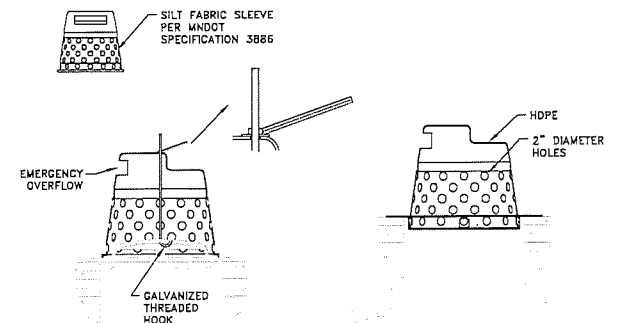
3
6
MOUNTABLE CONCRETE CURB & GUTTER
N.T.S.



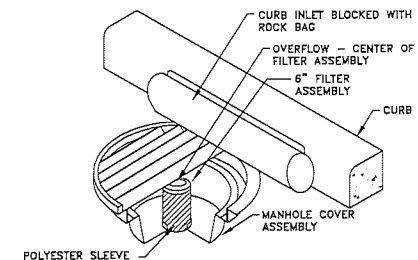
4
6
CRUSHED ROCK STABILIZED
CONSTRUCTION EXIT
N.T.S.



5
6
SILT FENCE DETAILS
TO PROTECT AREAS FROM SHEET FLOW
(SEE SPEC. 3885)
N.T.S.



6
6
SEDIMENT CONTROL BARRIER
FOR MEDIAN DRAINS
N.T.S.



7
6
INLET PROTECTION
ROAD DRAIN
CURB AND GUTTER
N.T.S.

- NOTES:
1. ROAD DRAIN DEVICE FITS NEENAH R-3250-1 CASTINGS.
 2. PLACE THE ROAD DRAIN-TOP SLAB MODEL DIRECTLY INTO THE CASTING.
 3. INSTALL GASKET AND COVER CENTER OF GASKET WITH PIPE GREASE OR OTHER APPROVED LUBRICATION.
 4. PLACE THE FILTER MEDIA ONTO THE RISER PIPE.
 5. ADJUST FILTER MEDIA PROPER HEIGHT FOR OVERFLOW.
 6. CHECK RISER TUBE TO MAKE SURE IT IS FULLY EXTENDED AND ALL FILTER HOLES ARE EXPOSED.
 7. CHECK FILTER MEDIA AFTER EACH RAIN EVENT. CLEAN OR REPLACE IF SEDIMENT CLOGS FILTER.
 8. REMOVE SEDIMENT AND DEBRIS FROM THE BASE OF THE RISER PIPE TO THE WIDTH EQUAL TO THE SIZE OF THE TOP SLAB MODEL.

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S.A.P. 235-142-002

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Lic. No. 23461

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CHECKED BY: SGJ
DATE: 1/20/20
CJJ



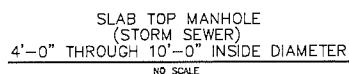
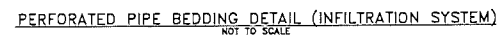
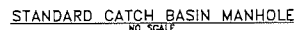
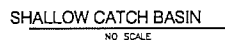
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2020 STREET RECONSTRUCTION
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DETAILS
CITY OF ST. FRANCIS, MINNESOTA

SHEET
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OF
43
SHEETS

SF517



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DRAWN BY:	SGJ
CHECKED BY:	CJJ



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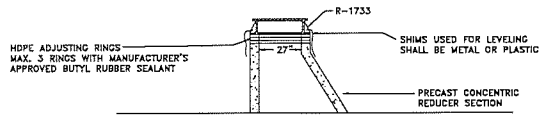
2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
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STORM SEWER DETAILS

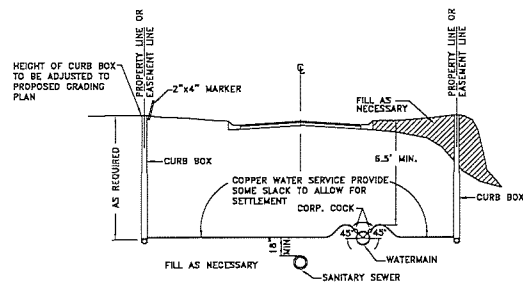
CITY OF ST. FRANCIS, MINNESOTA

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S.A.P. 235-142-001
S.A.P. 235-142-002

SHEET
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OF
43
SHEET



SANITARY ECCENTRIC MANHOLE
NO SCALE



COPPER PIPE
WATER SERVICE DETAIL
NO SCALE

S.A.P. 235-122-001
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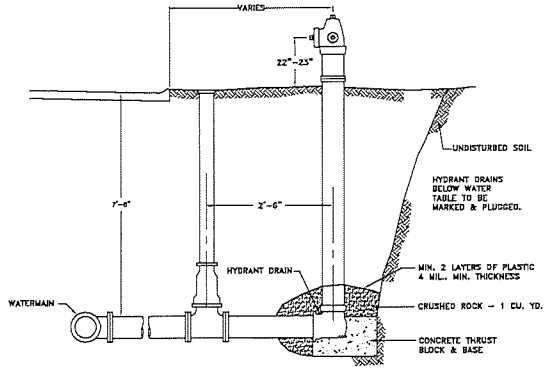
**2020 STREET RECONSTRUCTION
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DETAILS
CITY OF ST. FRANCIS, MINNESOTA

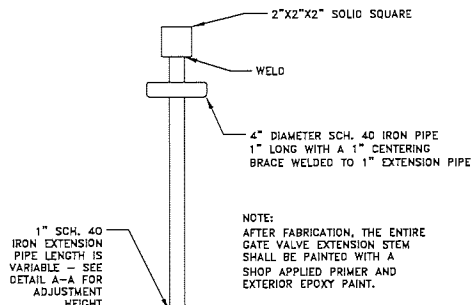
SHEET
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OF
43
SHEETS

SF317

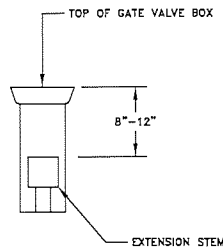
CLOW MEDALLION HYD



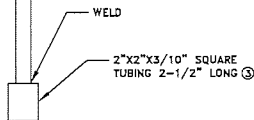
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9
HYDRANT DETAIL
NO SCALE



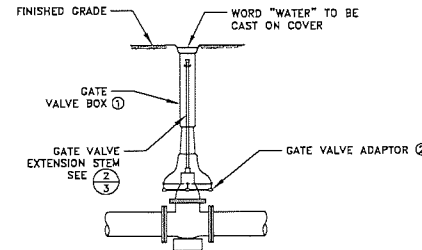
NOTE:
AFTER FABRICATION, THE ENTIRE GATE VALVE EXTENSION STEM SHALL BE PAINTED WITH A SHOP APPLIED PRIMER AND EXTERIOR EPOXY PAINT.



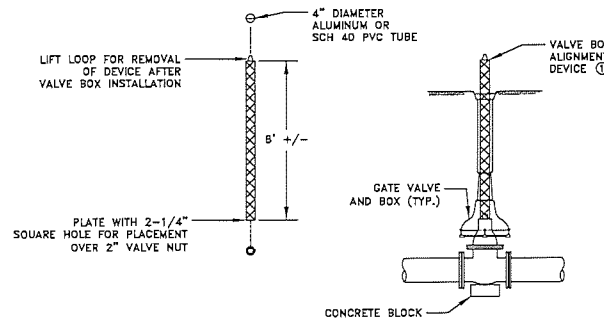
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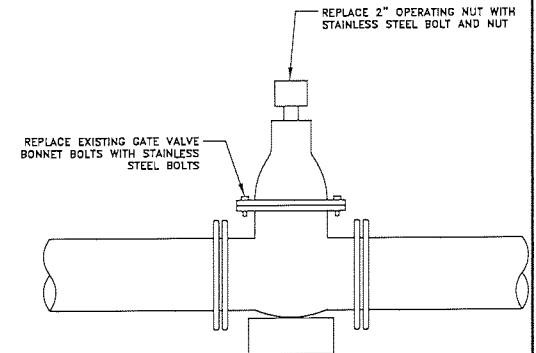
3
9
VALVE OPERATOR EXTENSION
N.T.S.



2
9
GATE VALVE BOX
N.T.S.



4
9
GATE VALVE BOX ALIGNMENT DEVICE ④
N.T.S.



5
9
VALVE REPAIR
N.T.S.

- REFERENCE NOTES:
- ① VALVE BOX SHALL HAVE A MINIMUM OF 6" ADJUSTMENT ABOVE AND BELOW GRADE AFTER INSTALLATION. ADJUSTABLE BOX SHALL BE TYLER 6850 OR APPROVED EQUAL.
 - ② GATE VALVE ADAPTOR SHALL BE MANUFACTURED BY ADAPTOR, INC., OR APPROVED EQUAL, WITH 1/4" STEEL AND AN UNDERGROUND COATING. NEOPRENE GASKET SHALL BE INSTALLED BETWEEN THE GATE VALVE AND GATE VALVE ADAPTOR TO ABSORB ANY PRESSURE OR MOVEMENT CAUSED BY ROAD TRAFFIC. GATE VALVE ADAPTOR SHALL BE INCIDENTAL.
 - ③ BOLTS ARE NOT TO BE USED FOR THE GATE VALVE EXTENSION STEM.
 - ④ ALIGNMENT DEVICE TO BE LEFT IN PLACE UNTIL BACKFILL OPERATIONS ARE COMPLETE. THE ALIGNMENT DEVICE SHALL BE INCIDENTAL.

S.A.P. 235-122-001
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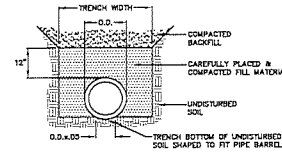
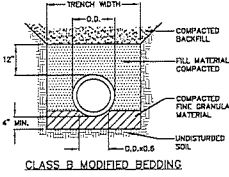
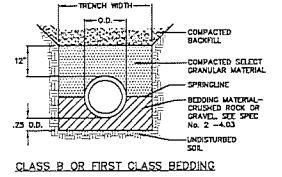
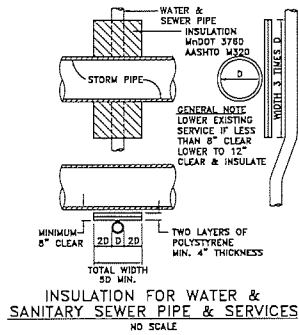
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WATERMAIN DETAILS
CITY OF ST. FRANCIS, MINNESOTA

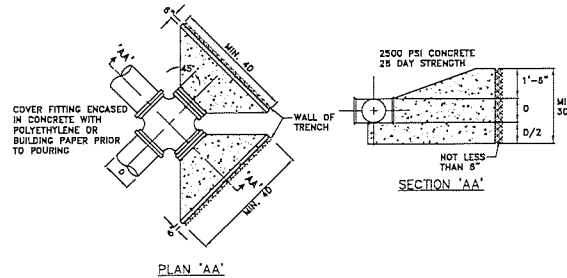
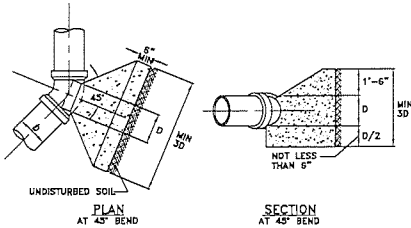
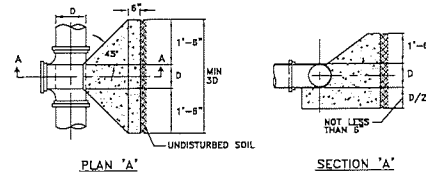
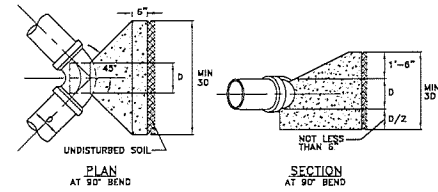
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OF
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SHEETS

SF317



NOTE: WORKING SPACE ON EACH SIDE OF PIPE SHALL BE NOT LESS THAN 12". ON ONE THIRD (1/3) THE INSIDE DIAMETER OF THE PIPE, BUT NOT TO EXCEED 24" EACH SIDE OF THE PIPE. IF THE TRENCH WIDTH EXCEEDS THIS MAXIMUM, THE CONTRACTOR SHALL FURNISH & INSTALL A BETTER GRADE OF BEDDING MATERIAL OR A HIGHER CLASS OF PIPE AS REQUIRED FOR THE ACTUAL TRENCH WIDTH AT NO EXTRA COST TO OWNER. SEE SPECIFICATIONS.

PIPE BEDDING
NO SCALE



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2020 STREET RECONSTRUCTION
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MISCELLANEOUS DETAILS
CITY OF ST. FRANCIS, MINNESOTA

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- GENERAL NOTES:
1. REFER TO THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) FOR SPACING OF TRAFFIC CONTROL SIGNS AND DEVICES.
 2. ALL WORK IN THE RIGHT OF WAY OF BRIDGE STREET WILL REQUIRE A PERMIT FROM THE ANOKA COUNTY HIGHWAY DEPARTMENT.
 3. ALL THE WORK ZONE TRAFFIC CONTROL SIGNING ON BRIDGE STREET WILL ALSO REQUIRE A PERMIT FROM THE ANOKA COUNTY HIGHWAY DEPARTMENT.

LEGEND

WORK SPACE

TYPE B CHANNELIZER (DRUM)

TYPE III BARRICADE W/ FLASHERS



SCALE
40 0 40 80
IN FT.

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

DESIGNED BY: AMT
DRAWN BY: SGJ
CHECKED BY: CJJ

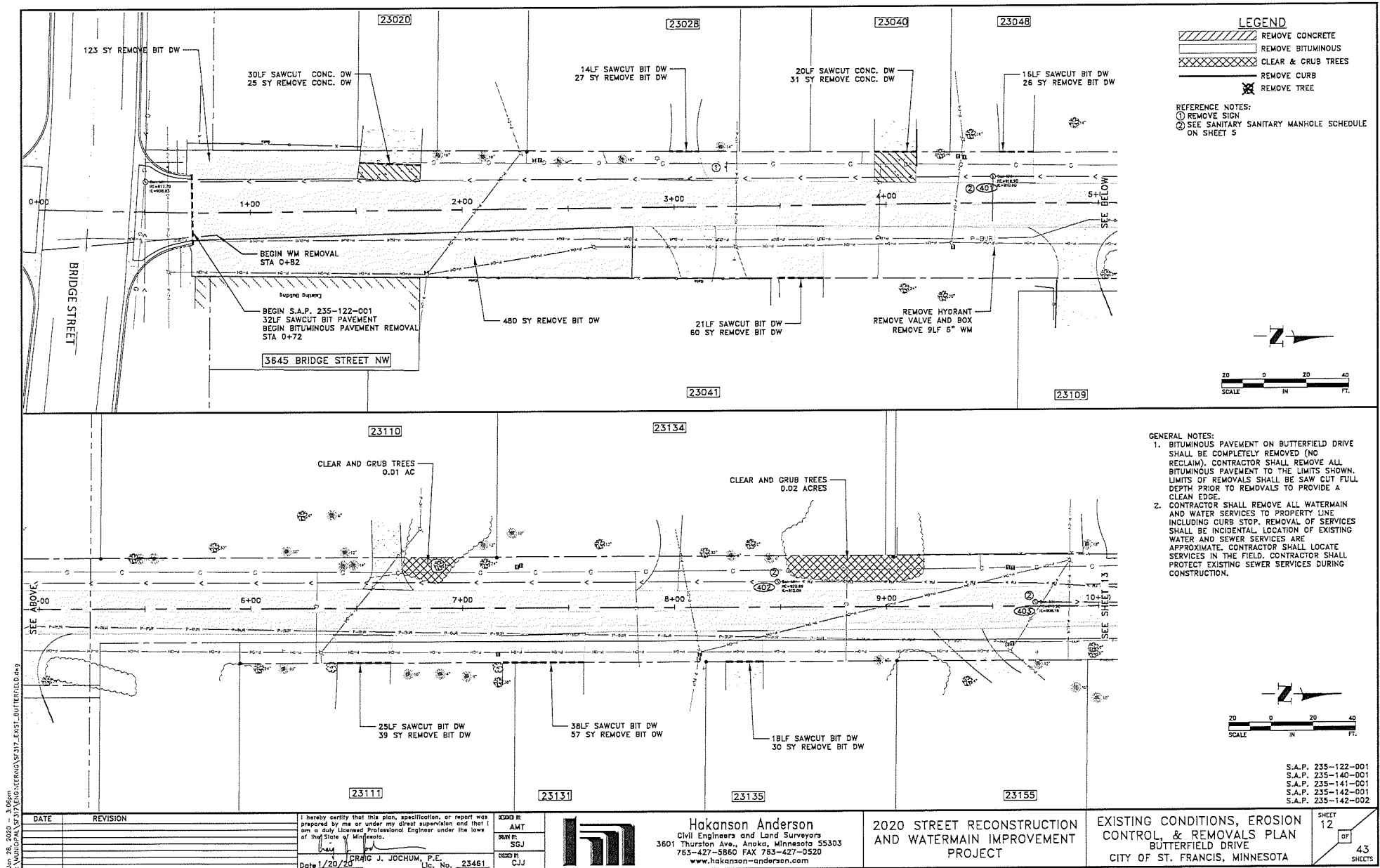


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**2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT**

TRAFFIC CONTROL PLAN
BUTTERFIELD DRIVE
CITY OF ST. FRANCIS, MINNESOTA

SHEET 11 OF 43
SHEETS



Jan 28, 2020 - 3:06pm
K:\MINNCPA\5317\ENGINEERING\5317_EAST BUTTERFIELD.dwg

DATE	REVISION

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Ray
Date 1/20/20
CRAIG J. JOCHUM, P.E.
Lic. No. 23461

30000 E.
AMT
SGJ
CJJ



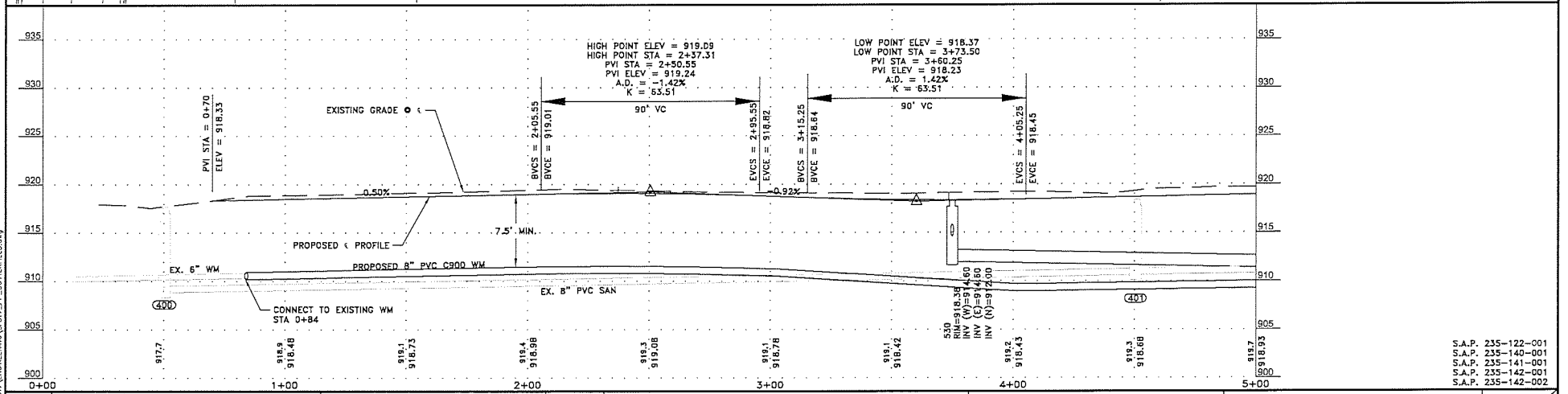
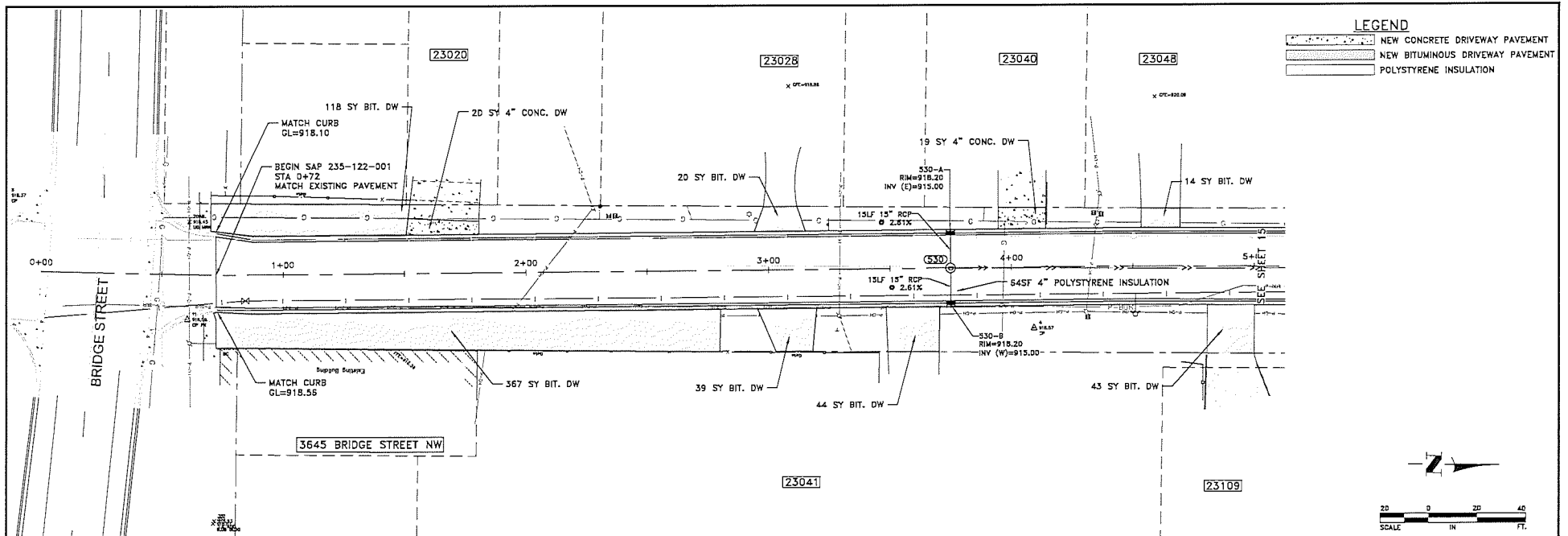
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2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT

EXISTING CONDITIONS, EROSION CONTROL, & REMOVALS PLAN

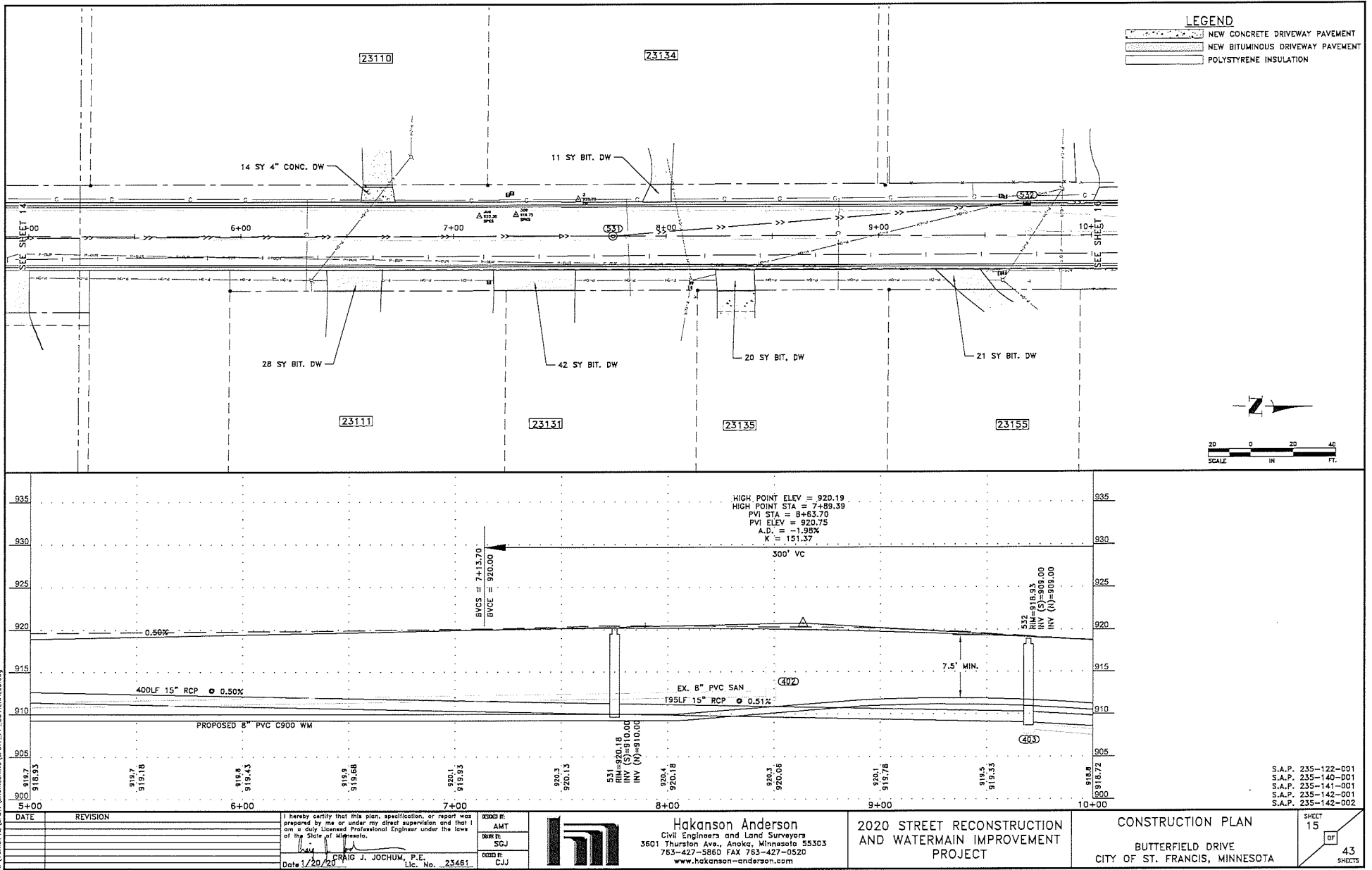
SHEET 12 OF 43 SHEETS

Jan 28, 2020 - 1:06pm
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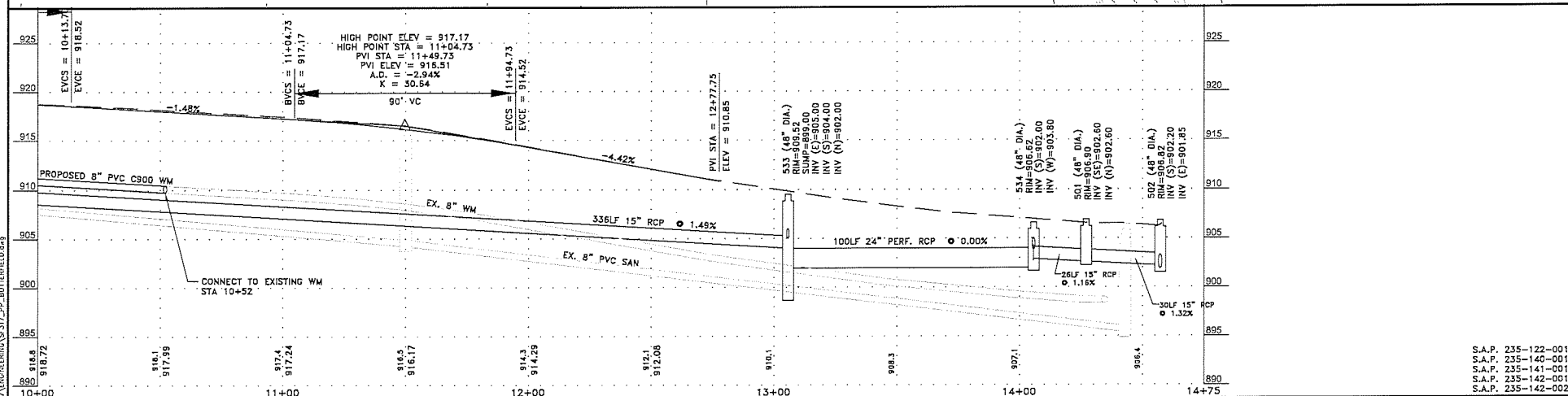
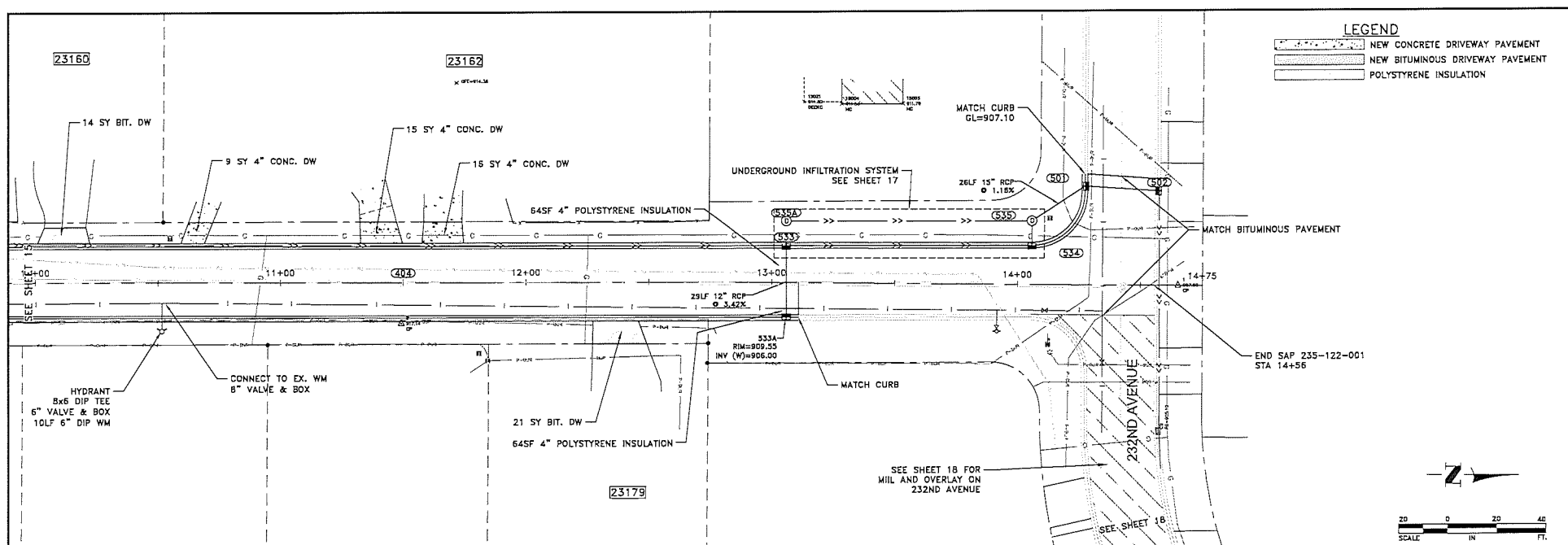


DATE REVISION		I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. CRAIG J. JOCHUM, P.E. Lic. No. 23461	3000 R: AMT 3000 R: SGJ 3000 R: CJJ		Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN BUTTERFIELD DRIVE CITY OF ST. FRANCIS, MINNESOTA	SHEET 14 OF 43 SHEETS

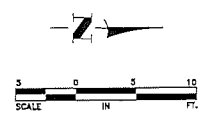
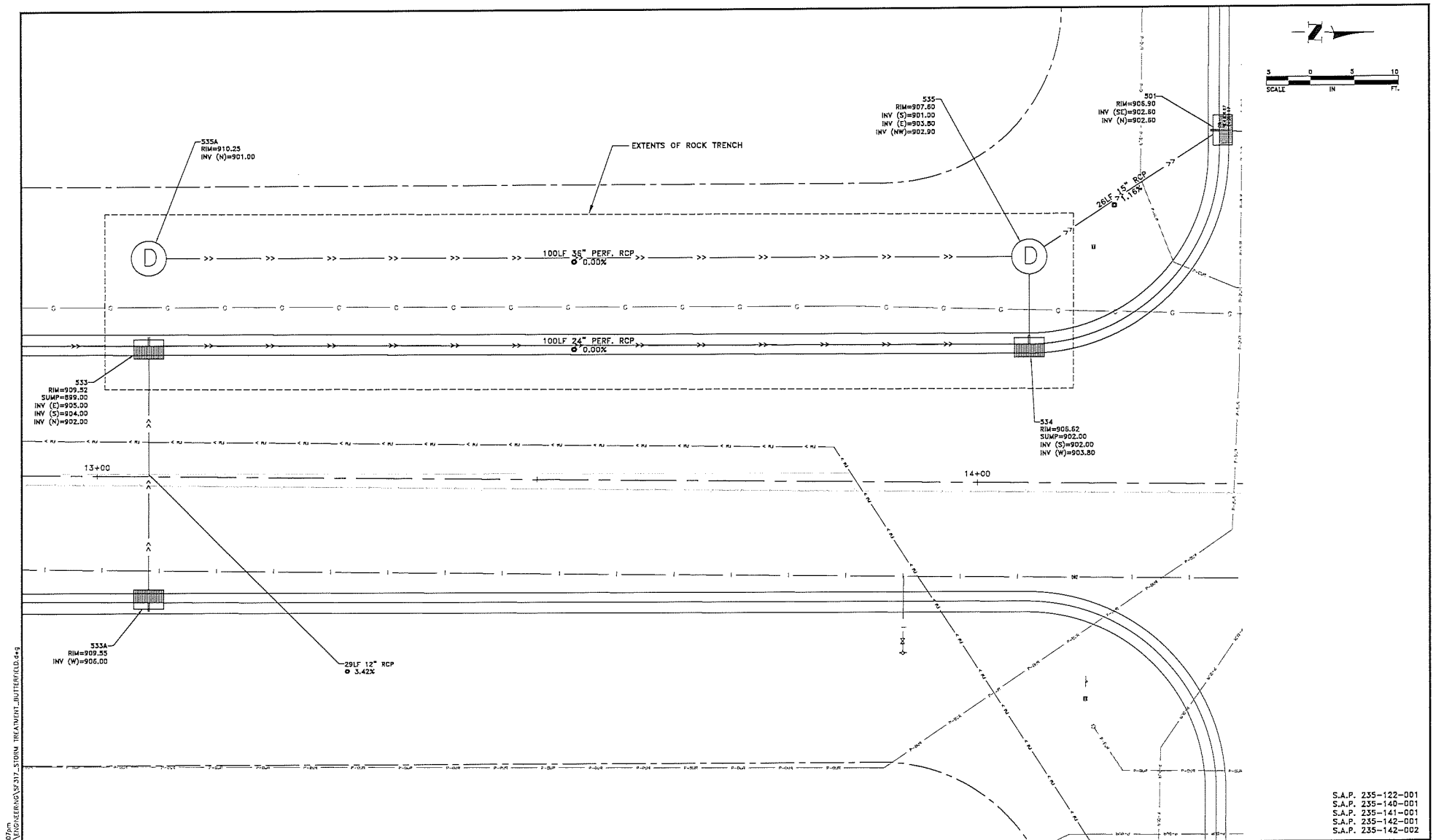
Jan 28, 2020 - 3:06pm
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SF317



DATE	REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  Date: 1/20/20 <u>CRAG J. JOCHUM, P.E.</u> Lic. No. 23461	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN BUTTERFIELD DRIVE CITY OF ST. FRANCIS, MINNESOTA	SHEET 16 OF 43 SHEETS
			2020 ST. FRANCIS AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN BUTTERFIELD DRIVE CITY OF ST. FRANCIS, MINNESOTA	SHEET 16 OF 43 SHEETS
			2020 ST. FRANCIS AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN BUTTERFIELD DRIVE CITY OF ST. FRANCIS, MINNESOTA	SHEET 16 OF 43 SHEETS
			2020 ST. FRANCIS AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN BUTTERFIELD DRIVE CITY OF ST. FRANCIS, MINNESOTA	SHEET 16 OF 43 SHEETS
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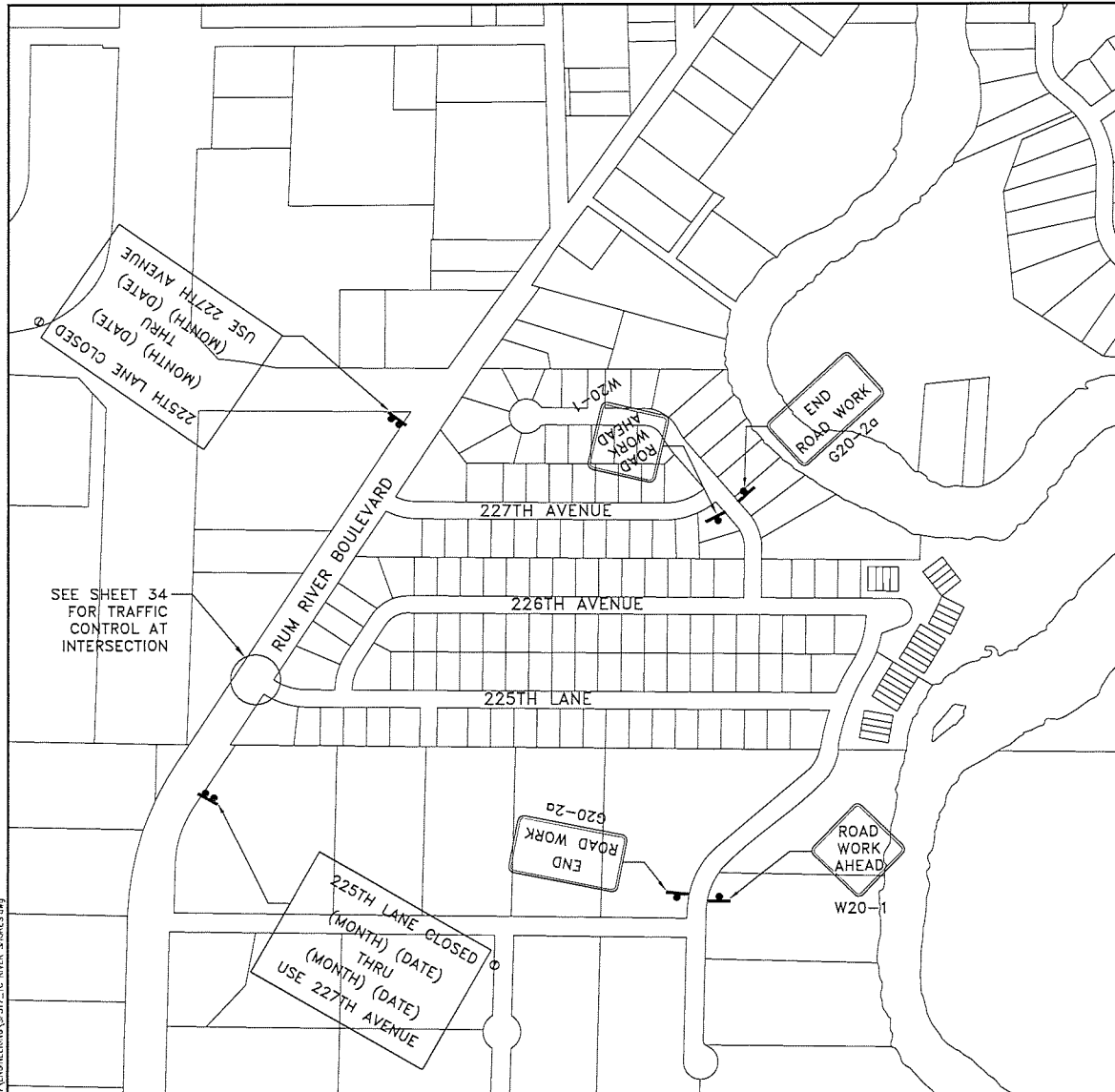


Jun 28, 2020 = 3:07pm
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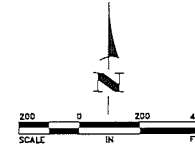
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DATE	REVISION																							
DESIGNED BY:	AMT																							
DRAWN BY:	SGJ																							
CHECKED BY:	CJJ																							

S.A.P. 235-122-001
 S.A.P. 235-140-001
 S.A.P. 235-141-001
 S.A.P. 235-142-001
 S.A.P. 235-142-002

Jan 28, 2020 - 3:07pm
K:\MUNICIPAL\317\ENGINEERING\317-10 RIVER SHORES.dwg



REFERENCE NOTES:
① INSTALL SIGNS 7 DAYS PRIOR TO CLOSURE OF 225TH LANE.
SEE SHEET 34 FOR ADDITIONAL TRAFFIC CONTROL. MAXIMUM
CLOSURE OF 225TH LANE SHALL BE 5 CALENDAR DAYS.



S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

DATE	REVISION

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Date 1/20/20
Craig J. JOCHUM, P.E.
Lic. No. 23461

DESIGNED BY:
AMT
CHECKED BY:
SGJ
DATE:
CJJ



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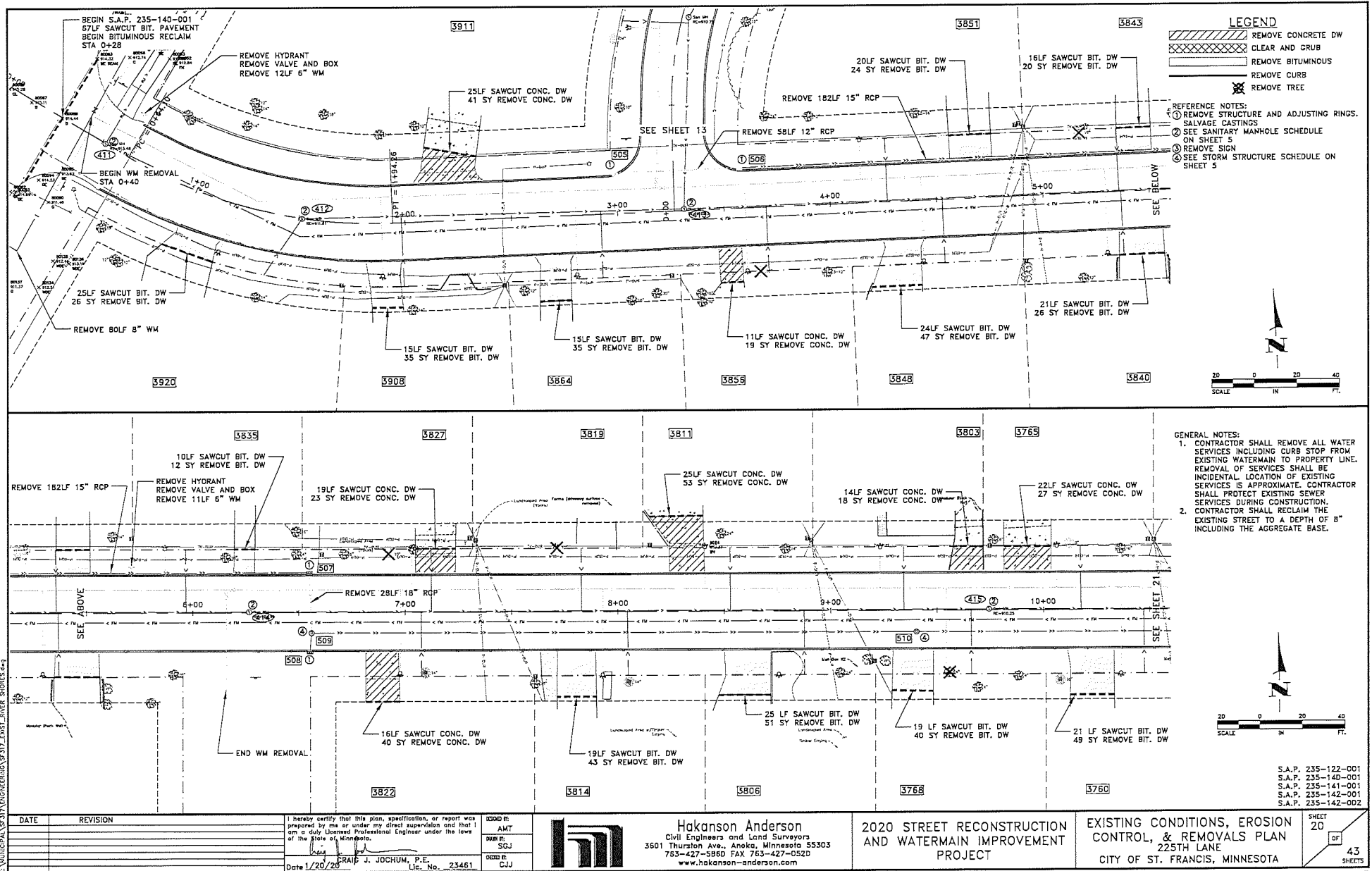
2020 STREET RECONSTRUCTION
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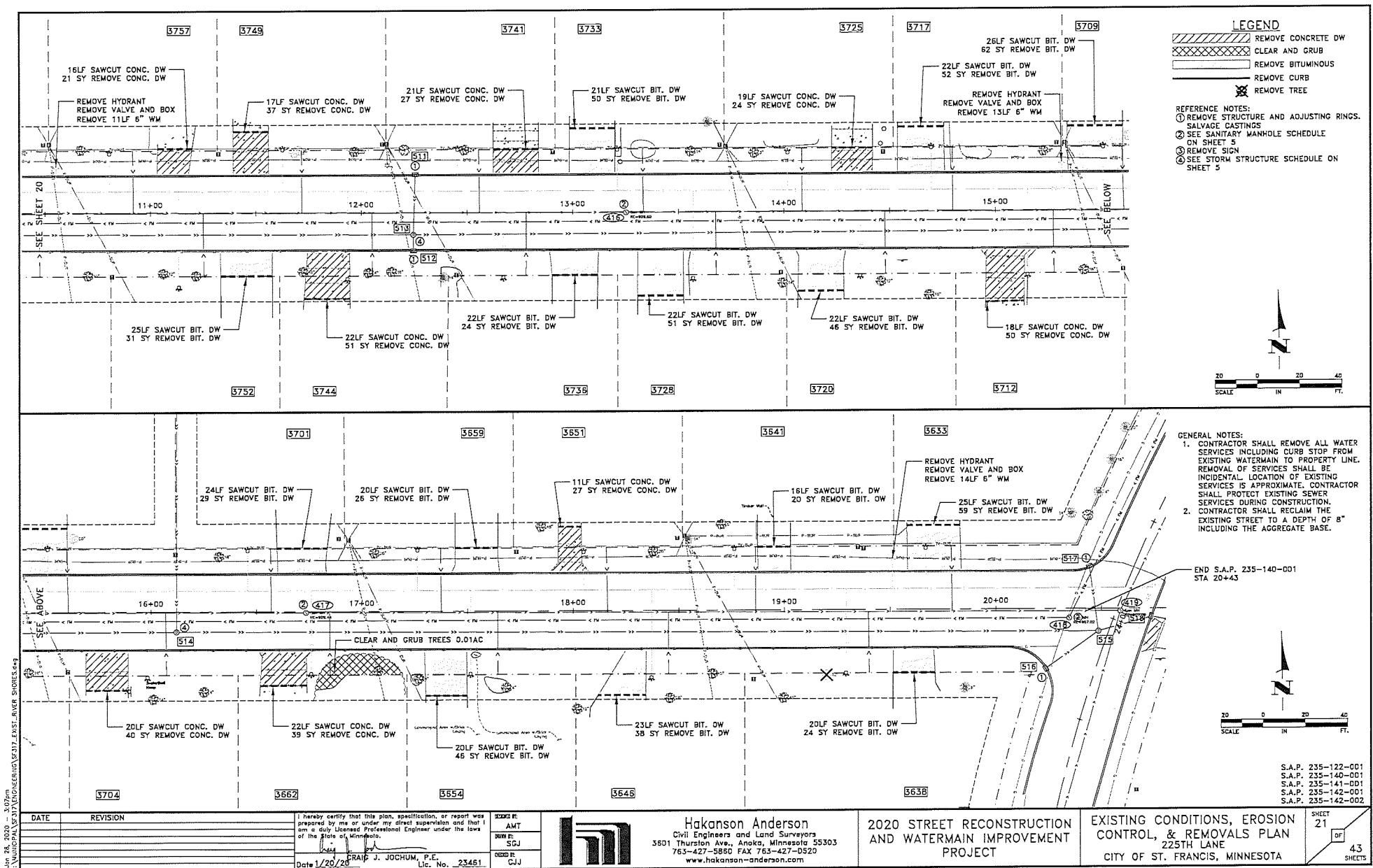
RIVER SHORES NEIGHBORHOOD
TRAFFIC CONTROL PLAN
CITY OF ST. FRANCIS, MINNESOTA

SHEET
19
OF
43
SHEETS

SF317

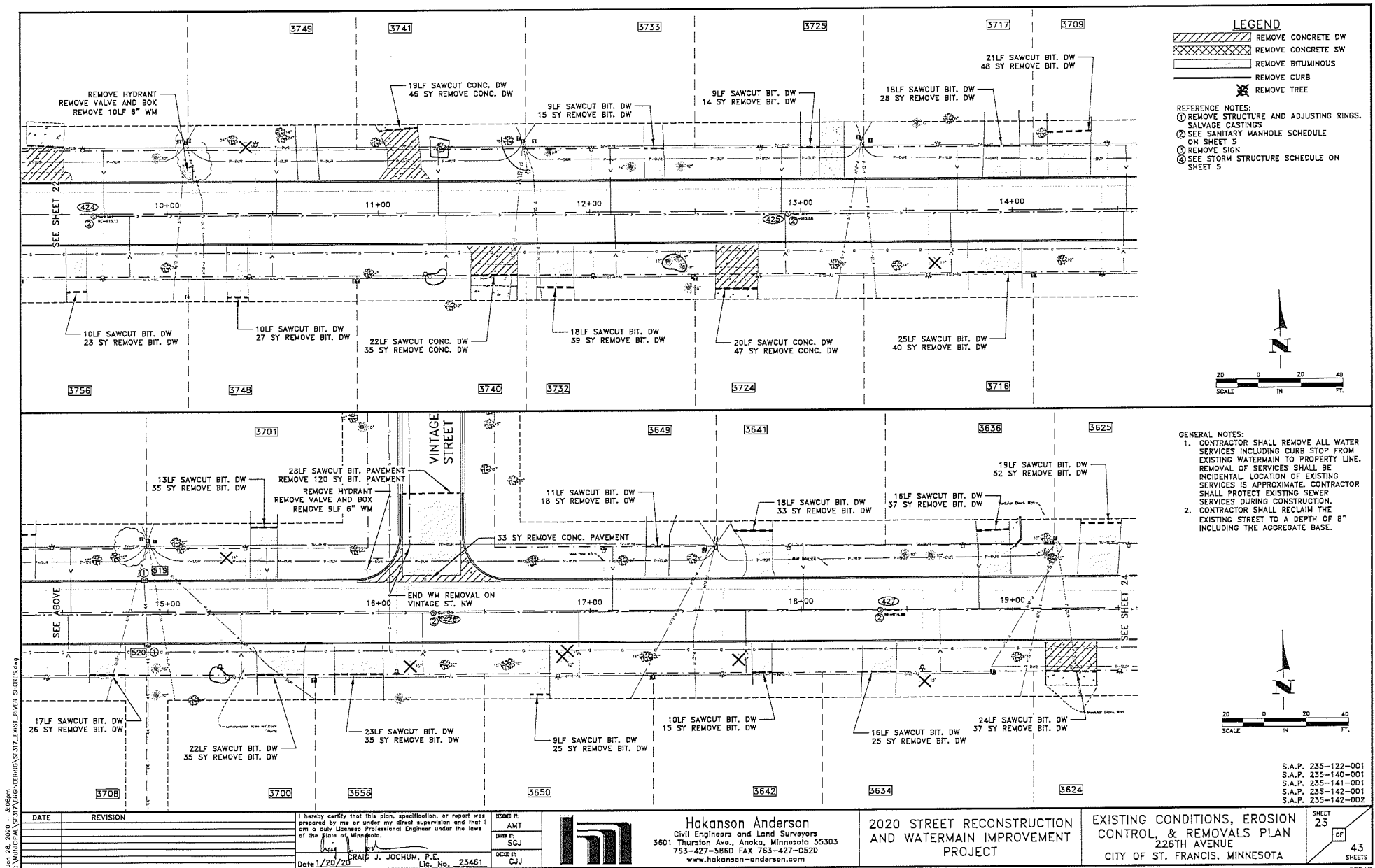
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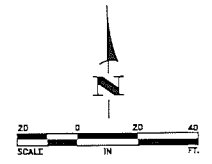


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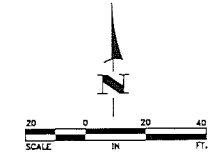
SF317



- LEGEND**
- REMOVE CONCRETE DW
 - REMOVE CONCRETE SW
 - REMOVE BITUMINOUS
 - REMOVE CURB
 - REMOVE TREE
- REFERENCE NOTES:**
- ① REMOVE STRUCTURE AND ADJUSTING RINGS.
 - ② SALVAGE CASTINGS
 - ③ SEE SANITARY MANHOLE SCHEDULE ON SHEET 5
 - ④ REMOVE SIGN
 - ⑤ SEE STORM STRUCTURE SCHEDULE ON SHEET 5



- GENERAL NOTES:**
1. CONTRACTOR SHALL REMOVE ALL WATER SERVICES INCLUDING CURBS STOP FROM EXISTING WATERMAIN TO PROPERTY LINE. REMOVAL OF SERVICES SHALL BE INCIDENTAL. LOCATION OF EXISTING SERVICES IS APPROXIMATE. CONTRACTOR SHALL PROTECT EXISTING SEWER SERVICES DURING CONSTRUCTION.
 2. CONTRACTOR SHALL RECLAIM THE EXISTING STREET TO A DEPTH OF 8" INCLUDING THE AGGREGATE BASE.



S.A.P. 235-122-001
 S.A.P. 235-140-001
 S.A.P. 235-141-001
 S.A.P. 235-142-001
 S.A.P. 235-142-002

Jun 28, 2020 - 3:08pm
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DATE	REVISION

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Date 1/20/20
 RAIP J. JOCHUM, P.E.
 Lic. No. 23461

DESIGNED BY: AMT
 CHECKED BY: SGJ
 DATE: 1/20/20
 DESIGNED BY: CJJ



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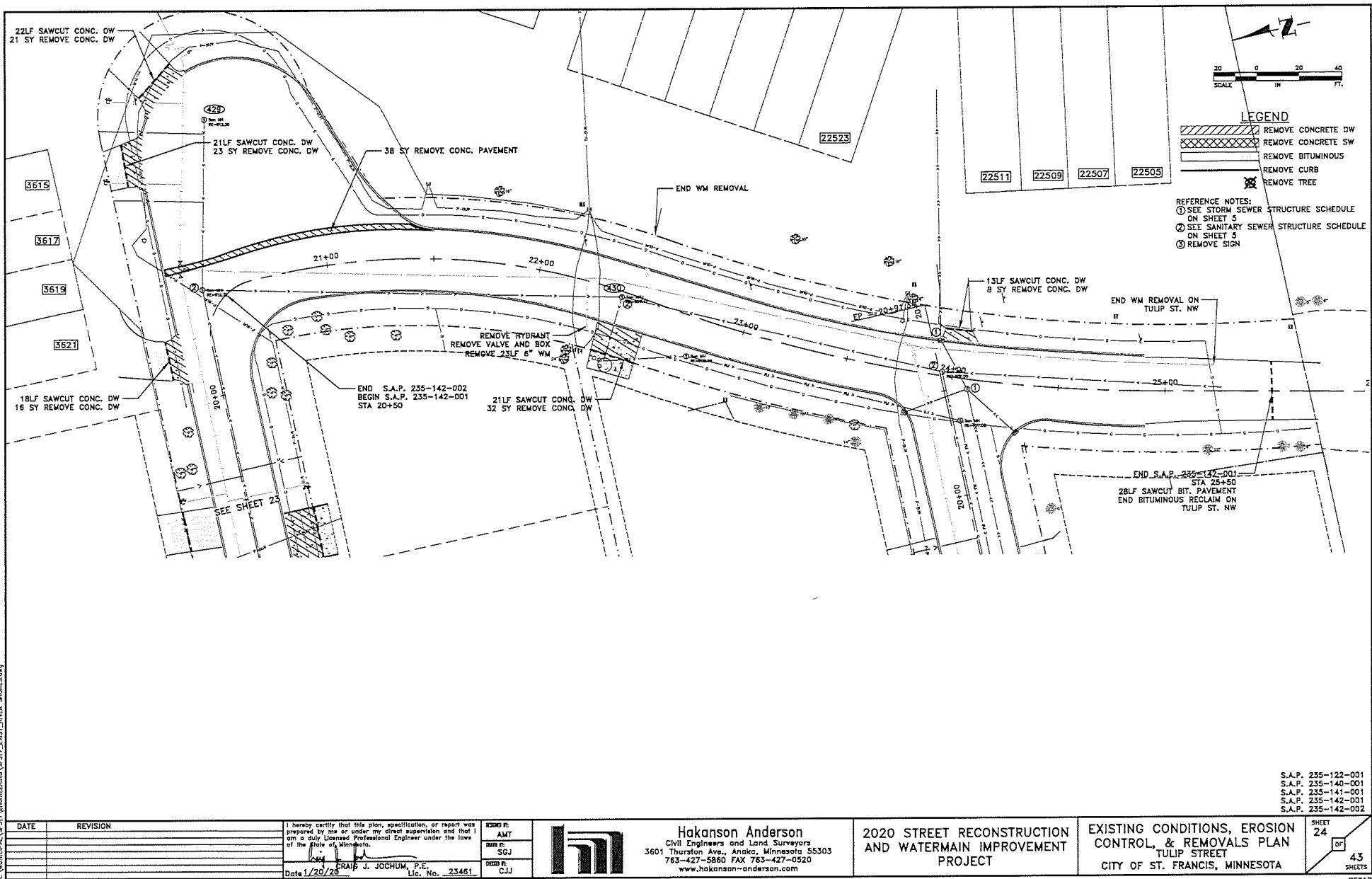
**2020 STREET RECONSTRUCTION
 AND WATERMAIN IMPROVEMENT
 PROJECT**

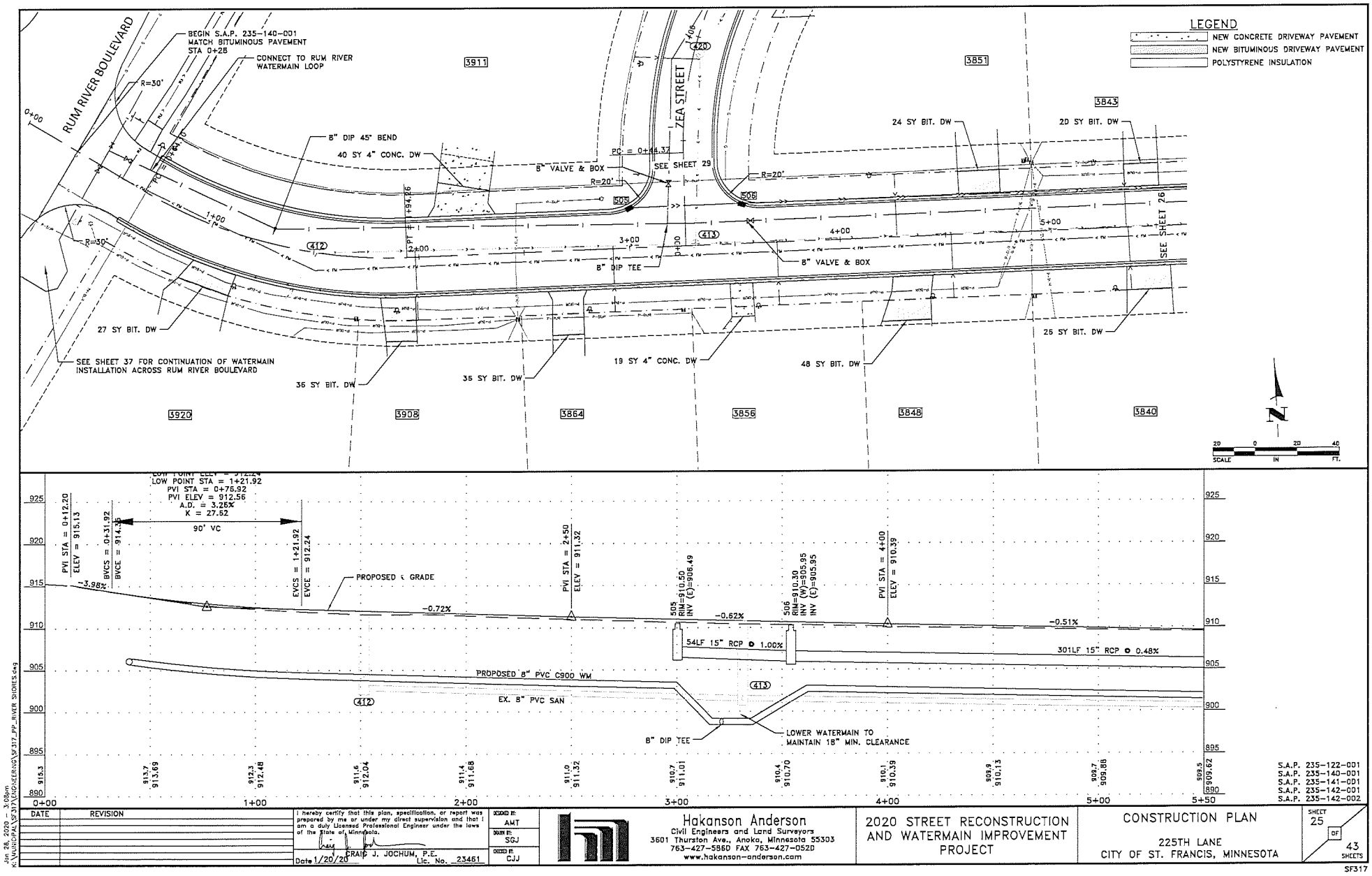
**EXISTING CONDITIONS, EROSION
 CONTROL, & REMOVALS PLAN**
 226TH AVENUE
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 23 OF 43 SHEETS

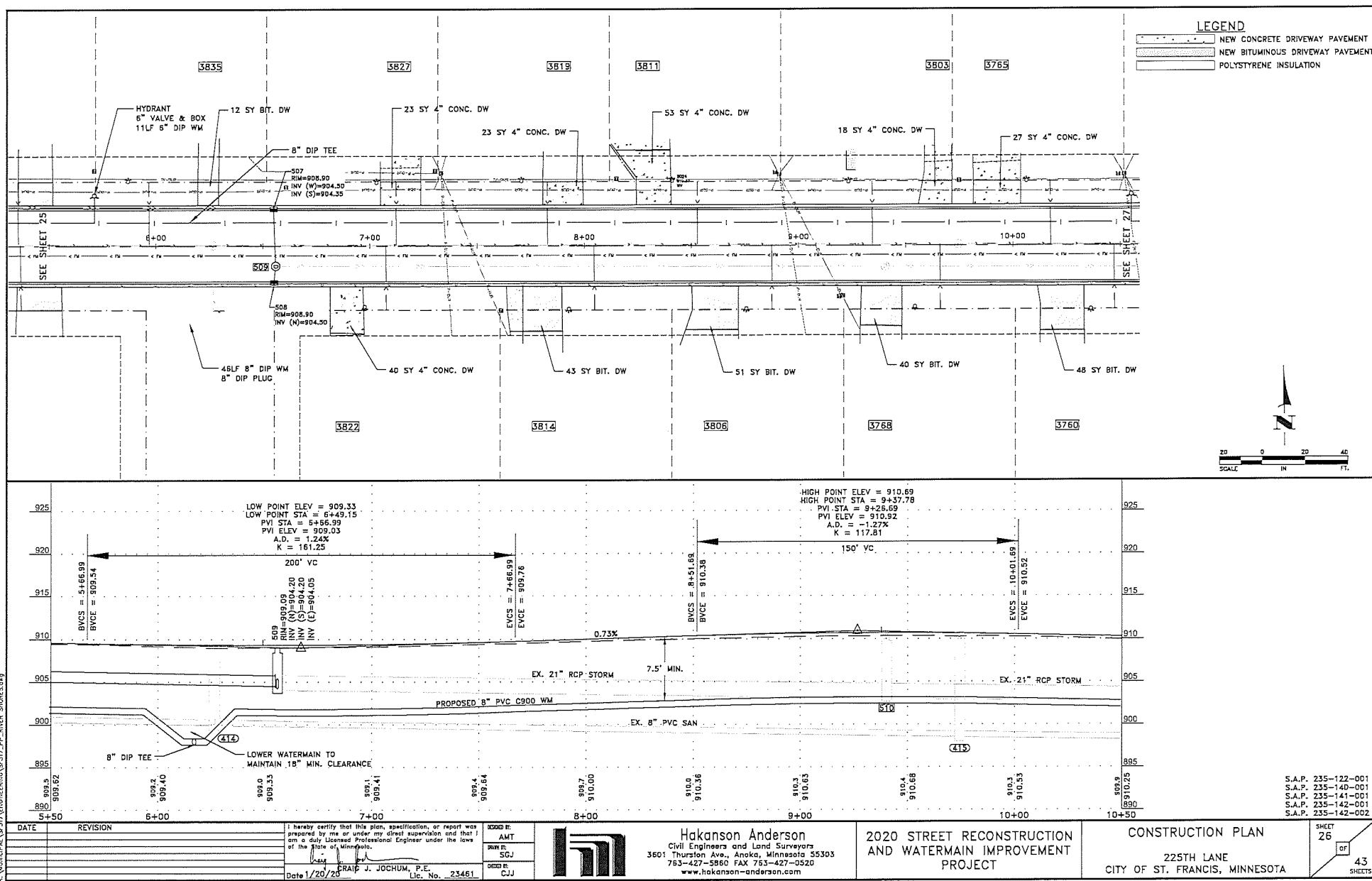
SF317

Jun 28, 2020 - 4:35pm
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Jan 28, 2020 - 3:06pm
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DATE	REVISION

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[Signature]
Date 1/20/20
RAIF J. JOCHUM, P.E.
Lic. No. 23461

DESIGNED BY: AMT
CHECKED BY: SCJ
DATE: 1/20/20
DRAWN BY: CJJ

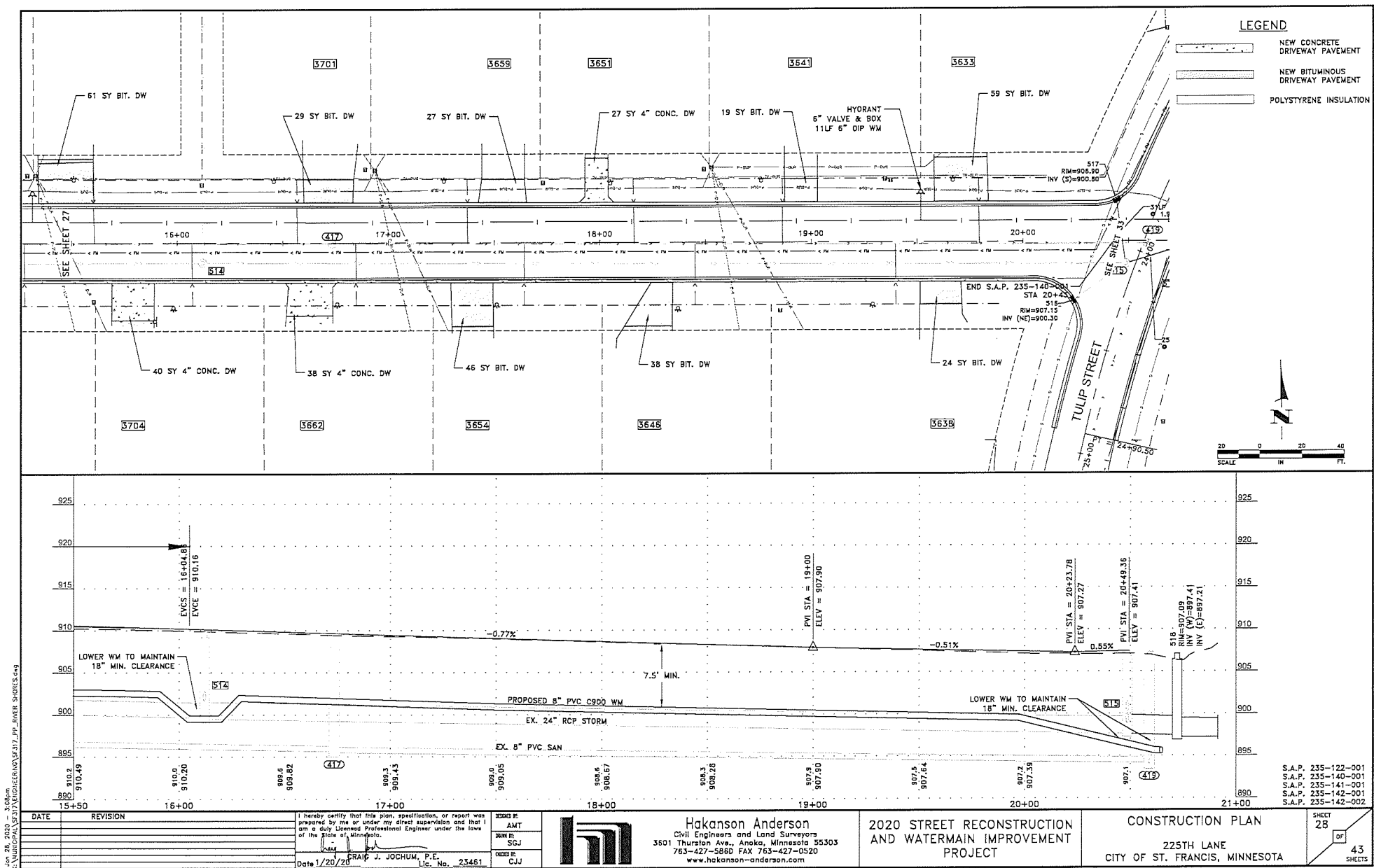


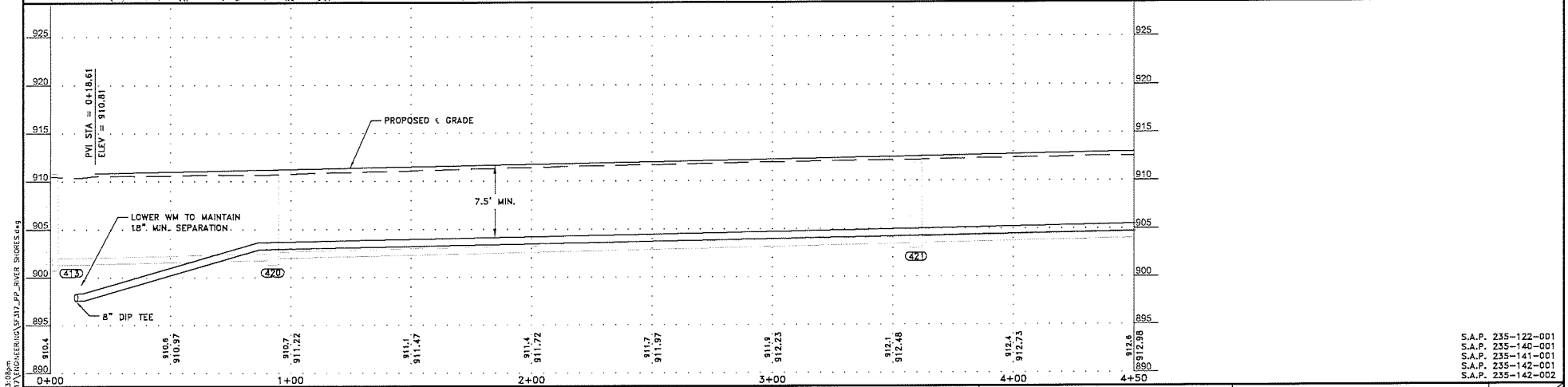
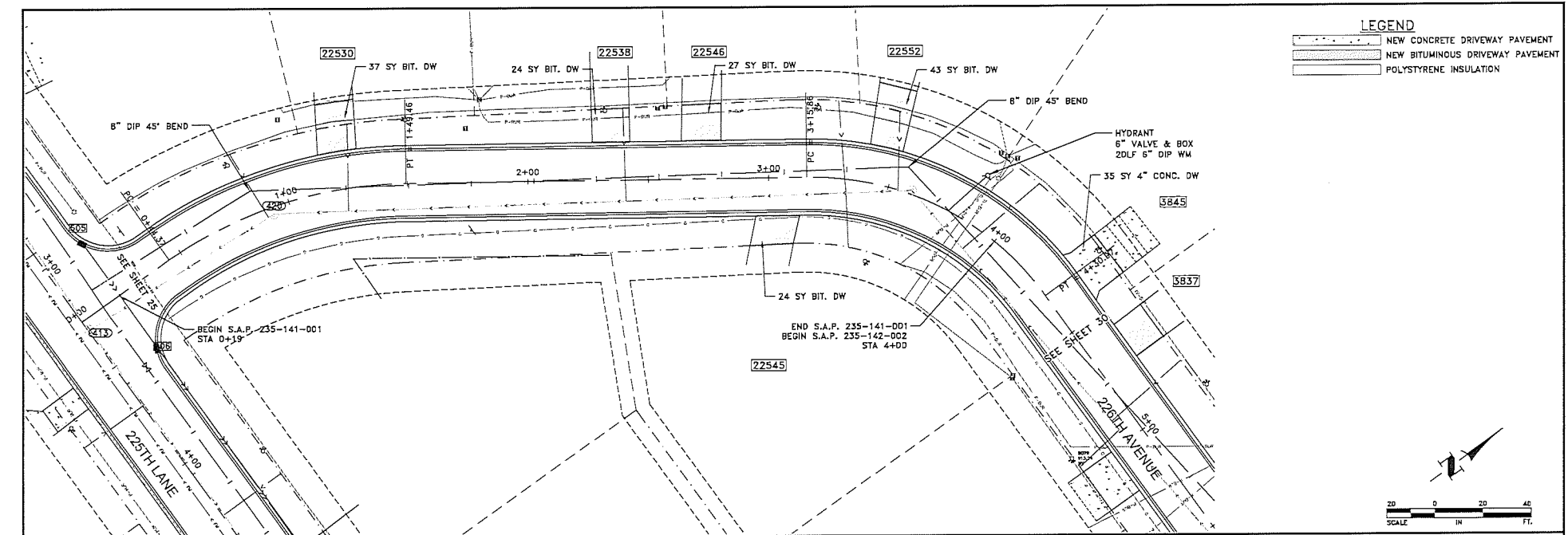
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**2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT**

CONSTRUCTION PLAN
225TH LANE
CITY OF ST. FRANCIS, MINNESOTA

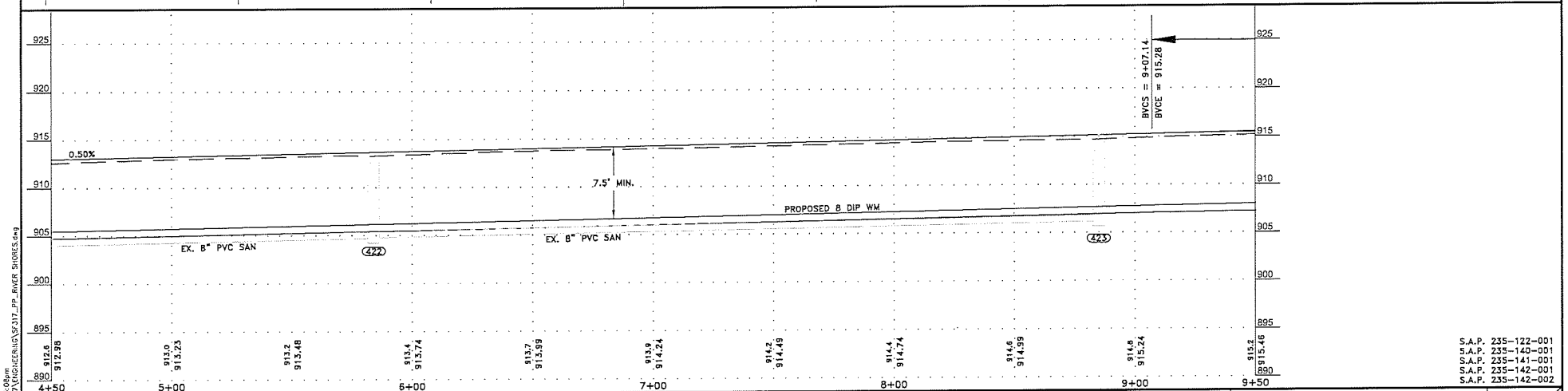
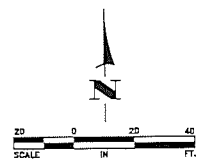
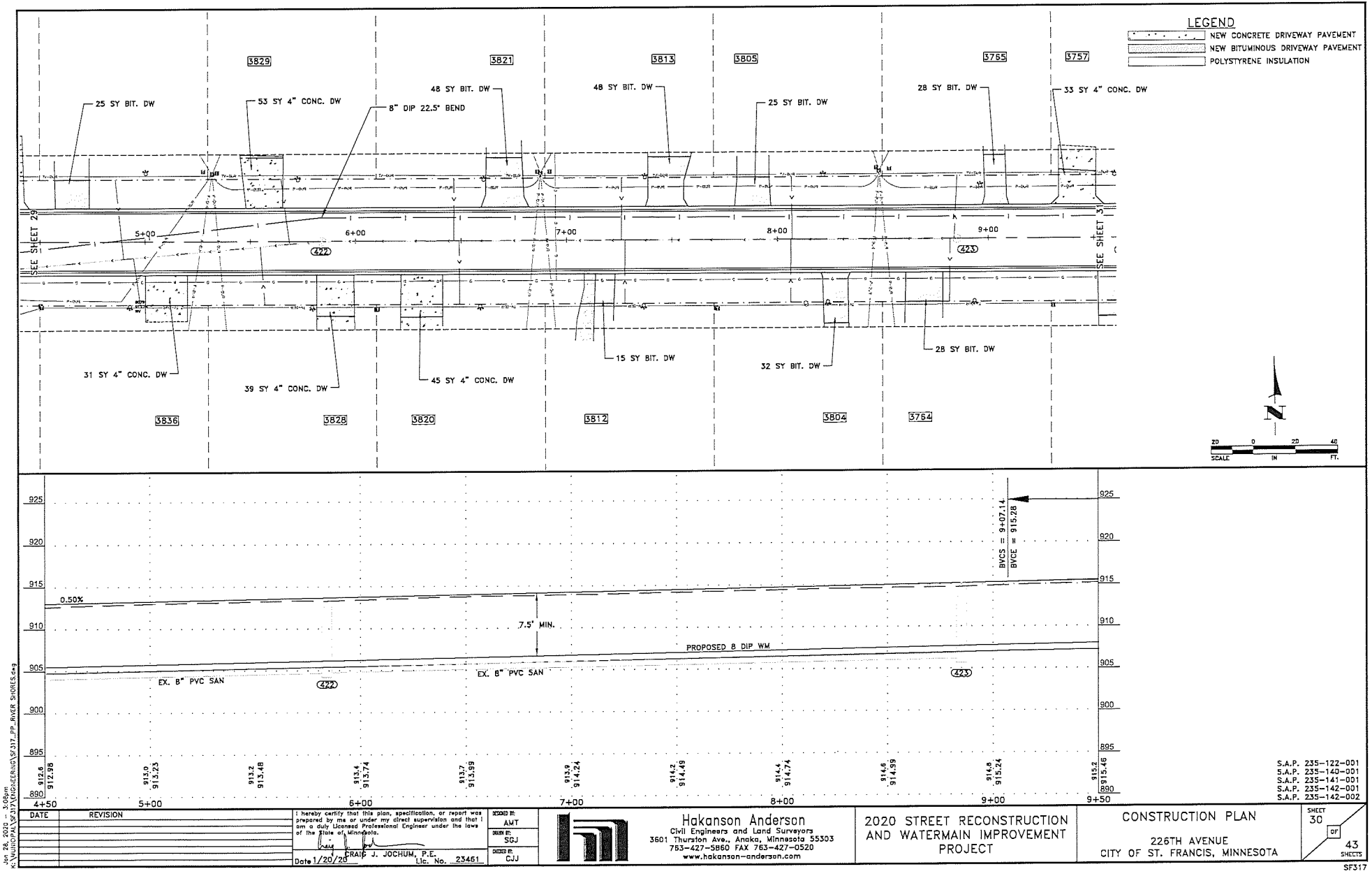
SHEET 26 OF 43
S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002





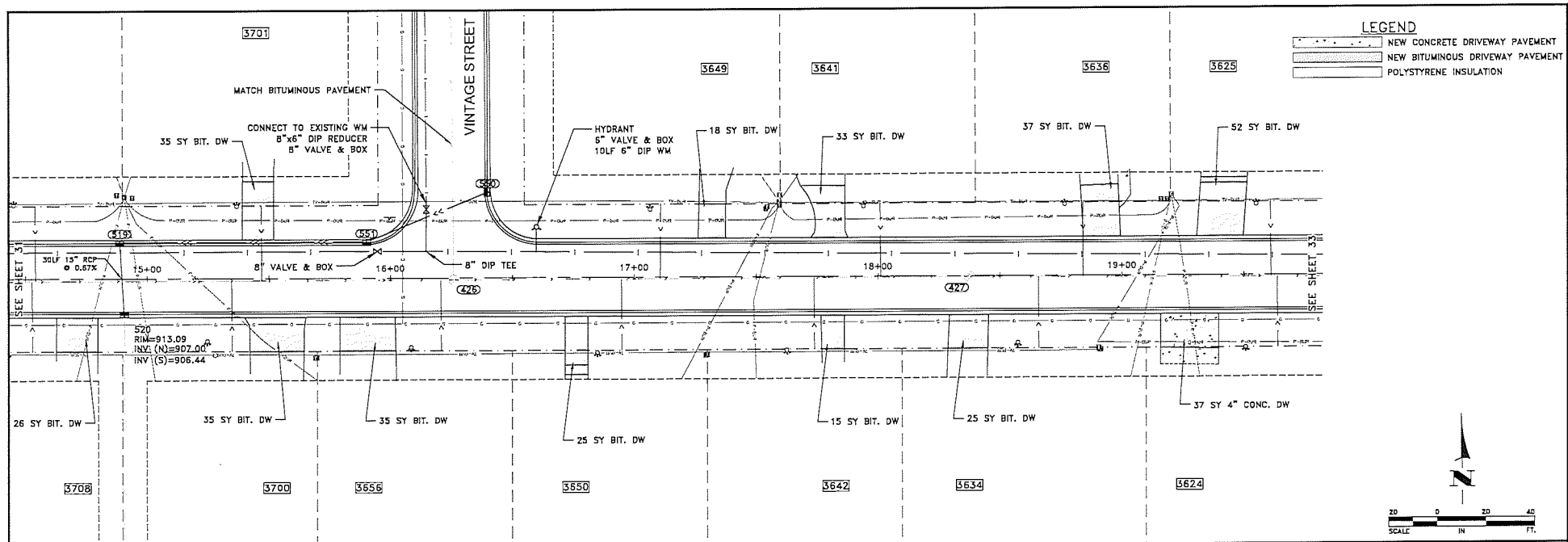
DATE REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota. DATE 1/20/20 GRACE J. JOCHUM, P.E. Lic. No. 23481	DESIGNED BY: AMT DRAWN BY: SDJ CHECKED BY: CJJ		Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN 226TH AVENUE CITY OF ST. FRANCIS, MINNESOTA	SHEET 29 OF 43 SHEETS
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Jun 28, 2020 - 3:08pm
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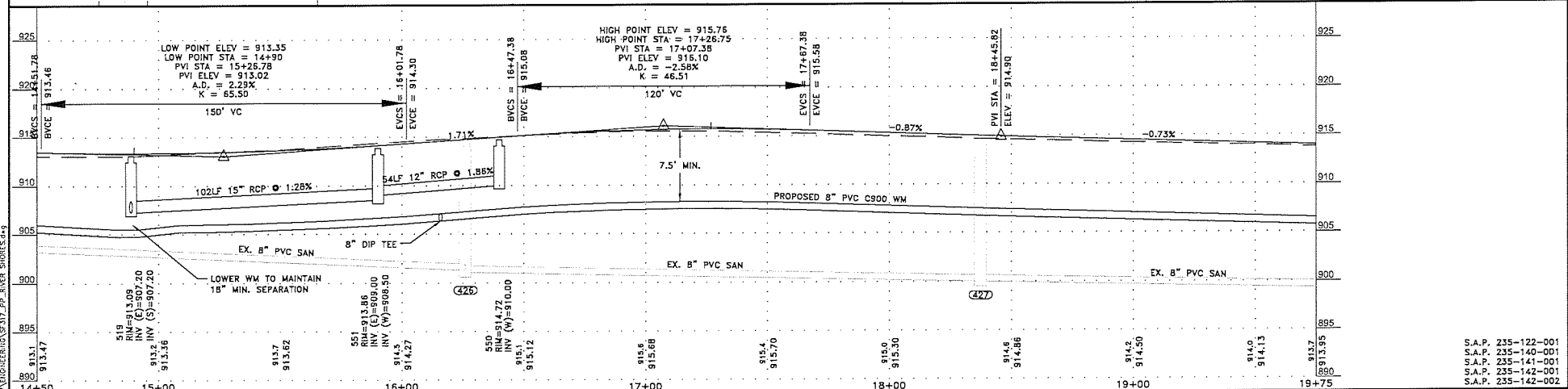
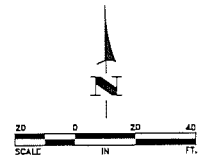
DATE REVISION 1/20/25	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota. Date 1/20/25 CRAIG J. JOCHUM, P.E. Lic. No. 23461	DESIGNED BY AUT DRAWN BY SGJ CHECKED BY CJJ	Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN 226TH AVENUE CITY OF ST. FRANCIS, MINNESOTA	SHEET 30 OF 43 SHEETS
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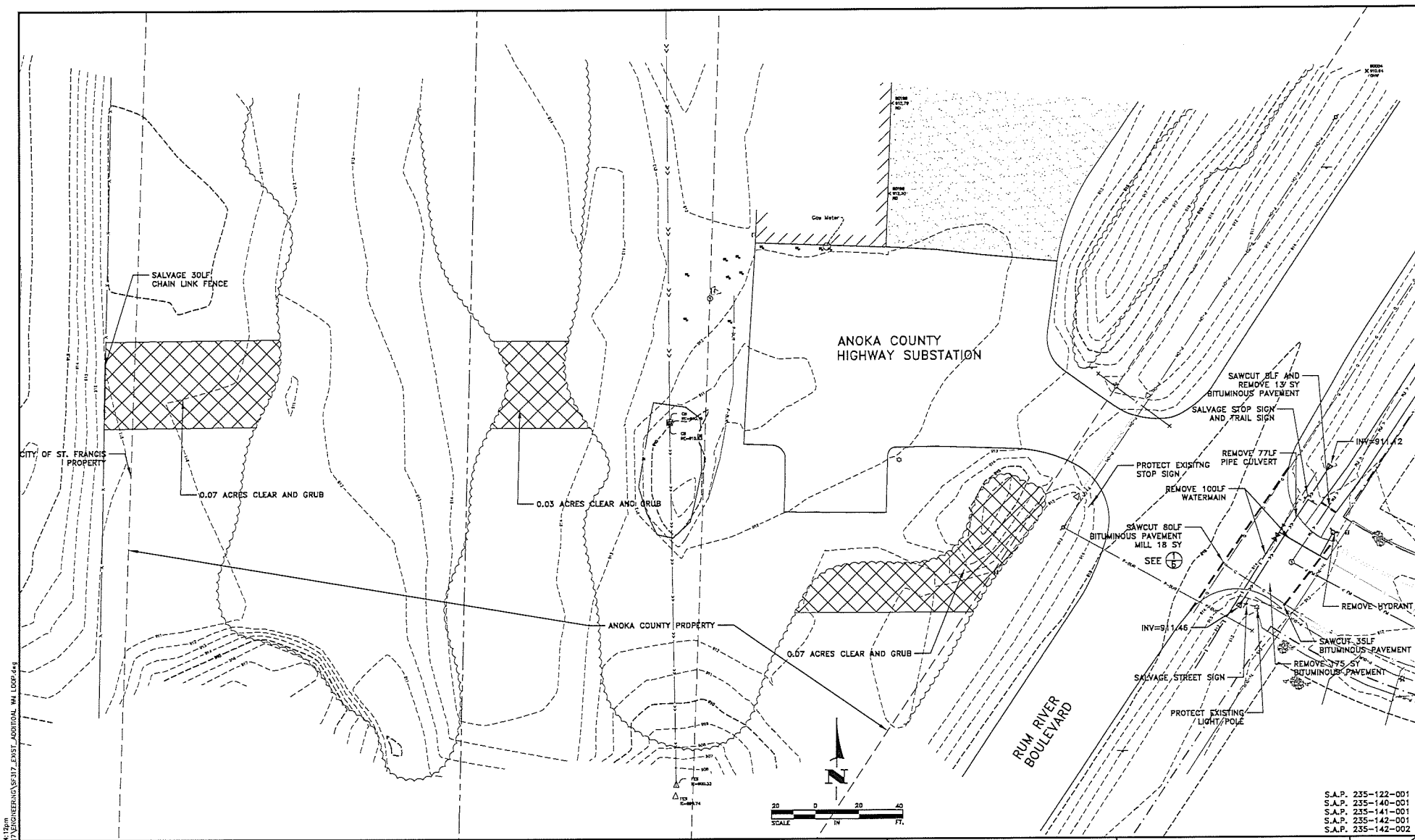
LEGEND

- NEW CONCRETE DRIVEWAY PAVEMENT
- NEW BITUMINOUS DRIVEWAY PAVEMENT
- POLYSTYRENE INSULATION



DATE REVISION	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota. PAUL J. JOCHUM, P.E. Lic. No. 23461	DESIGNED BY: AMT DRAWN BY: SGJ CHECKED BY: C-J	Hakanson Anderson Civil Engineers and Land Surveyors 3601 Thurston Ave., Anoka, Minnesota 55303 763-427-5860 FAX 763-427-0520 www.hakanson-anderson.com	2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	CONSTRUCTION PLAN 226TH AVENUE CITY OF ST. FRANCIS, MINNESOTA	SHEET 32 OF 43 SHEETS
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Jan 28, 2020 - 1:08pm
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Jan 28, 2020 - 4:12pm
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DATE	REVISION

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RAIG J. JOCHUM, P.E.
 Lic. No. 23451

Date 1/20/20

DESIGNED BY	AMT
DRAWN BY	SCJ
CHECKED BY	CJJ



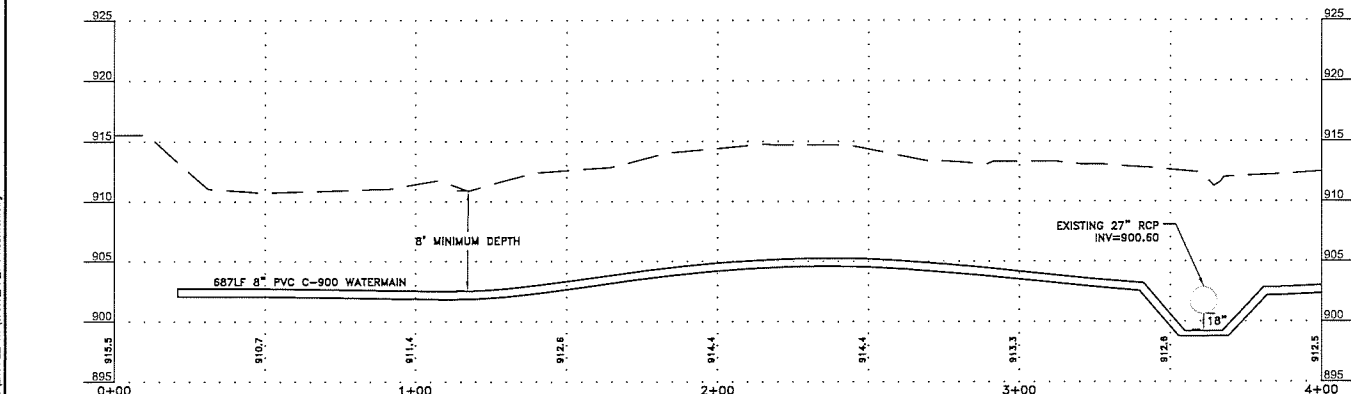
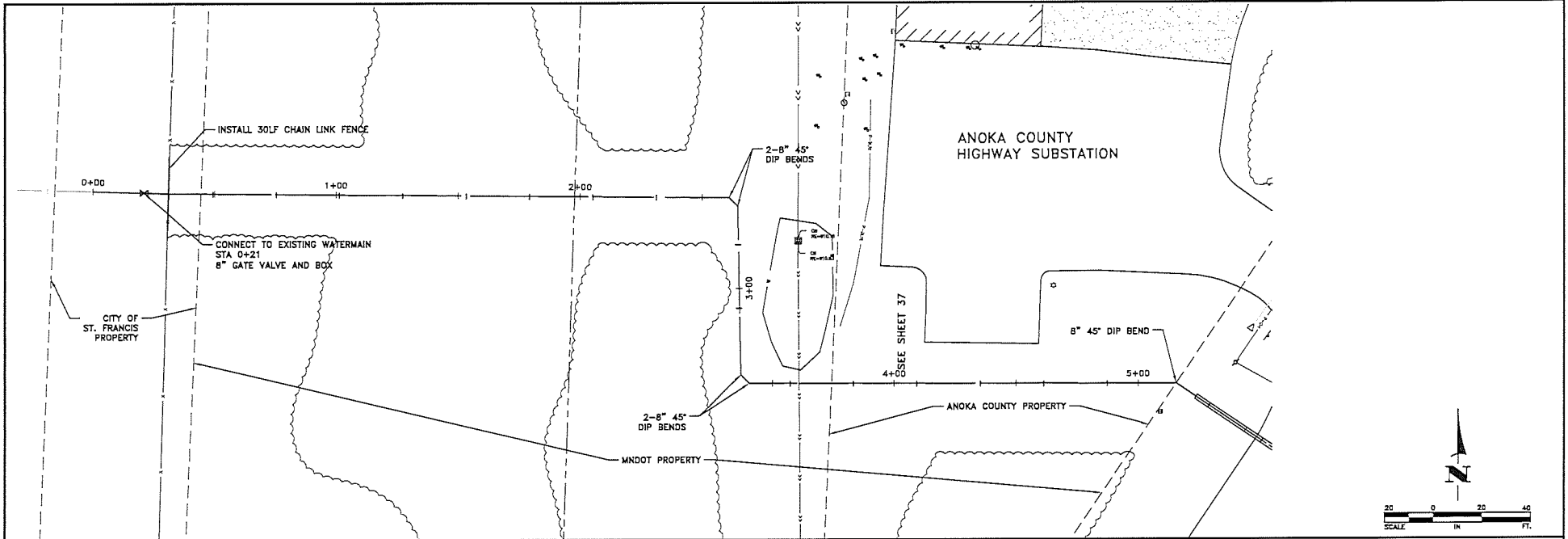
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**2020 STREET RECONSTRUCTION
 AND WATERMAIN IMPROVEMENT
 PROJECT**

**EXISTING TOPOGRAPHY
 AND REMOVALS PLAN**
 CITY OF ST. FRANCIS, MINNESOTA

SHEET	35
OF	43
SHEETS	

S.A.P. 235-122-001
 S.A.P. 235-140-001
 S.A.P. 235-141-001
 S.A.P. 235-142-001
 S.A.P. 235-142-002



DATE	REVISION

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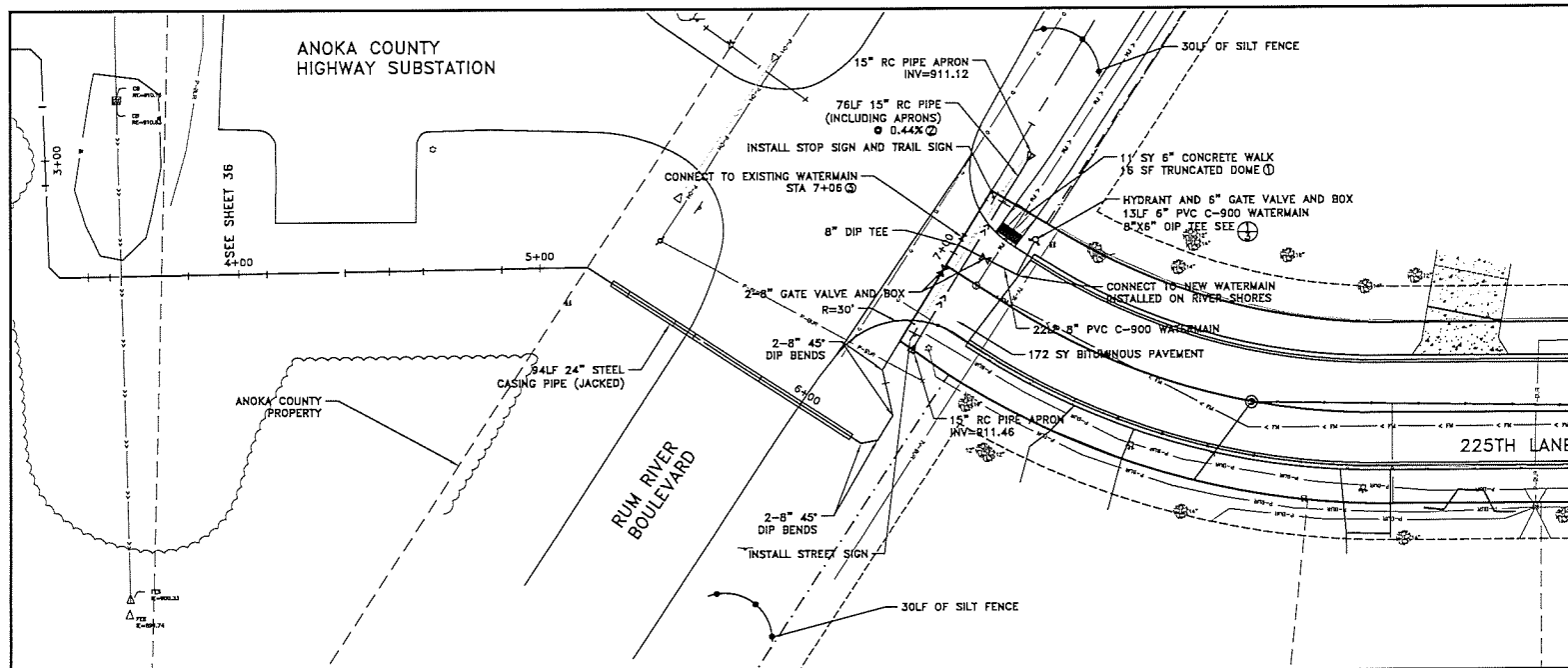
CRAIG A. JOCHUM, P.E.
Date 1/20/2017 Lic. No. 23461

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Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
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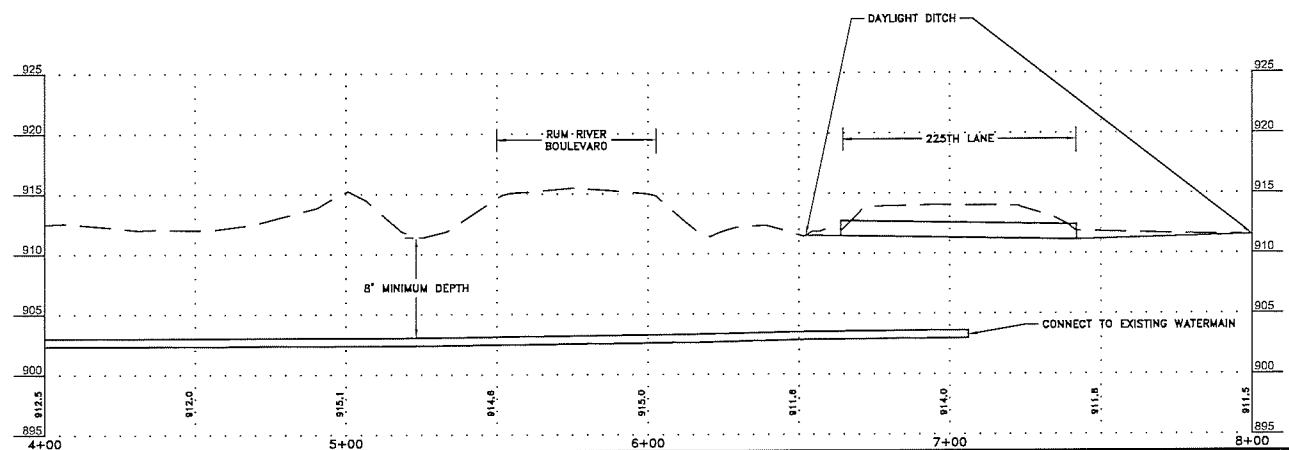
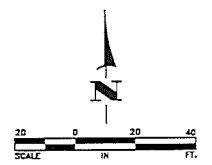
**2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT**

CONSTRUCTION PLAN
RUM RIVER BOULEVARD
WATERMAIN LOOP
CITY OF ST. FRANCIS, MINNESOTA

SHEET 36 OF 43
S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002



- GENERAL NOTES:
- SEE DETAIL FOR PAVEMENT SECTION.
- REFERENCE NOTES:
- CONSTRUCT PEDESTRIAN CURB RAMP PER SHEETS 8-13. PEDESTRIAN CURB RAMP SHALL BE PAID PER ITEM 2521-6" CONCRETE WALK.
 - CONTRACTOR SHALL TIE ALL PIPE JOINTS.
 - ON EXISTING VALVE, FURNISH AND INSTALL NEW GATE VALVE AND BOX, AND OPERATOR EXTENSION. CONTRACTOR SHALL ALSO REPAIR VALVE PER



- S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

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DATE	REVISION

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CRAIG A. JOCHUM, P.E.
Date 1/20/20 Lic. No. 23461

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CHECKED BY: SGJ
DESIGNED BY: CJJ

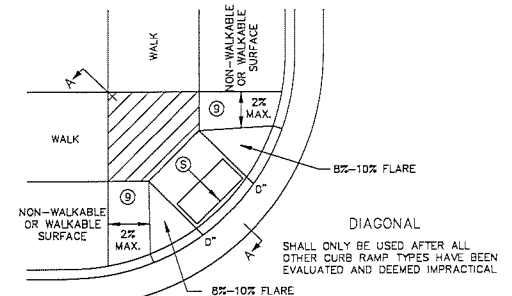
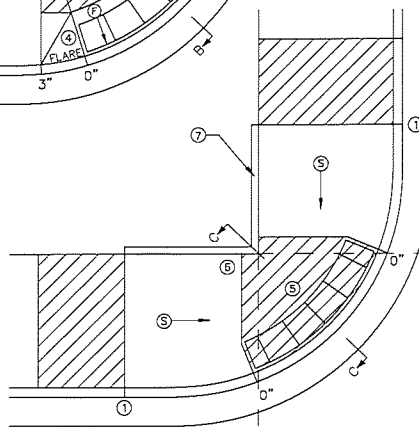
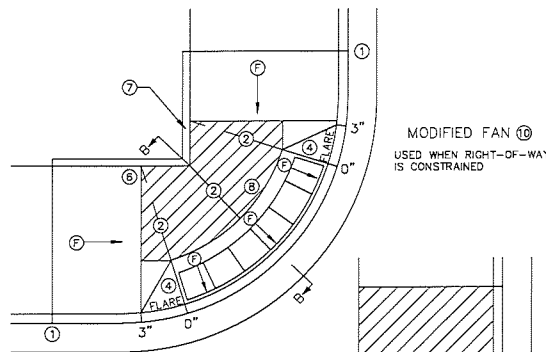
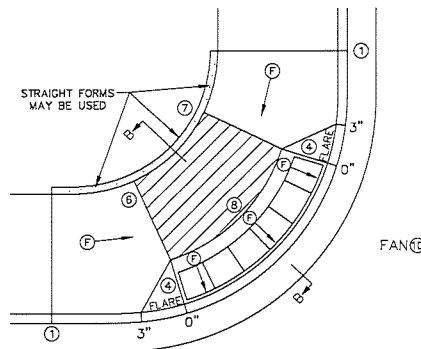
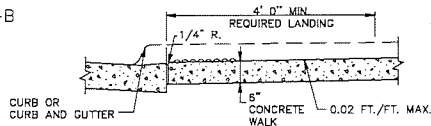
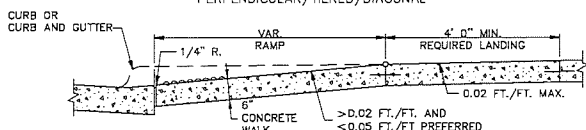
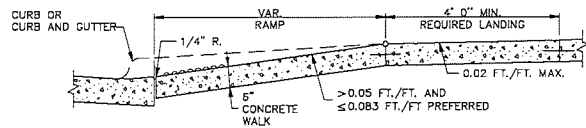
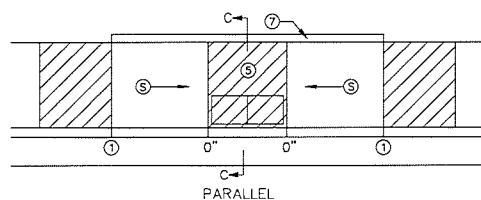
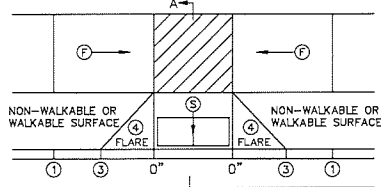
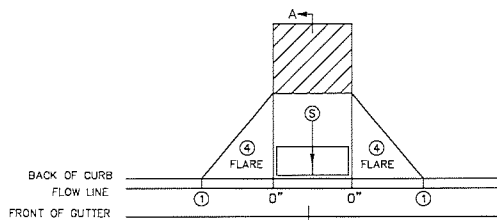


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**2020 STREET RECONSTRUCTION
AND WATERMAIN IMPROVEMENT
PROJECT**

CONSTRUCTION PLAN
RUM RIVER BOULEVARD
WATERMAIN LOOP
CITY OF ST. FRANCIS, MINNESOTA

SHEET 37 OF 43
SHEETS



NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 5' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES. ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH, (EXCEPT AS STATED IN 6) BELOW.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

- 1 MATCH FULL HEIGHT CURB.
- 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
- 3 3' HIGH CURB WHEN USING A 3' LONG RAMP, 4' HIGH CURB WHEN USING A 4' LONG RAMP.
- 4 SEE SHEET 4, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
- 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
- 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL (TYPICAL FOR ALL).
- 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- 8 WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- 9 A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
- 10 PAVE FULL WALK WIDTH.
- 11 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT, IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

⑤ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

⑦ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.

X" CURB HEIGHT

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

MINNESOTA
DEPARTMENT
OF
TRANSPORTATION

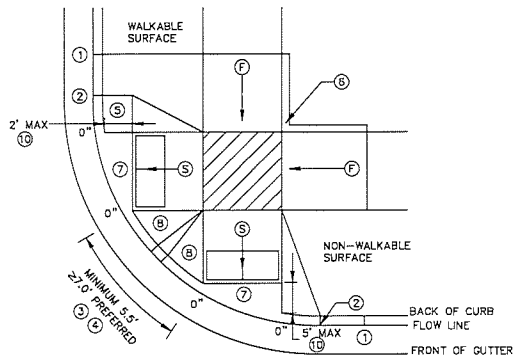
STANDARD PLAN 5-297.250 1 OF 6

STATE DESIGN ENGINEER

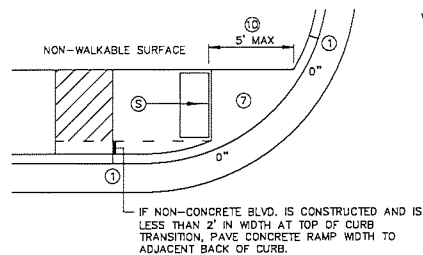
APPROVED: 1-23-2017
REVISED:

PEDESTRIAN CURB RAMP DETAILS

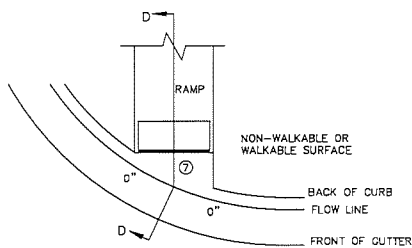
SHEET NO 38 OF 43 SHEETS



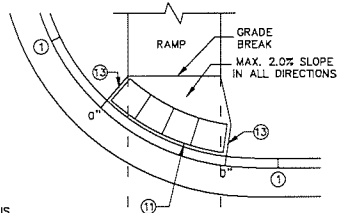
COMBINED DIRECTIONAL ⑨



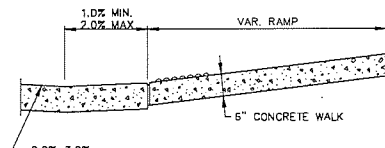
STANDARD ONE-WAY DIRECTIONAL ⑨



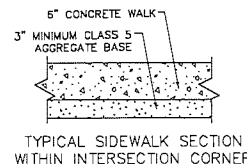
CURB FOR DIRECTIONAL RAMPS ⑩



ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB

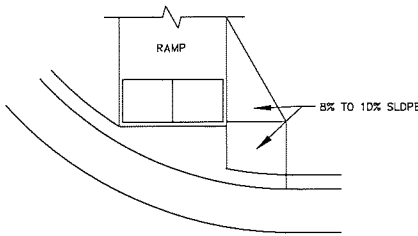


SECTION D-D



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER

DIRECTIONAL RAMP WALKABLE FLARE



NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 5' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4" MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑬ & ⑭ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP
- ③ 4" HIGH CURB WHEN USING A 4' LONG RAMP
- ④ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
- ⑤ 4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES)
- ⑥ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑦ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.
- ⑧ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑨ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑩ 8% TO 10% WALKABLE FLARE.
- ⑪ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑫ FRONT EDGE OF DETECTABLE WARNING SHALL BE SETBACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑬ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑭ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑮ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑯ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.

LEGEND	
⑤	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.0% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
⑥	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
⑦	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
X"	CURB HEIGHT

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

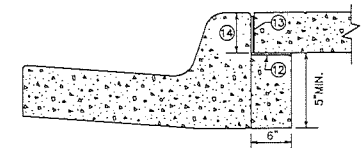
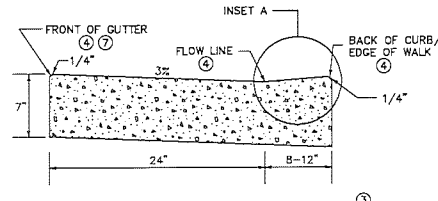
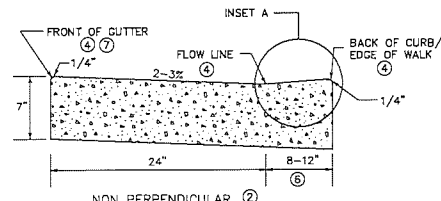
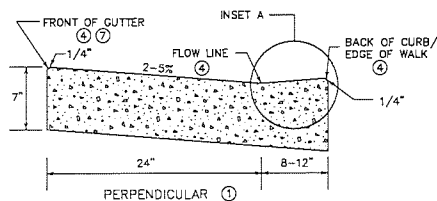


STANDARD PLAN 5-297.250 2 OF 6
APPROVED: 1-23-2017
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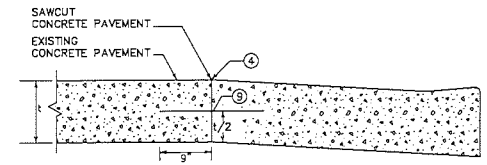
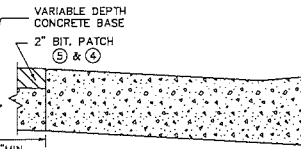
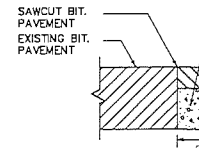
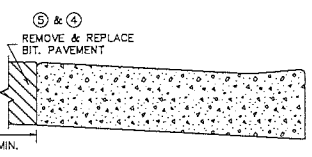
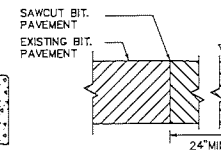
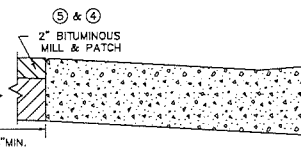
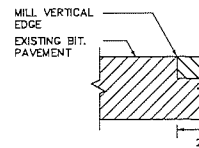
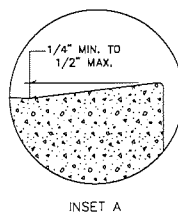
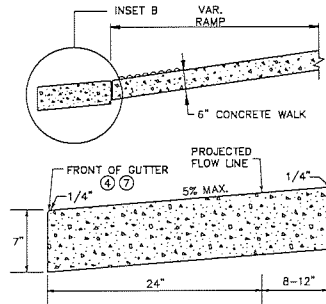
PEDESTRIAN CURB RAMP DETAILS

SHEET NO 39 OF 43 SHEETS

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

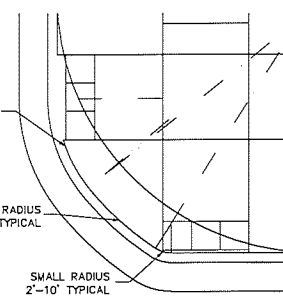
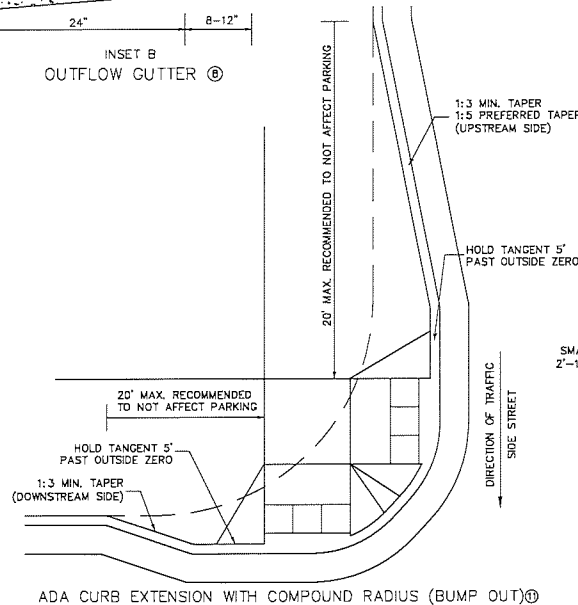


PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



ONLY ALLOWED PER ENGINEER'S APPROVAL

PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER
FOR USE ON CURB RAMP RETROFITS



- NOTES:
- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR.
 - ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
 - FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL AND DIAGONAL RAMP.
 - FOR USE AT CURB RAMP WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
 - BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMP.
 - THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4\".
 - ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
 - VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
 - TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5\" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
 - SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
 - DRILL AND GROUT NO. 4 EPOXY-COATED 18\" LONG TIE BARS AT 30\" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1\" MINIMUM FROM ALL JOINTS.
 - HELPS PROVIDE TWO SEPARATE RAMP. REDUCES THE DOWE SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
 - CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.
 - PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.
 - 1/2\" PREFORMED JOINT FILLER PER MDOT SPEC. 3702.
 - DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4\" MIN.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

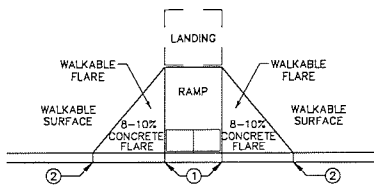
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S.A.P. 235-142-001
S.A.P. 235-142-002



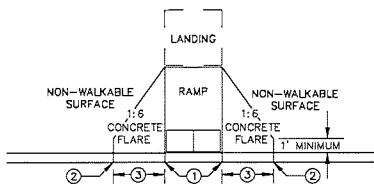
STANDARD PLAN 5-297.250 | 3 OF 6
APPROVED: 1-23-2017
REVISED:
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

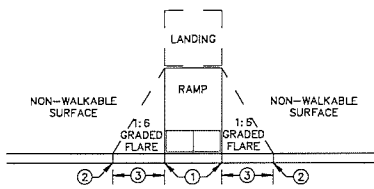
SHEET NO 40 OF 43 SHEETS



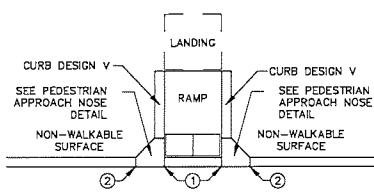
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON-WALKABLE SURFACE

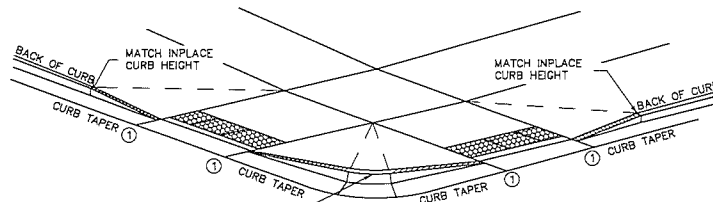


GRADED FLARES



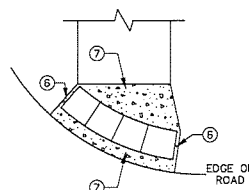
RETURNED CURB ⑤

TYPICAL SIDE TREATMENT OPTIONS ④ ⑤

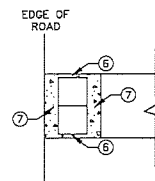


3" MINIMUM CURB HEIGHT, 4" PREFERRED
(MEASURED AT FRONT FACE OF CURB)
FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH ⑤
CURB AND GUTTER

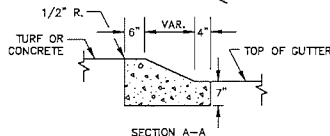
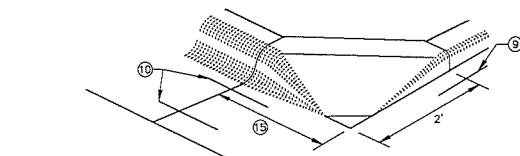


RADIAL DETECTABLE WARNING

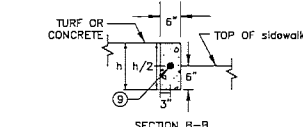


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

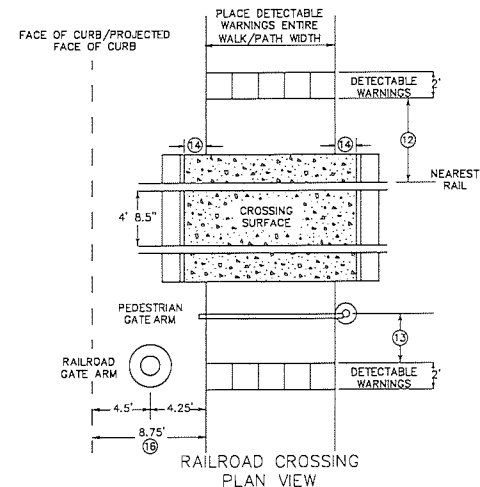


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH
NOSE DETAIL
(FOR RETURNED CURB
SIDE TREATMENT)



NOTES:

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT

RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG

MEASURED ALONG THE RAMP FROM THE BACK OF CURB.

① 0" CURB HEIGHT.

② FULL CURB HEIGHT.

③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.

④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.

⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.

⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.

⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3' OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.

⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.

⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.

⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6" LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1' BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.

⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12" MINIMUM TO 15" MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12" MEASURED PERPENDICULAR TO THE NEAREST RAIL.

⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL 2' FORM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.

⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.

⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.

⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

REVISION:
APPROVED: JANUARY 23, 2017

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002



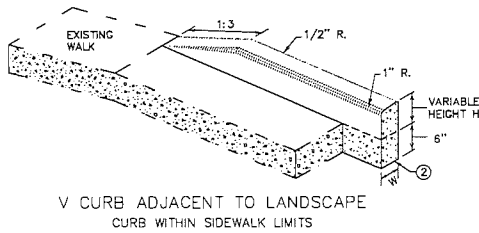
STANDARD PLAN 5-297.250

4 OF 6

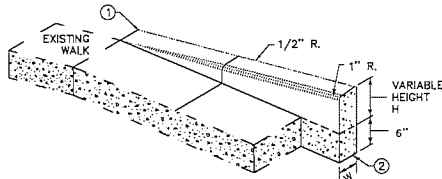
PEDESTRIAN CURB RAMP DETAILS

APPROVED: 1-23-2017
REVISED:

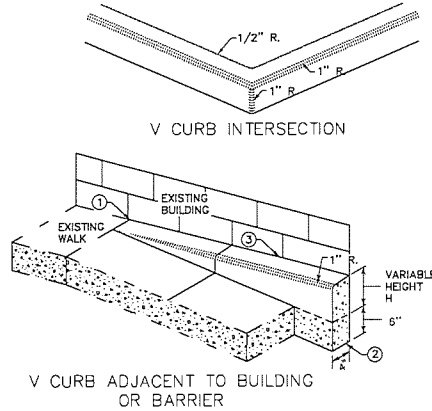
SHEET NO 41 OF 43 SHEETS



V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS

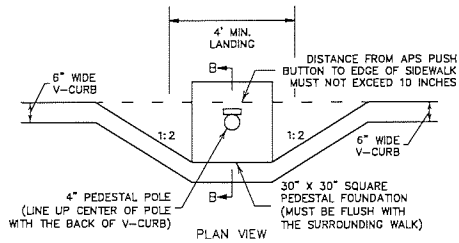


V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS

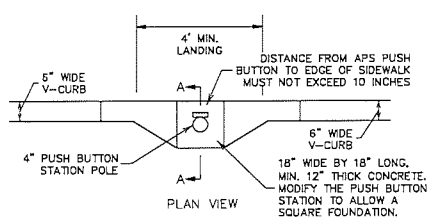


V CURB ADJACENT TO BUILDING
OR BARRIER

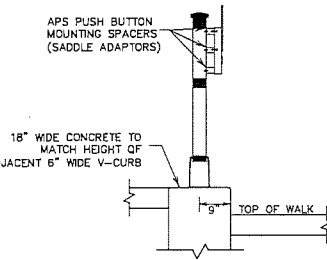
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



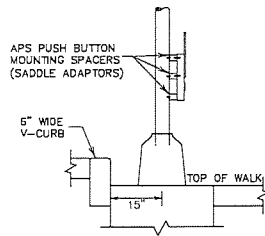
SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



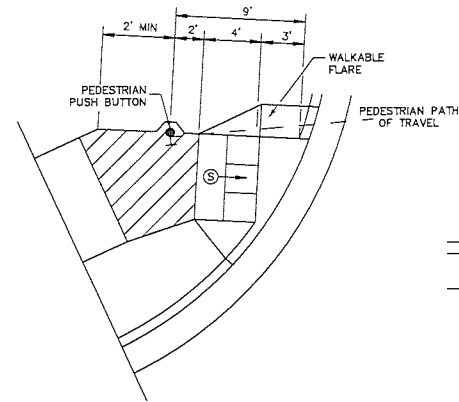
PUSH BUTTON STATION (V-CURB)



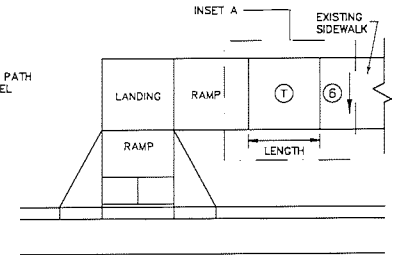
SECTION A-A



SECTION B-B



SEMI-DIRECTIONAL RAMP (3,4,9)
3' DOME SETBACK, 4' LONG RAMP AND
PUSH BUTTON 9' FROM THE BACK OF CURB
PRIMARYLY USED FOR APS APPLICATIONS
WHERE THE PAR DOES NOT CONTINUE PAST
THE PUSH BUTTON (DEAD-END SIDEWALK)



TRANSITION PANEL (4,5)

NOTES:

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
- THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1 LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 5' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING AREA AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND

- THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.
- ↑ INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
- ↓ LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
- ① TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

REVISION:
APPROVED: JANUARY 23, 2017

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

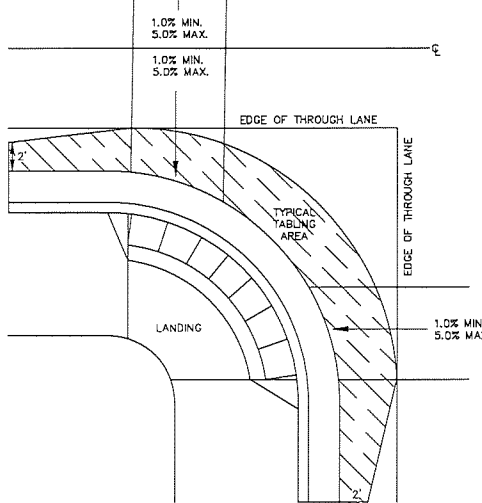
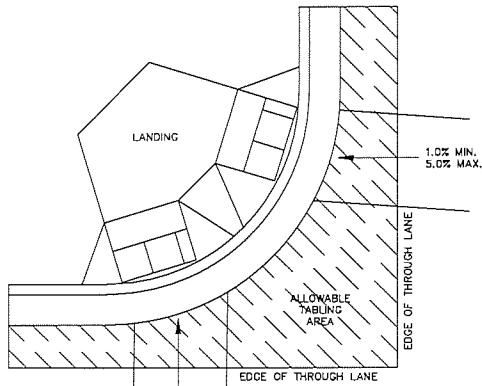


STANDARD PLAN 5-297.250 5 OF 6

APPROVED: 1-23-2017
REVISD:
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 42 OF 43 SHEETS



CURB LINE AND ROAD CROSSING ADJUSTMENTS

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK. IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

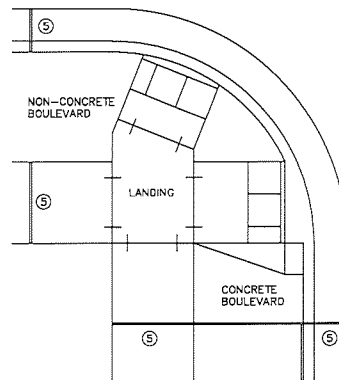
MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2% WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

- 1.0% MIN. CROSS-SLOPE OF THE ROAD
- 5.0% MAX. CROSS-SLOPE OF THE ROAD
- "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
- UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

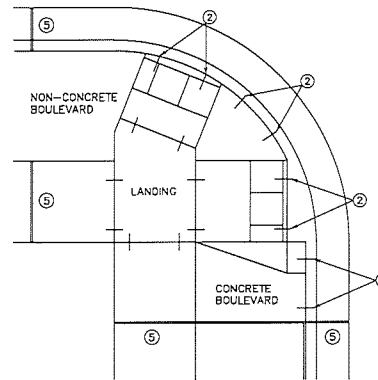
STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:

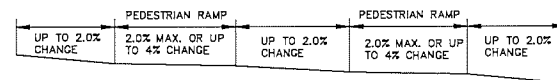
- 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
- 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
- 5.0% RECOMMENDED MAX. FLOW LINE
- LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL



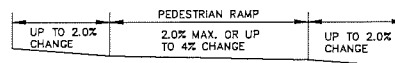
EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS



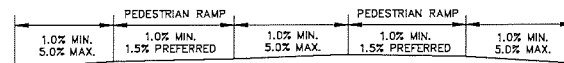
OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS ④



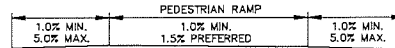
FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



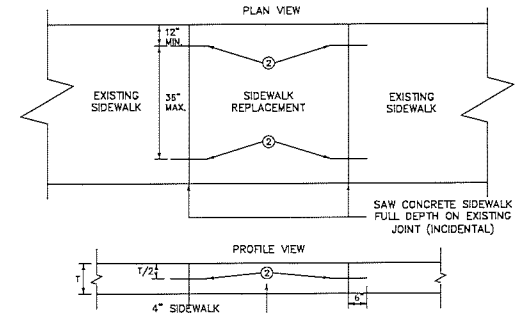
FLOW LINE PROFILE "TABLE" - FAN



FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS

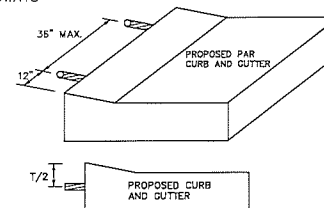


FLOW LINE PROFILE RAISE - FAN

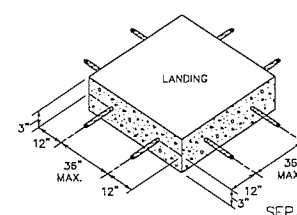


OPTIONAL SIDEWALK REINFORCEMENT

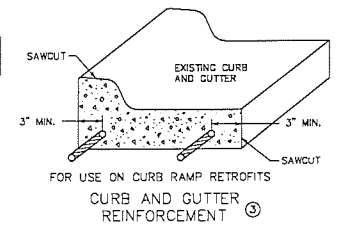
SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



OPTIONAL CURB LINE REINFORCEMENT DETAILS ② ④



SEPARATE LANDING POUR REINFORCEMENT ①



CURB AND GUTTER REINFORCEMENT ③

NOTES:

- TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.
- DRILL AND GROUT 2 - NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.
- THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.
- 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

S.A.P. 235-122-001
S.A.P. 235-140-001
S.A.P. 235-141-001
S.A.P. 235-142-001
S.A.P. 235-142-002

REVISION:

APPROVED: JANUARY 23, 2017

OPERATIONS DESIGNER



STANDARD PLAN 5-297.250 6 OF 6

APPROVED: 1-23-2017
REVISED:

STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 43 OF 43 SHEETS

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 L

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Resolution Relating to Parking Restriction on Municipal State Aid Routes
for the 2020 Street Reconstruction and Watermain Improvement Project
DATE: February 3, 2020

OVERVIEW:

Butterfield Drive, Zea Street, Tulip Street, and 226th Avenue are on the City's Municipal State Aid system; therefore, these street improvements can be paid for with Municipal State Aid Funds. These streets are proposed to be reconstructed back to their current width which is not wide to allow parking on both sides.

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 that was discussed with the previous agenda item. This resolution will ban parking on one side of these streets. The ban must include signage on the no parking side.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2020-09 Resolution Relating to Parking Restriction on Butterfield Drive NW, Zea Street NW, Tulip Street NW, and 226th Avenue NW.

BUDGET IMPLICATION:

None at this time.

ATTACHMENTS:

RESOLUTION 2020-09 - RESOLUTION RELATING TO PARKING RESTRICTION ON BUTTERFIELD DRIVE NW, ZEA STREET NW, TULIP STREET NW, AND 226TH AVENUE NW.

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

RESOLUTION 2020 - 09

**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
TULIP STREET NW, AND S.A.P. 235-142-002 226TH AVENUE NW**

WHEREAS, this resolution passed this 3rd 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 has planned the reconstruction of Zea Street NW (S.A.P. 235-141-001) from 225th Lane NW to 226th Avenue NW in the City of St. Francis, Minnesota; and

WHEREAS, the City has planned the reconstruction of Tulip Street NW (S.A.P. 235-142-001) from 225th Lane NW to 226th Avenue NW in the City of St. Francis, Minnesota; and

WHEREAS, the City has planned the reconstruction of 226th Avenue NW (S.A.P. 235-142-002) from Zea Street NW to Tulip Street 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 both sides of 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 one side of the above described municipal state aid routes in accordance with the approved plans.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF FEBRUARY, 2020.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Pearl Architecture – Liquor Store Expansion
DATE: February 3rd, 2020

OVERVIEW

Attached is the proposal from Pearl Architecture to handle the design of the liquor store expansion/remodeling. As noted, he modified the footprint to 38' x 64' to accommodate the addition of two potentially new coolers and reduce costs.

In addition, with the project cap that was discussed for the worksession, Miles identified three items that would be "Add Alternates" (basically meaning we'd get a price for them but could discard the improvements if costs come in higher) as follows:

- 1) Law Irrigation
- 2) Landscaping plantings as noted on the design (trees, shrubs, bushes)
- 3) Installing 2 new walk-in cooler bays from 13 to 15 total

Project timeline is as follows:

- 1) Schematic Design – 2/3 – 2/17
- 2) Design Development – 2/18 – 3/13
- 3) Construction Documents – 3/20 – 4/20
- 4) Bidding – 4/23 – 5/14
- 5) Construction Phase – 5/25 – 11/20

The total cost of the contract is **\$68,380** plus administrative costs as outlined in fee schedule (copies, plotting, mileage, postage)

Action to be considered:

Motion to approve the proposal from Pear Architecture and enter into the agreement.

Joe Kohlmann

From: Miles Britz <pearl.architecture@gmail.com>
Sent: Thursday, January 30, 2020 4:11 PM
To: Joe Kohlmann
Subject: St. Francis Bottle Shop Addition & Alterations
Attachments: St. Francis Bottle Shop Addition- Fee Proposal _ 2020.pdf; Rate Schedule 2019.pdf; Pearl Memo - Project Schedule.pdf; Revised Plan 2020 - 38x64.pdf

Caution: This email originated outside our organization; please use caution.

Joe,
attached is the new Fee Proposal Letter, Hourly Rate Schedule (2019, but that's OK for 2020 as well), Proposed Project Schedule, and a quick revised floor plan. I have revised the size to 38' x 64' (2,432 sq.ft.) to keep costs down. The 64' north-south dimension increase will allow for 2 new walk-in cooler bays to be added to the north end existing cooler. Increasing from 13 doors / bays to 15. to offset the added sq. ft. north to south, I decreased the dimension by 2 feet east to west. I know I can make that work. Whether the 2 additional cooler doors are added by Add Alternate No.3 now, or provide the space for added in the future. If prices come in too high and Add Alt. #3 isn't accepted, the sq. footage space will be part of the base bid and left unfinished now for future adding of the 2 cooler bays later date.

--

Miles D. Britz, ALA, LEED AP
Sr. Project Architect / Principal
LEED Project Administrator
Pearl Architecture LLC
612-716-9676



PROJECT SCHEDULE

From: Miles Britz, ALA, LEED AP

Date: 1/28/2020

Re: St. Francis Bottle Shop Addition & Alterations

Schematic Design:	February 3, 2020 - February 17, 2020
Design Development:	February 18 – March 13, 2020
Construction Documents:	March 16, 2020 - April 20, 2020
Bidding:	April 23, 2020 - May 14, 2020
Construction Phase:	May 25, 2020 - November 20, 2020

Pearl Architecture LLC

St. Paul, MN 55075
pearl.architecture@gmail.com
612-716-9676

Proposal for Professional Design Services

City of St. Francis
Bottle Shop Addition

January 27, 2020

Submitted to:
City of St. Francis
City Hall
23340 Cree Street NW
St. Francis, MN 55070

ATTN:
Joe Kohlmann
City Administrator

Submitted by





January 27, 2020

Subject: Bottle Shop Addition, St. Francis
23307 St. Francis Blvd. NW, St. Francis, MN 55070
Project Number: 201902

Dear Joe Kohlmann;

Pearl Architecture is pleased to provide you with our proposal for Architectural, Structural, Civil, Mechanical, Plumbing and Electrical consulting design services subject to terms and conditions.

Project Description

This proposal is for the design of a storage room addition on the east side of the existing Municipal Liquor Store - Bottle Shop, located in St. Francis, MN. It will have a footprint of approximately **38' x 64'**. (2,432 sq.ft. addition) The building addition will be the same character as the existing building, but with a flat roof. A portion of the existing east exterior wall will be removed to relocate the walk-in coolers. This will require shoring of the precast plank and wood trusses, removing the CMU wall, and installing new beams, columns and footings. The new addition exterior walls will be constructed of Insulated Steel Stud and Structural Steel Frame with an EIFS exterior finish. Included within the interior renovations will be a new Office location, a new Janitor's Closet, Employee Breakroom, and handicap accessibility requirements for the existing Men's and Women's Restrooms to meet current MN Accessibility requirements.

Alterations to the interior finishes of the existing building will include new finishes such as ceramic floor tile, carpeting, wall paint, ceiling tile finishes and soffits, new checkout transaction casework and counter tops. For bidding and cost control measures, we will incorporate various Add Alternates to the Base Bid Documents. If the base bid comes within budget and the add alternates are favorable, the City may elect to accept any number of the add alternates to the Construction Contract with the General Contractor.

Add Alternates are to be;

- Add Alternate No.1: Install a Lawn Irrigation System to entire site of the Bottle Shop.
- Add Alternate No.2: Install Landscaping plantings as indicated on the Landscape Drawings such as trees, shrubs, bushes, etc.
- Add Alternate No.3: Install 2 new Walk-In Cooler bays to the existing Walk-In Cooler, consisting of 2 new cooler doors, additional wall and ceiling cooler panels increasing the size from 13 cooler bays to 15 cooler bays.

Scope of Work

We will provide Schematic Design, Construction Documents and Construction Administration Phases for the duration of this project, as well as a full topographic Site Survey.

(SD & CD Phases): The Schematic Design Phase (SD) will include floor plan design layout review with the Owner including 2 site visits of other like Liquor Stores for design and material selection possibilities. The SD will also include interior finishes upgrades thru-out the Sales and Checkout Transaction areas, such as new floor finishes, wall paint, casework and countertops. The full Design Team will provide Construction Documents (CD) for the bidding purposes to General Contractors. The Alta Site Survey is NOT included within this proposal amount. The City will contract separately with Hakanson Anderson Engineers to provide a Site Survey.

Pearl Architecture will assist the Owner with the Bidding Phase to solicit construction bids of a Single Lump-Sum Construction Contract to complete the work. Add Alternates will be reviewed with the Owner whether to accept or decline.

(CA Phase): Pearl Architecture and its consultants will provide Construction Administration (CA) thru-out the duration of the construction phase; review of Contractor's Pay Applications, review shop drawings, respond to

field questions and RFI's (Request For Information), and administer any Change Orders if deemed necessary. Pearl Arch will attend bi-weekly on-site Construction Meetings held by the Contractor during the construction phase and follow up with the Contractor towards Project Closeout to achieve the Certificate of Occupancy (CO). Significant redesign of the building or other changes after the construction document (CD) phase or an unusual amount of construction administration work will be done on an hourly basis with prior notification and approval.

Design Team:

Our Firms involved in the design process:

- Pearl Architecture LLC; Architect & Project Manager
 - Miles D. Britz, Architect, ALA, LEED AP
 - Nancy Wolf, Job Captain
- Tekton Engineers; Structural
 - Jeremy Baer, Structural PE
- Hakanson Anderson Associates, Inc.; Civil
 - Craig Jochum, Civil PE
- The Design Group Inc., Mechanical & Electrical Engineers
 - Otto Maki, Mechanical & Electrical PE
- Specifications Consultant
 - Douglas C. Lingren, CSI, CCS, AAIA

Fee Proposal:

We propose to provide consulting design services for the base design as stated above on a *lump sum basis*, for the amount of **\$68,380**. Below is a breakdown of the estimated fee by phase. Please note that final billing of these phases may vary subject to the total lump sum amount.

Additional Services, work beyond those described above, will / may be performed on an hourly rate basis; see attached Rate Schedule.

▪ Schematic Design & Construction Documents Phase	\$ 55,400.00
(Including Bidding Phase)	
▪ Construction Administration Phase	\$ 12,980.00
▪ Total Lump Sum Design Fee	\$ 68,380.00

Typical reimbursable expenses such as mileage, car rental and fuel, meals, printing, postage, long distance phone calls, etc. will be additionally invoiced as incurred. See attached Billable Rate Schedule for reimbursable expenses. Fees and expenses described herein will be invoiced monthly to be paid in full, net 30 days. If for any reason you have questions or comments regarding this proposal letter, please feel free to call or send me an email.

If you find this proposal letter acceptable and are in agreement, please sign and date below.

Again, thank you for your call. I look forward to working with you on this Addition and Alterations to the St. Francis Bottle Shop project.

Respectfully submitted,

Miles D. Britz, ALA, LEED AP
Sr. Project Architect / Principal

Pearl Architecture LLC
1158 Sixth Ave. So.
Saint Paul, MN 55075
612-716-9676

City of St. Francis, MN

Signature:

Title:

Date:

Pearl Architecture LLC (PALLC)

Signature:

Title

Date:

Miles D. Britz

Principal / Sr. Architect

January 30, 2020

1-27-2020

pearl.architecture@gmail.com

phone: 612-716-9676

email:

TERMS OF PROPOSAL

PEARL ARCHITECTURE LLC

The accompanying Proposal (hereinafter referred to as "Proposal") is subject to the following terms and conditions. These Terms of Proposal (hereinafter referred to as "Terms") are an integral part of the Proposal as if stated directly therein. No change or deviation from these Terms will be binding without the written approval of Pearl Architecture llc (PA). Such changes may require an adjustment in the proposed fee, schedule or scope of the Proposal.

A. Services: Pearl Architecture (PA) proposes to perform the services outlined in the Proposal for the stated fee arrangement. Changes required by the Client or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope or schedule of services described in the Proposal shall be considered "Additional Services" and will be invoiced on an hourly basis in addition to the stated fee arrangement.

B. Information from Client: Unless otherwise stated, Client (City of St. Francis) agrees to provide PA with all site and building information necessary to complete the proposed services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, engineering studies and plans; existing or required soils and geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. Client shall promptly inform PA of any alleged defects in services provided or the project.

C. Access to Site: Unless otherwise stated, Client agrees to provide PA and it's consultants with access to the site, including adjoining properties, for activities necessary for the performance of services.

D. Standard of Care: Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of PA's profession currently practicing under similar conditions. **PA and its consultants makes no expressed or implied warranty with respect to its undertakings described herein.**

E. Project Approvals: Due to site limitations, code interpretations, regulatory reviews, political considerations and Client directed design and improvements, PA makes no representations as to acceptability or approvability of the project. Payment of fees to PA is not contingent upon project approval.

F. Opinions or Estimates of Project Costs: Where included as part of project scope or otherwise, opinions or estimates of project cost will generally be based upon public construction cost information. Since PA has no control over the cost of labor, materials, competitive bidding process, weather conditions, and other factors affecting the cost of construction, all cost estimates are opinions for general information of the Client and PA does not warrant or guarantee the accuracy of construction cost opinions or estimates. Project financing should be based upon actual, contracted construction costs with appropriate contingencies

G. Construction Phase Services: If construction phase services are included in this Proposal or subsequently authorized, Client is notified that PA and its consultants are not responsible for means, methods, techniques or procedures of construction selected by any contractor employed on the project nor for the safety precautions or programs incident to the work of any contractor.

H. Ownership and Alteration of Documents: All documents, including reports, specifications, drawings, field data, notes and documents or electronic media prepared or furnished by PA and its consultants under this agreement shall remain the property of PA. The Client may make and retain copies for its use in connection with this project. However, such documents are not intended for reuse by the Client on any other project or alteration of the project by others without the written consent of PA. Electronic media may be furnished for convenience of Client; however, only signed and certified hard copies of submittals may be relied upon as documentation of professional services provided.

I. Billings and Payments: Invoices for PA's services shall be submitted, at PA's option, either monthly or upon completion of services. Invoices are due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, PA may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services.

J. Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 5.5% on the unpaid balance. If any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

K. Termination of Services: This agreement may be terminated, upon written notice, by the Client or PA should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay PA for services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

L. Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and PA, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, PA's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed \$1,000.00. Such claims include, but are not limited to, PA's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty, if any.

M. Dispute Resolution: Any claims or disputes made during or after the performance of services between PA and the Client, with the exception of claims by PA for non-payment of services rendered, shall be submitted to mediation and/or arbitration. This Proposal anticipates that PA and the Client will include a similar requirement in all agreements with contractors, sub-contractors, suppliers, consultants and fabricators concerned with this project.

N. Withdrawal of Proposal: This Proposal constitutes a non-binding offer to perform services and Pearl Architecture reserves the right to withdraw or modify this Proposal, without liability to the Client, at any time prior to receipt of written acceptance from the Client and execution of a signed agreement in accordance with Paragraph O.

O. Agreement: If the Proposal is accepted, the Client and Pearl Architecture llc may enter into and execute an Agreement incorporating the Proposal, these Terms and such additional terms and conditions as may be mutually acceptable to PA and Client. Upon request by the Client, PA may, at its sole discretion and for the benefit of the Client, proceed with any proposed services prior to execution of a written agreement. In the absence of an executed written agreement, the accompanying Proposal and these Terms of Proposal shall constitute the whole and complete agreement between PA and the Client.





phone: 612-716-9676

email: pearl.architecture@gmail.com

Pearl Architecture LLC

BILLABLE RATE SCHEDULE - 2019

HOURLY RATES

Principal / Owner	\$120.00	per hour
Principal - In - Charge	\$120.00	per hour
Senior Project Architect (SrRA)	\$105.00	per hour
Licensed Architect (RA)	\$95.00	per hour
Specifications Writer	\$95.00	per hour
Licensed Design Engineer (PE)	\$130.00	per hour
Staff Architect	\$85.00	per hour
Sr. CAD Drafting Technician	\$65.00	per hour
Architect-In-Training (AIT)	\$70.00	per hour
CAD Drafting Technician	\$55.00	per hour
Clerical Services	\$50.00	per hour

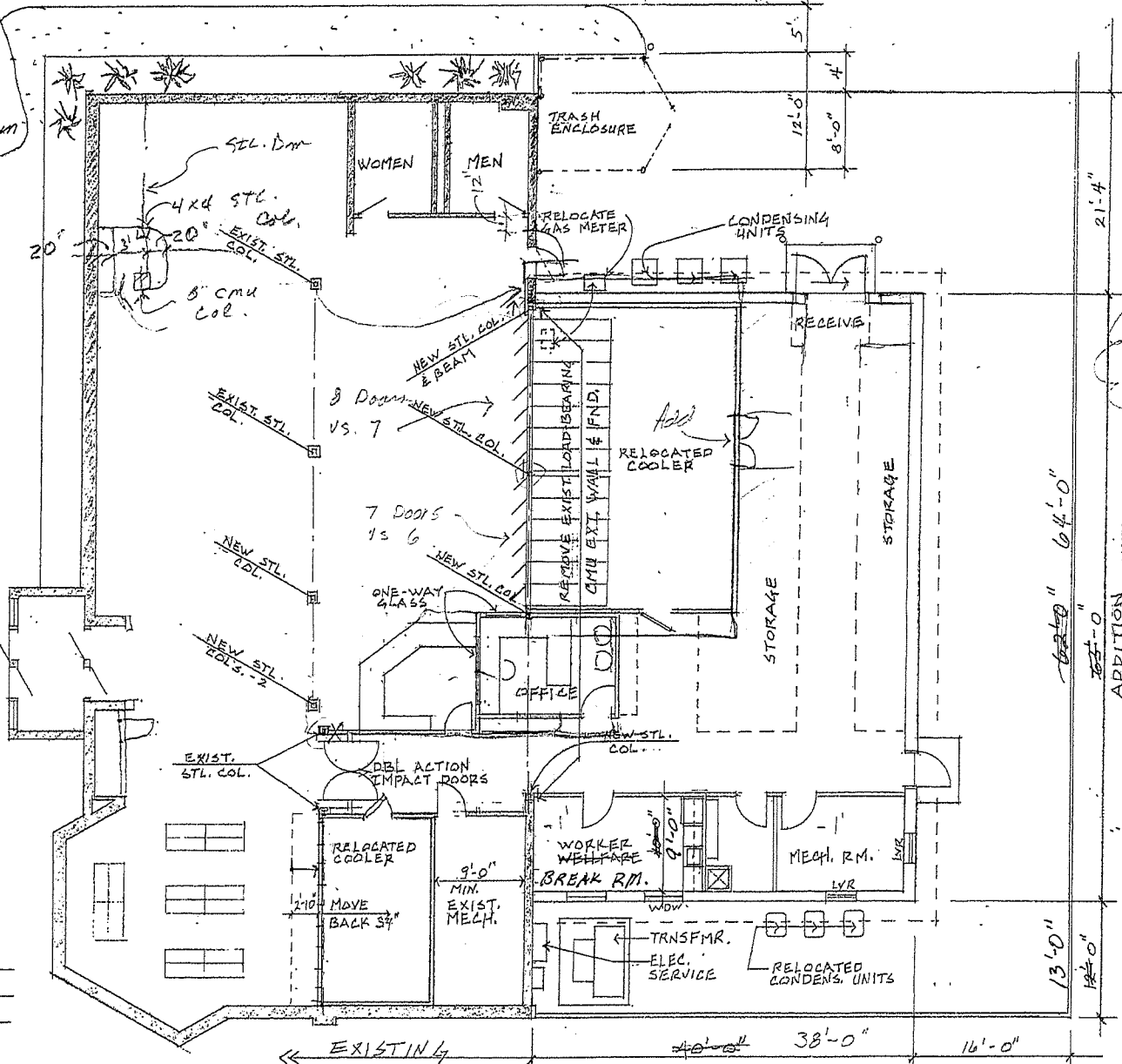
REIMBURSABLE EXPENSES

PHOTOCOPIES - BLACK & WHITE		
8.5" X 11"	\$0.32	Per side
11" x 17"	\$0.42	Per side
PHOTOCOPIES - COLOR		
8.5" X 11"	\$1.12	Per sheet/ Per Side
11" x 17"	\$1.87	Per sheet/Per side
PLOTTING		
Black & White	\$5.00	Per sheet
Color	\$10.00	Per sheet
SCANNING		
Documents	N/A	
Drawings	N/A	
POSTAGE		
	At Cost	
MILEAGE		
	IRS Rate (\$0.52)	
MEALS & LODGING		
	At Cost	
AIRFARE		
	At Cost	
RENTAL VEHICLE		
	At Cost	

Stan Morgan & Assoc.
 Skip Troyak
 952-474-5451
 sales@stanmorganasso.com

- Transaction fl.
 & office down-
 same level as
 store
- Add new Code
 Transaction Cntr.
- Add 2 more
 Cooler doors &
 Back cooler to
 south end
- Door to office from
 Transaction Cntr.
- Add DBL door to
 back of N. cooler

BOTTLE SHOP
 3/32" = 1'-0"



PA Pearl
 Architecture

612.716.9676
 pearl.architecture@gmail.com

Project Title:

1-27-20
 2,430 SF.

Map Location:

38' x 64'
 2,432 #

Revisions:

Rev.	Date	Approved By
1		PRELIMINARY PLANS

Note:

Drawings are not to be detailed to obtain dimensions. Contact Pearl Architecture, LLC for omitted or additional dimensions, or those in conflict with actual field measurements.

I hereby certify that this plan, specification or report was prepared by me, or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota.

Signature: _____
 Printed Name: _____
 Date: _____ Reg. No.: _____

Project Number: _____
 Date: _____
 Drawn By: _____
 Checked By: _____
 Copyright: 2012

Sheet Title:

Sheet:

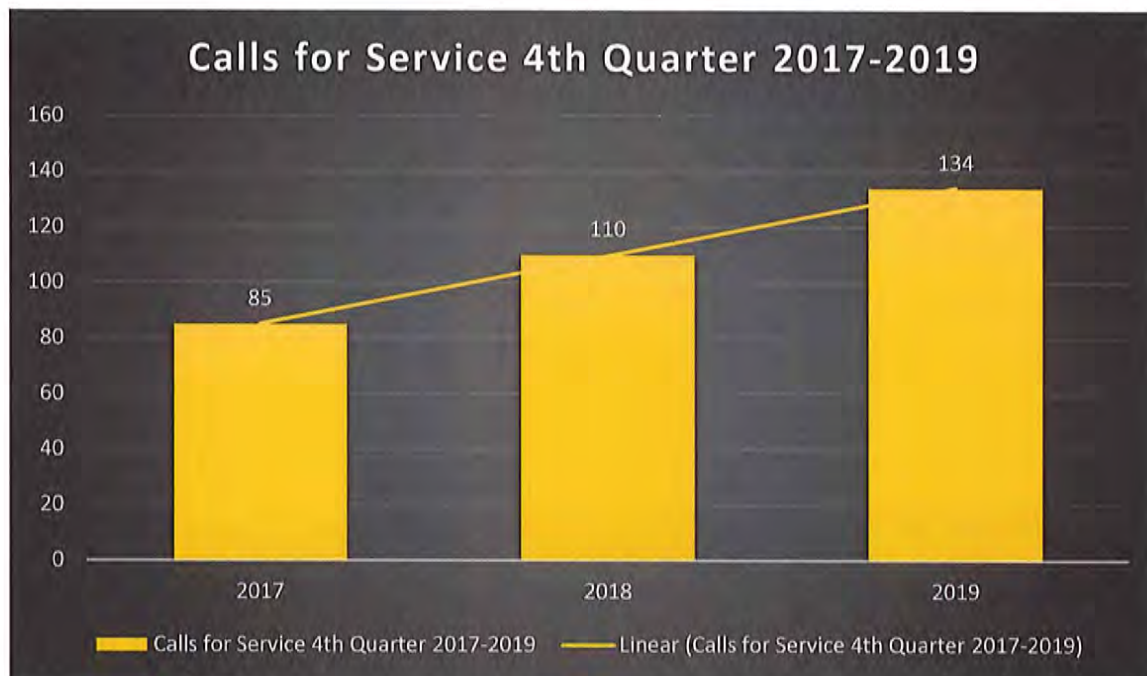


ST. FRANCIS FIRE & RESCUE

2019 4th Quarter Fire Department Report

Calls for Service

During the 4th quarter the fire department responded to 134 calls for service; this an increase of 24 calls in comparison to 4th quarter of 2018 or an increase of 19.6%. A further look back shows a total run volume in 2017 4th quarter of 85 calls for service. When measuring just the 4th quarter from 2017 through 2019 we have experienced 44.7% growth in run volumes.



For the year we have seen an increase in volumes from 388 in 2018 to 484 in 2019 or an increase of 22% from year to year. Again, when comparing back to 2017 where our total run volumes were 336 for the year, our demand for services increased 36% over that time period.

We experienced a reported \$8,150.00 loss due to fires in the 4th quarter of 2019. This dollar loss was the result of 2 structure fires with in the City of St. Francis during the 4th quarter.

12/6/19- 41XX Block of DeGardner Circle- Garage Fire believed to be caused by a space heater causing \$2,150.00 in damages. Shown below.



12/11/19- 236XX Nightingale St NW- Garage fire believed to be caused by a wood stove/flue in poor operating condition causing \$6,000.00 in damages. Shown below.



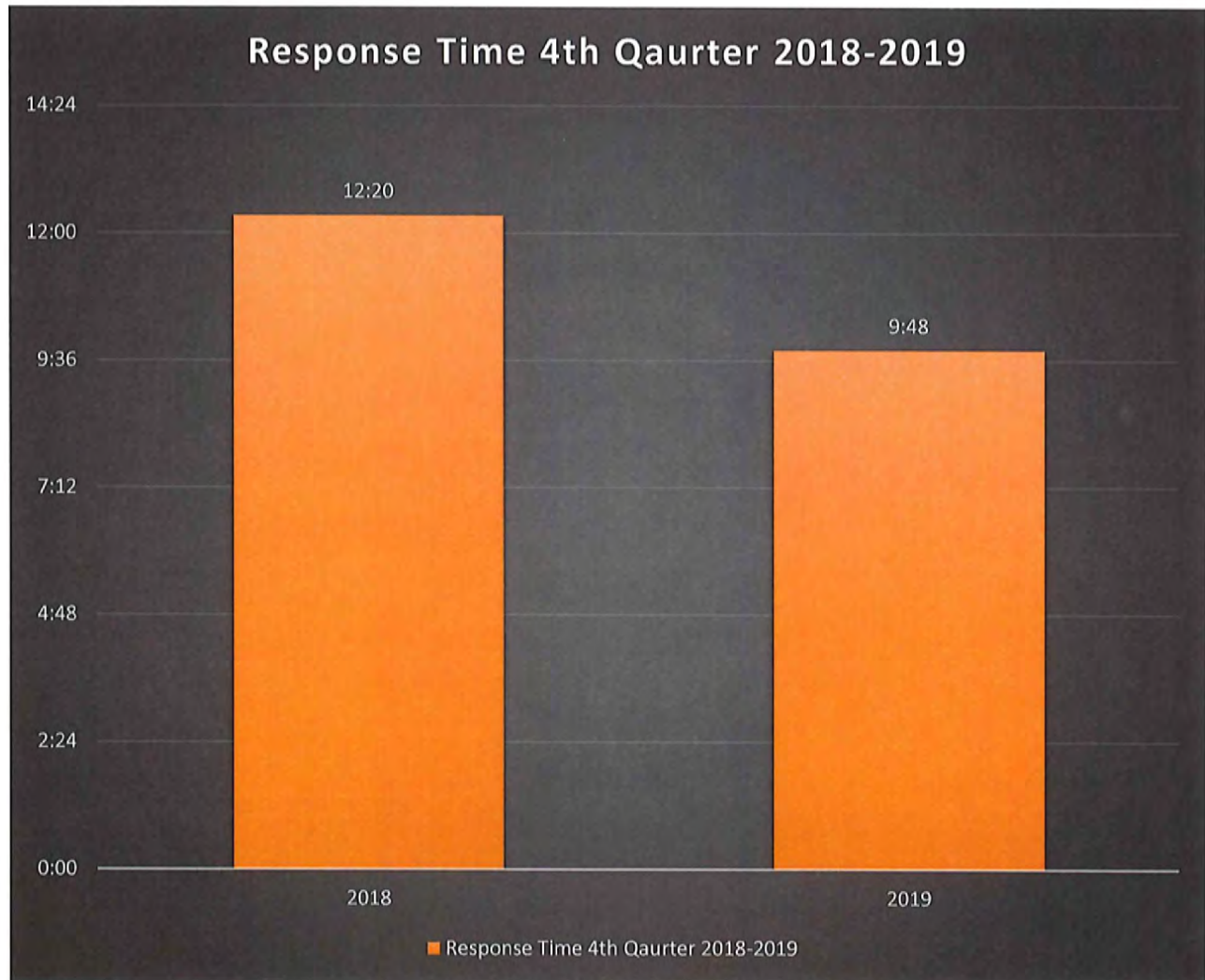
Significant Events 4th Quarter 2019

- 10/26/2019- 6400 Block of Ambassador Blvd- Large Debris Pile Fire
- 11/5/2019- 23600 Block of Monroe St NE, East Bethel- Gas Leak on a 2 inch main
- 11/14/2019- 24600 Block of Helium St NW, Isanti- House Fire
- 11/25/2019- 200 block of 241st Ln NE, Bethel- House Fire
- 12/06/2019- 4100 Block of DeGardner Circle- Garage Fire
- 12/11/2019- 22400 Block of Xenon St NW, Nowthen- Shed Fire
- 12/12/2019- 23600 Block of Nightingale St NW- Garage Fire



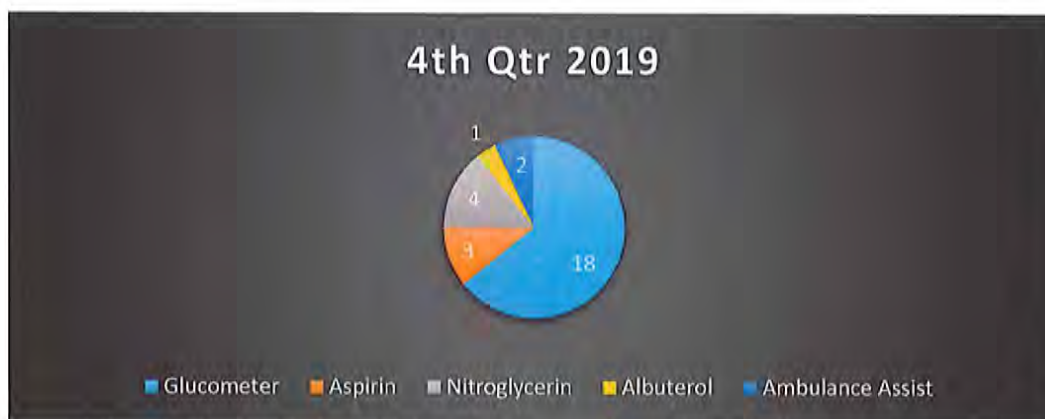
Response Times

We also continue to see a reduction in response time from 2018, which saw an average response time of 12:20 to an average response time of 9:48 in 2019 a reduction of 2:32 minutes in the 4th quarter.



Emergency Medical Response

Over the course of the 4th quarter we continue to utilize our advanced level medical protocols on a regular basis to serve our residence and visitors in their time of need. Currently the fire department is able to administer Aspirin, Nitroglycerin, and Albuterol for medications; I-Gel airway for advanced airway management; and we carry a glucometer to asses' patients' blood sugar. We are also occasionally asked to assist paramedics while transporting patients to the hospital. During the 4th quarter we utilized the following advanced protocols



During the 4th quarter we saw a fairly equal distribution between fire related calls for service (fires, gas leaks, illegal burns, motor vehicle accidents, smoke and CO alarms) and EMS calls (emergency medical calls) at 51 fire related events vs. 83 EMS related events. The national average ratio between EMS and fire calls stand close to a 70/30 distribution on a percentage basis whereas the ratio for St. Francis during the 4th quarter was 61.9% of our calls were EMS related vs. 38.1% being fire related.

Community Engagement

The 4th quarter of the year is one of the busiest times of year for the fire department. The month of October is nationally recognized as Fire Prevention Month. Accordingly the fire department goes out to the elementary schools and daycares throughout the community and provides fire safety education to the students. Additionally we host our French Toast Breakfast/ Open House in October as well. During these events we made contact with hundreds of school aged children and adults and discussed fire safety, the importance smoke and CO detectors, the value in planning a safe escape route and fire apparatus and station tours.



This year we also staffed the fire station on Halloween afternoon and evening and handed out candy to the community.

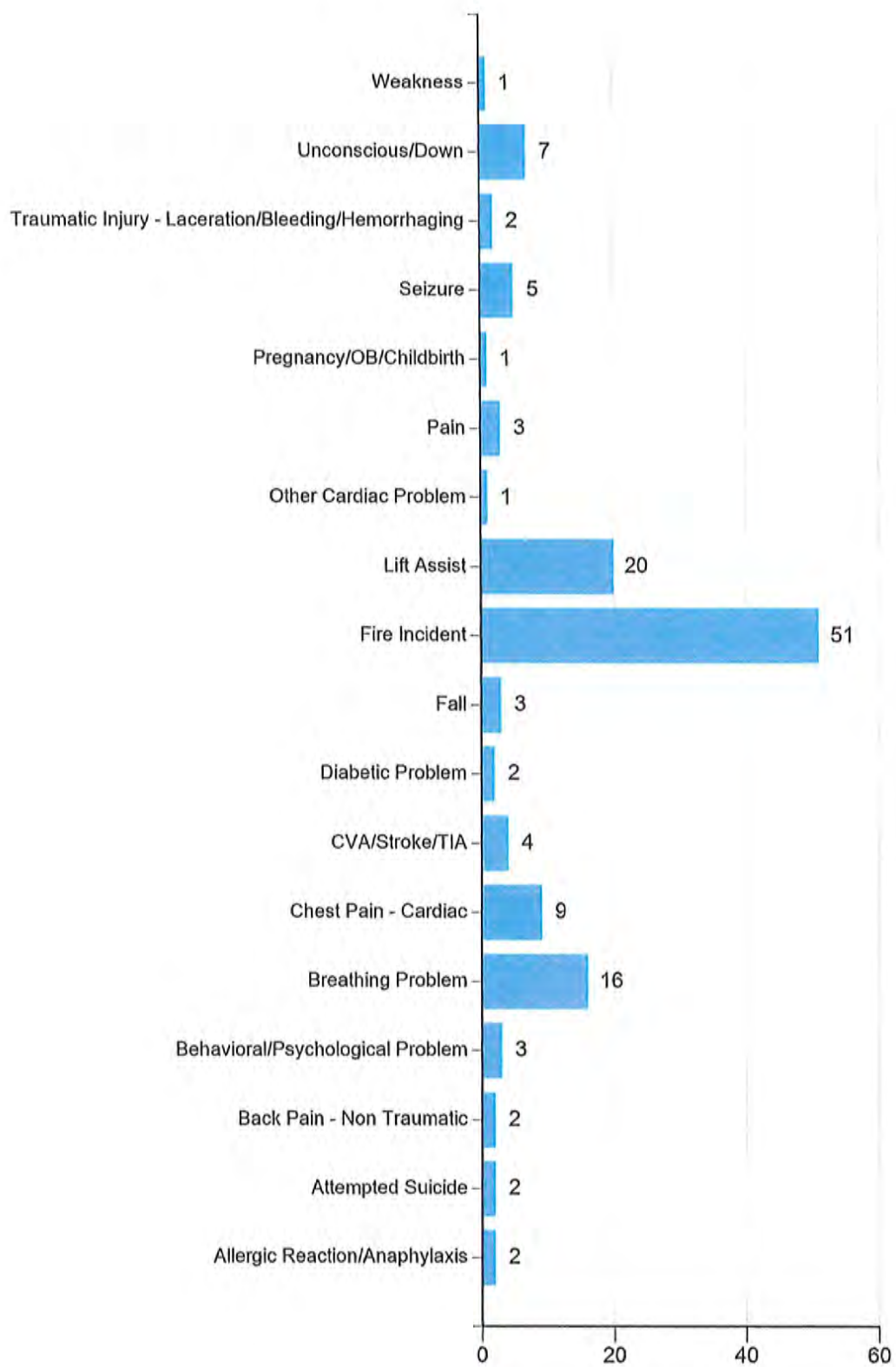


Finally in December we hosted the annual “Santa on the Firetruck” event, collecting food donations for NACE. We are pleased to report that we were able to collect over 1,100 pounds of food for the food shelf this year.



Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	5	3.73%	\$8150.00	100.00%
118 Trash or rubbish fire, contained	1	0.75%	\$0.00	0.00%
151 Outside rubbish, trash or waste fire	2	1.49%	\$0.00	0.00%
	8	5.97%	\$8150.00	100.00%
3 Rescue & Emergency Medical Services (EMS) Incidents				
321 EMS call, excluding vehicle accident with inju	63	47.01%	\$0.00	0.00%
322 Motor vehicle accident with injuries	2	1.49%	\$0.00	0.00%
360 Water & Ice related rescue, other	1	0.75%	\$0.00	0.00%
	66	49.25%	\$0.00	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	3	2.24%	\$0.00	0.00%
424 Carbon monoxide incident	2	1.49%	\$0.00	0.00%
441 Heat from short circuit (wiring), defective/wo	1	0.75%	\$0.00	0.00%
463 Vehicle accident, general cleanup	1	0.75%	\$0.00	0.00%
	7	5.22%	\$0.00	0.00%
5 Service Call				
531 Smoke or odor removal	1	0.75%	\$0.00	0.00%
553 Public service	2	1.49%	\$0.00	0.00%
561 Unauthorized burning	6	4.48%	\$0.00	0.00%
	9	6.72%	\$0.00	0.00%
6 Good Intent Call				
611 Dispatched & canceled en route	25	18.66%	\$0.00	0.00%
622 No incident found on arrival at dispatch addr	1	0.75%	\$0.00	0.00%
631 Authorized controlled burning	1	0.75%	\$0.00	0.00%
651 Smoke scare, odor of smoke	2	1.49%	\$0.00	0.00%
671 Hazmat release investigation w/ no hazmat	1	0.75%	\$0.00	0.00%
	30	22.39%	\$0.00	0.00%
7 False Alarm & False Call				
700 False alarm or false call, other	1	0.75%	\$0.00	0.00%
714 Central station, malicious false alarm	1	0.75%	\$0.00	0.00%
735 Alarm system sounded due to malfunction	1	0.75%	\$0.00	0.00%
736 CO detector activation due to malfunction	1	0.75%	\$0.00	0.00%
740 Unintentional transmission of alarm, other	1	0.75%	\$0.00	0.00%
741 Sprinkler activation, no fire - unintentional	1	0.75%	\$0.00	0.00%
743 Smoke detector activation, no fire - unintenti	3	2.24%	\$0.00	0.00%
744 Detector activation, no fire - unintentional	2	1.49%	\$0.00	0.00%
746 Carbon monoxide detector activation, no CO	3	2.24%	\$0.00	0.00%
	14	10.45%	\$0.00	0.00%
Total	134	100.00%	\$8150.00	100.00%

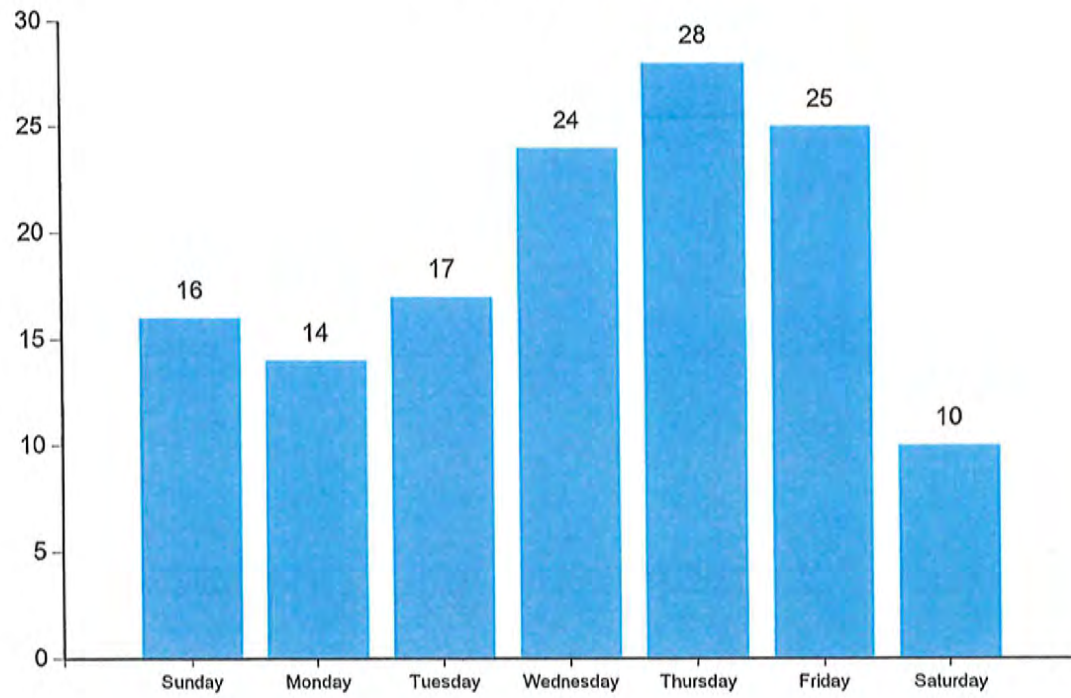
Incident Sub-Type



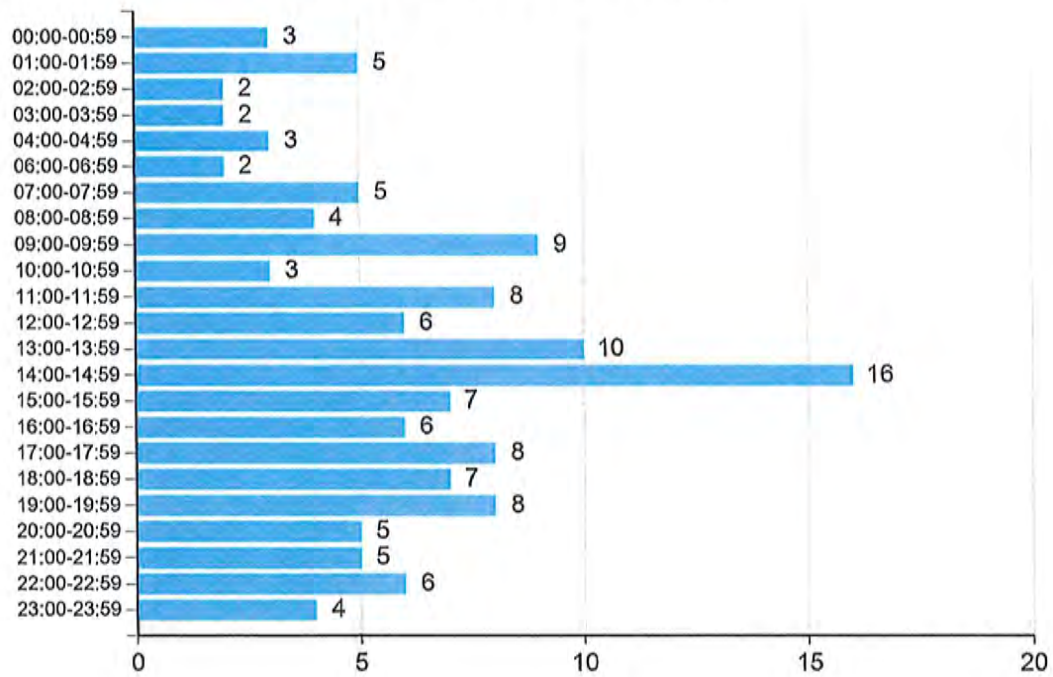
Total Incident Count: 134

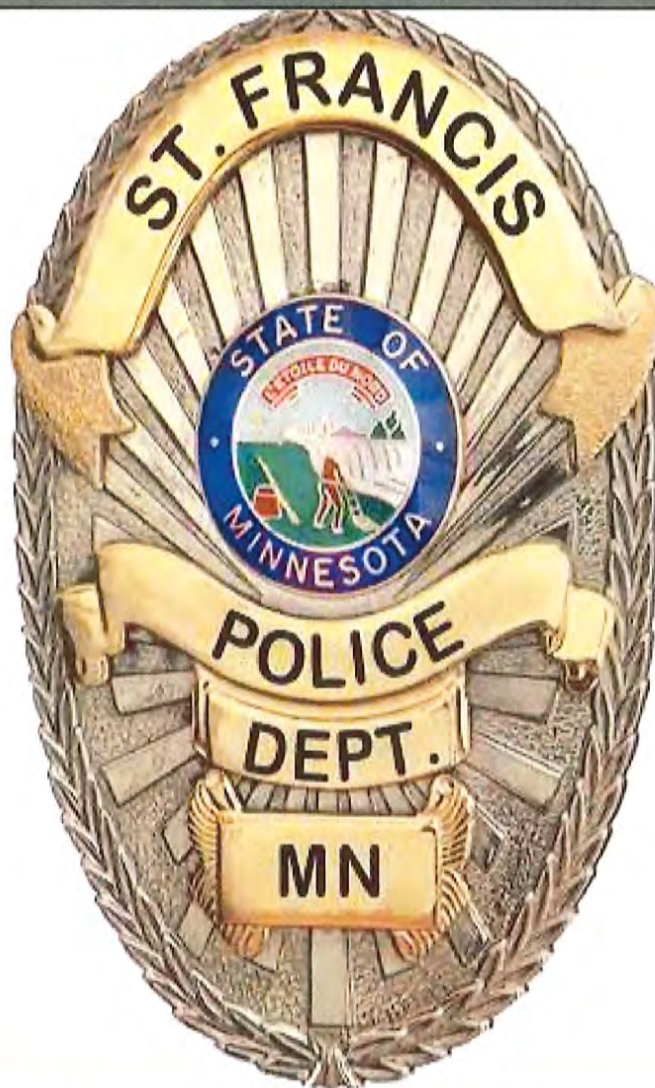
Total Est Loss: \$8150.00

Calls by Day of Week



Incidents by Hours - 1 Hour Breakdown





ANNUAL REPORT 2019

St. Francis Police Department

Website: stfrancismn.org

Facebook: Saint Francis-MN Police Department

Tel: 763-753-1264

4058 St. Francis Blvd NW

St. Francis, MN 55070

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FROM THE CHIEF:

February 3rd, 2020

Mayor Feldman and City Council Members:

I am pleased to submit the 2019 St Francis Police Department Annual Report to you and the residents of St Francis. The report contains a summary of the events and operations the Police Department was involved with in 2019. Police department staff continues to focus on our mission statement by providing fair and impartial police service to all persons and providing a safer community through partnering with our citizens.

In 2019, police department officers responded to 4,790 calls for service. Proactive policing and theft prevention remains a top priority for patrol staff. Officers continued the practice of alerting residents when their garage doors were found left open during the overnight hours. Officers made contact with 79 residents who left their garage doors open during the overnight hours in an effort to prevent theft opportunities. Officers also continued to distribute theft prevention door hangers at residences when unsecure packages were observed on doorsteps. This effort picks up during the holidays when package deliveries are at their highest and citizens are most vulnerable to theft. These extra efforts by officers are eliminating theft opportunities that would otherwise be there for thieves.

In 2019, the police department continued its initiative of striving to connect with the citizens through community outreach. We believe that having a good relationship with the community is essential to public safety and maintaining a safe and enjoyable community to reside in and visit. The department continued hosting and participating in several events in 2019 including Senior Fraud Seminar, Dog Clinic, Bike Rodeo, Anti-Bullying Day, Car Seat Clinic, Neighborhood Watch and Winning With Cops. The department also implemented a new outreach program in 2019 called Cone with a Cop. This program was very well received and has been a great addition to our community outreach efforts.

In this report, you will see what department staff has been busy with and ways the police department has served the community over the course of the year.

On behalf of all members of the St Francis Police Department, I thank you for your continual support and look forward to servicing you in the upcoming year.

Sincerely,

Todd Schwieger
Chief of Police

PATROL NEWS:

Our Mission:

The St. Francis Police Department is dedicated to provide fair and impartial police service to all persons through education and enforcement. The goal of the St. Francis Police Department is to provide a safer community through partnering with its citizens.



The Patrol Division is the most visible part of the St Francis Police Department. Patrol officers and sergeants respond to many different types of calls including 911 calls, medical calls, suspicious activity calls, vehicle accidents, public assist calls and many other types of calls for service. During 2019, the patrol division responded to 4,790 calls for service.

In 2019, the Patrol Division made 245 arrests for misdemeanor, gross misdemeanor and felony level crimes including warrants arrests. These arrests included DWI, domestic assault, court order violations, controlled substance and other arrest types.

When patrol officers are not involved in a service call, they are serving the public in other proactive ways. Officers are enforcing traffic laws, conducting business and house checks as well as patrolling neighborhoods and parks looking for suspicious activity.

Patrol Division Officers conduct numerous vehicle contacts for traffic violations, vehicle equipment concerns, suspicious activity and criminal violations. Traffic stops are one of the major ways officers interact with the public. Traffic stops can result in traffic warnings, citations, warrant arrests and criminal violations. Traffic stops play an important role in keeping the public safe by enforcing traffic laws and interrupting criminal activity.

Part of the Patrol Division is the School Resource Officer. The School Resource Officer spends a majority of their day in various St Francis Area Schools. This officer performs patrol functions primarily on school grounds while school is in session. The School Resource Officer also interacts and works closely with school staff and students to assure their safety each and every day

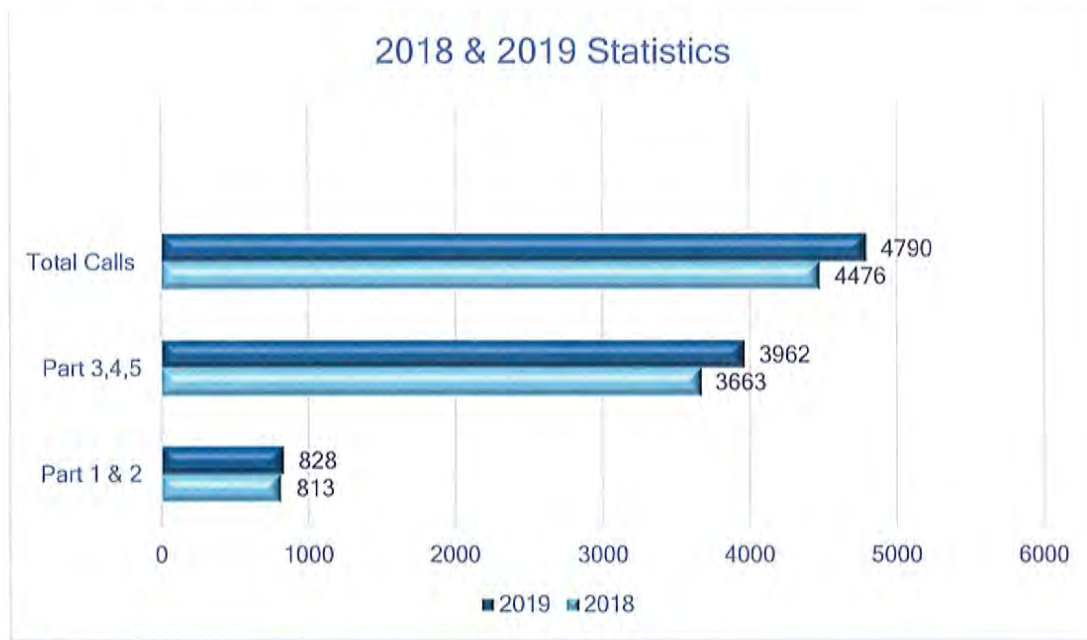
The Patrol Division accumulates numerous training hours throughout each year. Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board (POST) and the department head. Education for Minnesota Peace Officers in areas of Conflict Management, Crisis Intervention and Implicit Bias became POST Board mandated beginning in 2018. Several St Francis officers have completed training in these areas. Other trainings are suggested but not mandatory. There are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. Officers have attended a combined total of 665 hours of POST mandated training and other continuing education courses in 2019.

ACTIVE SHOOTER TRAINING:



2018 & 2019 YEARLY CRIMINAL STATISTICS:

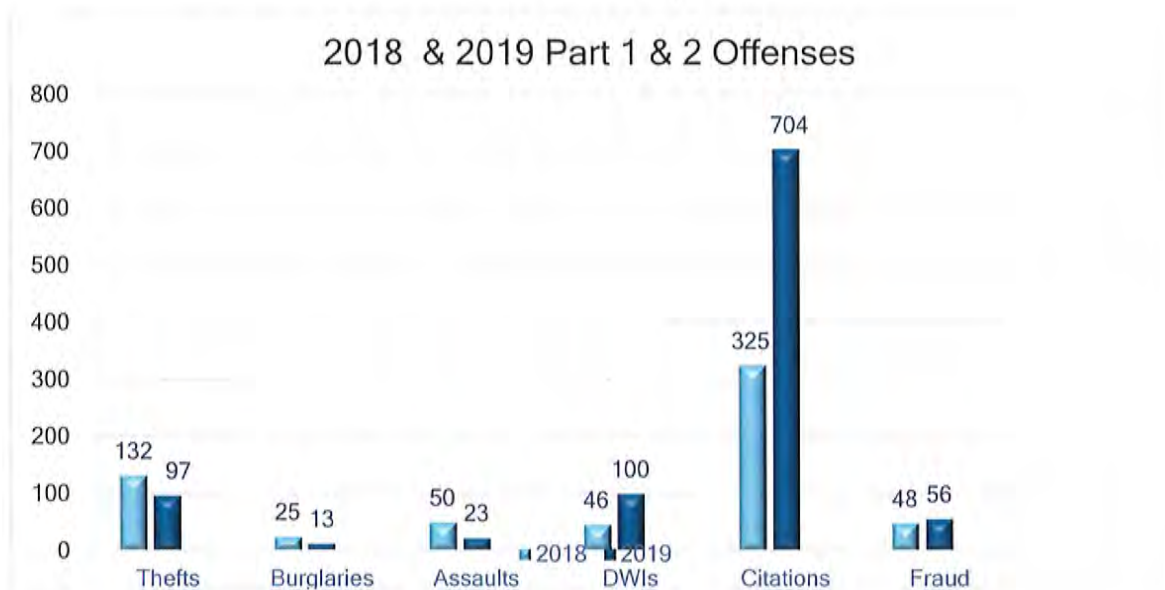
Offense Type	Description Examples	2018	2019
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	813	828
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	3,663	3,962
<u>Total Calls For Service</u>		<u>4,476</u>	<u>4,790</u>



2018 & 2019 SERVICE CALLS:

Calls for service breakdown: Part 1 & 2 offenses

	2018	2019
Thefts	132	97
Burglaries	25	13
Assaults	50	23
DWIs	46	100
Citations	325	704
Fraud	48	56

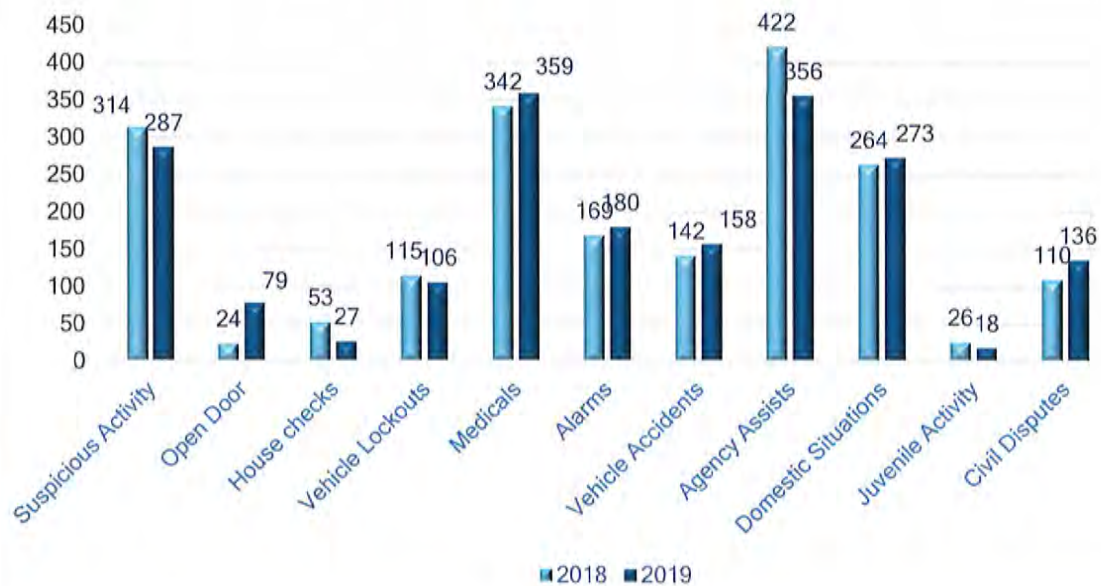


2018 & 2019 SERVICE CALLS:

Calls for service breakdown: Part 3, 4, 5 offenses

	2018	2019
Suspicious Activity	314	287
Open Door	24	79
House Checks Requests	53	27
Vehicle lockouts	115	106
Medicals	342	359
Alarms	169	180
Vehicle Accidents	142	158
Agency Assists	422	356
Domestic situations	264	273
Juvenile Activity	26	18
Civil disputes/Landlord- tenant/Child Custody	110	136

2018 and 2019 Part 3, 4, 5 Offenses



INVESTIGATIONS:

The investigations unit continues to be a resource for the citizens of St Francis. The investigations unit reviews reports that are submitted by officers and also receives and reviews all Anoka County Child Protection reports and Adult Protection reports. Other duties include conducting surveillance, preparing and serving search warrants, assisting other agencies, conducting employment background checks for all new hires, forfeiture processing and forfeiture auctions and managing the evidence room which includes annual audits.

In 2019, 153 cases were investigated by the department investigator including felony fraud, felony damage to property, felony solicitation of a child, felony burglary, trespassing, felony theft, tobacco violation, felony receiving stolen property, misdemeanor theft, felony assault involving a firearm, misdemeanor assault and multiple other cases with some still under investigation. The investigations unit also worked with multiple agency's from around the state to aggregate charges or to gain and share information of criminal activity.

In 2019 the investigations unit teamed up with the Anoka/Hennepin DTF and officers from the St Francis Police Dept. to conduct a search warrant where over \$100,000 worth of stolen items were located and returned to their rightful owners. The stolen items that were returned came from multiple jurisdictions inside and outside of the metro area. There are still thousands of dollars of unclaimed items from that search warrant.

The investigations unit also responds to scenes of crimes including burglaries, vehicle thefts, thefts, damage to property and many others. The purpose of the response is to gather evidence such as DNA swabs and photos if necessary.

The investigations unit also conducts tobacco and alcohol compliance checks at local businesses and establishments with the assistance of volunteer underage buyers. In 2019 all St Francis establishments were compliant and no tobacco or alcohol products were sold to the underage buyers during the compliance checks.

The investigations unit also handles all evidence that is taken in by all officers of the St Francis Police Dept. The evidence is recorded and placed into the proper secured holding area. If needed, the investigations unit will bring evidence to the Tri County lab for processing. Some of that evidence may include DNA swabs, Known DNA samples, Blood kits, Narcotics, Cellular phones and multiple other items.

COMMUNITY RESOURCE OFFICER:

Officer Hearn started as the new Community Resource Officer position (CRO) the beginning of September. Since that time, he has been focusing on City Ordinance Chapter 10-16-15 (Outdoor Storage), Pushing Snow across the Street 7-2-2-E1, and other violations as needed. During this time, Officer Hearn has identified 35 ordinance violations and has been able to resolve 21 violations with an officer correction rate of 60%.

Officer Hearn has attended the St Francis Fire Department Waffle Breakfast, Participated in a Senior Fraud Awareness presentation put on in conjunction by Edward Jones at the St. Francis Police Department. He has also made a school visit to the St. Francis Christian School, interacting with the students and staff.

Officer Hearn has also taken on more of a role in communicating to the public on the St Francis Facebook page. He will also continue to monitor daily reports for possible ordinance/rental violations, and take the necessary steps as needed.

Officer Hearn continues to conduct traffic stops in the Highway 47 corridor focusing on school zone times and assisting officer's on calls when needed. He has cited 49 traffic offenses with 13 of them being related to speed and has assisted, handled or taken part in over 154 calls for service with 35 being ordinance violations.

In December, Officer Hearn held another Winning with Cops dinner and bowling event at the Patriot Lanes. There was a good turnout by staff and citizens with Mayor Feldman also attending. There will be another Winning with Cops event in the very near future.



For future note:

On February 11 the St Francis Police Department along with the city Code Enforcement will be hosting Rental Code Enforcement Q and A. Property Managers and Property Owners will be invited to attend the event where Law Enforcement (CRO) and Code Enforcement will explain the new ordinance, as it pertains to Rental Housing, and the process's that go with it.

In May, Officer Hearn and the St Francis Police department will be hosting a tour of the facility for the senior members of the St Francis First Baptist Church.



The statewide TZD program was launched in 2003 by the Minnesota Departments of Public Safety, Transportation, and Health as a deliberate, interdisciplinary approach to traffic safety. The members of the TZD program team realized that moving toward a goal of zero deaths would require cooperation among state agencies as well as a way to build connections between state agencies and local organizations.

The TZD program team works in partnership with community and corridor groups to improve the traffic safety of a designated area. Toward Zero Deaths provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and the fatalities and severe injuries that result from them.

Even with all of the TZD initiatives and efforts, law enforcement continues to see a high number of DUI arrests and traffic fatalities throughout the state. In 2019 there were 27,975 statewide DUI arrests and 364 traffic fatalities compared to 381 in 2018. Contributing factors to the traffic fatalities included:

102- Impaired driving related

72- No seatbelt use

71- Speed related

27- Distracted driving

50- Pedestrian related

44- Motorcycle related

RESERVE UNIT:



The St. Francis Police Department Reserve program consists of 10 men and women volunteers who assist sworn officers by performing various community service tasks and non-criminal functions. Some of these individuals are pursuing a career in law enforcement and others wish to give back to their community. Some of the tasks Reserve Officers perform are patrolling parks and assisting with traffic control at accidents, transporting suspects to jail, and riding with licensed officers. Reserves play a pivotal role during the Pioneer Days festival by directing traffic during the parade and assisting with security at various locations in the city. The St. Francis Police Department is proud to have these members

who are willing to give countless hours of their time to help our community. Many former Reserves have moved on to a career in law enforcement, some remaining with St. Francis PD and some being hired by other agencies.

2019 Events Reserve Officers participated in:

- Cone with a Cop
- Night to Unite
- Winning With Cops
- Bike Rodeo
- Law Enforcement Appreciation Day
- Patriot Ride
- 5k run
- St Francis High School Graduation
- St Francis High School Football Games
- Anoka County Fair
- Anoka Halloween Parade
- Dog Clinic
- Recycling Day



Applications for the St Francis Police Reserve Unit are being accepted and can be found at <https://www.stfrancismn.org/police/page/resources>.



2019 COMMENDATION AWARDS

In January of 2020 the Police Department held its 2nd awards ceremony for officers and staff members. Commendation awards were implemented in 2017 to recognize staff members and citizens for their outstanding service and superior dedication to the City of St Francis. Staff members and citizens can be nominated for an award by any staff member of the police department. The nomination is then reviewed by the awards committee who then approves,



denies or suggests a different type of award. The different awards staff members and citizens can be nominated for are The Medal of Honor, Medal of Valor, Award of Commendation, Life Saving Award and The Citizens Award. During the ceremony, four department officers were recognized for their exceptional performance and service in 2019. Officer Chris Bulera

received the Award of Commendation for his outstanding service during a cardiac arrest situation in January of 2019. Officer Bulera went above and beyond in providing assistance to the victim's wife and family during and after the incident.

Officer Nate Schwieger received the Award of Commendation for his work on an investigation which led to a search warrant at a local residence and the recovery of over \$100,000 in recovered stolen property.



Officer Brandon Stemme received the Award of Commendation for his dedication to DWI and traffic enforcement. Officer Stemme has been a department leader in traffic enforcement since 2005 and made 55 DWI arrests in 2019.

Reserve Officer Richard Sieber received the Award of Commendation for his exceptional service and dedication to the St Francis Community by donating hundreds of volunteer hours as a reserve officer in 2019.



2019 COMMENDATION AWARDS

Three citizens were also recognized during a January 2019 City Council meeting for coming to the aid of two individuals who were struck by a vehicle on Highway 47 in November 2018. Adam Klinkner, Alycia Simons and Samantha Stewart were recognized for their efforts and received the St Francis Police Department Citizens Award.



NEW ST. FRANCIS POLICE OFFICERS



The St Francis Police Department welcomed two new officers in January of 2019. Officer Brandon Boe comes to us from the Glyndon Police Department and brings with him years of law enforcement experience. Officer Chase Hedges is a former St Francis Reserve Officer and we're happy to have him back on our team. Both officers have been great additions to the department.



PRESCRIPTION DRUG TAKE BACK



St. Francis is one of many sites that unused prescription drugs can be dropped off as part of the "Prescription Drug Take Back Program". This gives the community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. Between our prescription drop box and National Drug Take Back Day, the police department collected **261 pounds** of prescription drugs in 2019.

