CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
December 2, 2019
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 – November 18, 2019
   B. Annual License Renewals for 2020 – Resolution 2019-53
   C. Massage Therapy License – 23280 Variolite Street NW
   D. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARINGS
   A. Presentation on 2020 Proposed Budget - Public Input
      1. Certifying Taxes Payable in 2020 – Resolution 2019-54
      2. Adopting a Budget for 2020 – Resolution 2019-55

8. OLD BUSINESS

9. NEW BUSINESS
   A. Fire Chief Position
   B. Ordinance 256, Second Series – Amending Fee Schedule – Second Reading
   C. Summary Publication of Ordinance 256, Second Series – Resolution 2019-56
   D. Code Enforcement Extension Request – 4xxx-233rd
   E. 2020 Street Rehabilitation Project - Resolution 2019-57
   F. 2020 Street Reconstruction and Watermain Improvement Project
   G. Fire Flow Water Meter
   H. Biosolids Disposal
   I. Setting Work Session Date and Time
   J. Audio Equipment

10. MEETING OPEN TO THE PUBLIC

11. REPORTS
   A. Councilmember Reports -
   B. Upcoming Events –
      Dec 5 Santa on the Fire Truck 5:30 pm in various neighborhoods
      Dec 12 Santa at the SF Police Department 5-7 pm
      Dec 16 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
      Dec 18 Planning Comm. Mtg @ St. Francis Area Schools District Offices - CANCELLED

12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES

NOVEMBER 18, 2019

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), Attorney Karen Kurth (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. **CONSENT AGENDA**
A. City Council Minutes – November 4, 2019
B. City Council Work Session Notes – October 23, 2019
C. Woodhaven Expansion Letter of Credit Reduction to $51,000 based on work completed to date
D. Acknowledgement of MN Gambling Permit for Fast Break Saints-Bingo on 01/18/2020 @ SF American Legion
E. Establishing Precinct & Polling Locations for 2020 – Resolution 2019-51
F. Pay Estimate No. 1 for $197,083.64 to Ferguson Waterworks for 2019 Water Meter Replacement Project
G. Pay Estimate No. 1 for $294,976.60 to ASTECH Corporation for 2019 Street Rehabilitation Project
~~H. 2020 Squad Purchase Update/Amendment~~
I. Payment of Claims $721,494.49 (ACH #0001E, 272E-273E $233,183.42 and Check #'s 76662-76726 $488,311.07)
J. City Council Work Session Notes – November 13, 2019

Mayor Feldman asked to pull H. from the consent agenda to answer some questions and for clarification.

MOTION BY BAUER SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A-G AND I-J. Motion carried 5-0.

H. <u>2020 Squad Purchase Update/Amendment</u>
Due to the state contract not taking any orders for Dodge Chargers after November 1st, Chief Schwieger looked at other vehicles sold under the State Contract. The Dodge Durango AWD is under the same State Contract number for a base price of $29,435 compared to the Charger at $24,592.

Mayor Feldman stated the miles on the 2016 Dodge Charger is under 100,000 the difference between two vehicles is approximately $4800. Chief Schwieger said we have been receiving better trade in value recently. Feldman asked if you have the difference in your budget. Chief Schwieger said yes, we will cover the cost difference. Chief Schwieger stated they have been discussing the idea of eventually adding at least one pursuit rated SUV back into the fleet. Feldman stated I don't want you to go over budget. This is an actually built as a pursuit vehicle not like the Tahoe the department previously had.

Bauer asked if this would be a take home vehicle. Chief Schwieger said this will sit in the garage for regular patrol. It will be fully marked and functional squad vehicle. MOTION BY UDVIG SECOND ROBINSON APPROVING THE PURCHASE OF A DODGE DURANGO PURSUIT AWD VEHICLE IN PLACE OF THE PREVIOUSLY APPROVED DODGE CHARGER (November 4, 2019) AS CHARGER ORDERS ARE NO LONGER BEING ACCEPTED. Motion carried 5-0.

5. **<u>MEETING OPEN TO THE PUBLIC</u>**

A. <u>Dallas Munn, 4461 236th Lane NW</u> reason I am here is regarding the fines I have received from the city. I had a demolition vehicle in my yard and is gone today. I have spent a lot on this vehicle. I didn't have room in my garage. What can I do moving forward. Do I have to put the derby car in my garage? My trailer is also out side.

Community Development Director Kate Thunstrom said vehicles need to be operable and didn't meet street ready, it had no windows. He needs to keep such items inside.

Council asked about different options, was there room on the backside of the garage. Pavers could be used for the trailer sit on but needs to be under the entire size of the vehicle.

Feldman said we will be having a work session in December about the race track you currently have.

Munn said my last concern is about my fines. I went into city hall and spoke with Jodie.

Mayor Feldman said, Jodie is here tonight. Feldman asked Jodie to come up to answer some questions.
Jodie Steffes, Community Development Specialist said you came in the week that I was out of town and told you I would be out. The fines are at $1,800. Trailer can be outside on an improved surface. Derby car cannot be outside of the garage because it is inoperable.

Feldman asked can you build on to the back of the garage. Feldman said if you want the toys you have to figure this out.

Steffes said we have been working together. He did get rid of some other items. You can put the trailer in the driveway and the derby car in the garage. They also have the right to appeal.

Feldman said you can always come in the spring and talk to building inspector about building on.

Muehlbauer said your lot is too small for all your hobbies.

Udvig asked if it is at $1,800, when did this start. Steffes stated October is when the fines started. Feldman said go with the process and appeal it.

Bauer said cheapest is to put a garage door on the back of your garage.

Feldman said we will reach out when the work session will be held on the race track.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**
A. Nuisance Abatement – Smith/O'Reskie, 22708 Rum River Blvd. Resolution 2019-52

Kohlmann introduced Karen Kurth of Barna Guzy and Steffen. Ms. Kurth has been handling this case.
Ms. Kurth stated this property has been a problem for a number of years. There was a fire in 2012. They hired a contractor to do some work. The house was probably built in the 1800 and has lath and plaster. In 2013, it was determined to be uninhabitable and red tagged. The contractor took out the lath and plaster that may have cause some of the distress to the structure stability. It did go to litigation and the insurance

company was successful. The house still remains. We had the same inspector/engineer revisit the house. The inspector said it was uninhabitable and had a lot of clutter and the garage seems to be lived in with no plumbing. The inspector stated it is fixable but at a price tag. The two inspection reports were included in the council packet. City has tried to work with the property owners. Last communication was this May. It needs to get off the hazardous listing. There are also two garages one really needs to come down.

Feldman said people are concerned about this property. Feldman read from page 77 of the council packet.

The insurance company proposed a restoration plan to remove the plaster and lath, treat the framing, and install gypsum wallboard. After the structure settled and shifted without the support of the plaster and lath, the insurance company was not willing to fund structural repairs which resulted in a lawsuit and trial that was held in September of 2014.

Mr. Smith argued in trial that the cost of foundation repairs, structural repairs, new plumbing and wiring, and restoration of the home to meet code would exceed the insurance coverage limits and restoration to its pre-fire state with plaster walls, and period wood flooring, trim, etc. would exceed the cost to demolish the home and rebuild. 1t is my understanding that Mr. Smith did not prevail in trial.

The following conclusions and recommendations are based upon a reasonable degree of engineering certainty. The site visit revealed that the home is in nearly the same condition as it was in 2012. It has not fallen into disrepair beyond the damage that was sustained in 2012. The major change is the amount of clutter and stored items in the home. The recommendations from report# 120917P issued in October 2012 are still valid concerning the restoration of the home.

The scope of restoration including foundation repair and structural repair is beyond the capability of most home owners. It is my understanding that Mr. Smith intends to start restoration work on the home in the spring of 2019. If that is his intent, Mr. Smith will need to work with a licensed design professional and either a general contractor or an array of subcontractors over the winter to prepare plans, specifications, and costs for the project. It is my recommendation that the building official meet with Mr. Smith to outline the various permits that will needed for this project and the level of detail in the plans and specifications that need to be submitted in order to obtain these permits. Once the project requirements have been established and communicated, Mr. Smith will be able to procure bids and/or estimates and fully realize the cost of the project.

Feldman also stated 2018 codes go in next year. The amount of money with the new codes will be expensive. This building is another accident waiting to happen. We have a responsibility to the neighbors if another fire happens. I am for razing the building.

Robinson said no communication from owner a real problem. If we take it down is it our cost. It was stated the amount would be assessed to the property. Seven years is a long time. It is a real problem. They are not here tonight either.

It was noted the house was built in 1890.

Muehlbauer agree with what has been said. It is a hazardous situation.

Bauer said I hate the fact a house built that many years ago that is in this much disarray. In favor of cleaning it up.

Udvig said it appears they resided there at some point. Do we need an eviction notice if we tear it down?

Ms. Kurth said this is actually the start. We will follow the State Statute. This still needs to be signed off by a judge. Smith/O'Reskie would get served along with the lien holders and then they have 20 days to respond. If they respond, it would go to court. We have to show the burden. The judge will decide on the evidence. Could also take another path. If no answer, we would ask the court for a defaut. It will be an order of the court on the process. Property owners will have another chance if they convince the city or court that they want more time to fix it.

Feldman said were they notified of the meeting tonight. Ms. Kurth stated yes, certified and mailed letter of the notice.

Robinson said, can you introduced yourself again. Karen Kurth attorney form Barna Guzy & Steffen.

Concern about the neighbors around there if something happens again. You would have to put a lot of money into this building. Abatement and things like this is not what we like to do, stated Feldman.

MOTION BY BAUER SECOND ROBINSON TO ADOPT RESOLUTION 2029-52 A RESOLUTION ORDERING THE RAZING OF HAZARDOUS BUILDINGS LOCATED AT 22708 RUM RIVER BOULEVARD NW, ST FRANCIS, MINNESOTA. Motion carried 5-0.

B. <u>Ordinance 256 Second Series: Amending Fee Schedule (First Reading)</u>
This is the first reading of amending the fee schedule for 2020.
Thunstrom explained the changes in the Division of Use of Property and Building Permits portion of the fee schedule. Being more realistic with the escrow fees.

Bauer asked about the transient license fee. City Clerk Barb Held stated due to the recent change in the peddler/transient ordinance the maximum number of days they can receive a permit if for 60 day. Bauer thought the fee seemed high.

MOTION BY MUEHLBAUER SECOND UDVIG TO APPROVE THE FIRST READING OF ORDINANCE 256, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING FEE SCHEDULE. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

A. Shawn Davis, 24310 Riverbank Lane had questions about the ordinance compliance. When someone lodges, a complaint is there a fee right away.

Thunstrom said it is based on reasonable time to get the items out of the yard, etc. but it can't exceed 10 days. Davis asked so people have opportunity to fix it? Thunstrom said yes. Davis said I just wanted to make sure people did have a chance.

B. David Jones, 24555 Riverbank Lane when the culverts went in I started asking questions. Two hazards were left on my property. I live at top of the hill. Culvert was put in, I work as a design engineer. I am not an engineer but I don't know why somethings went in where they did. Because of the work that was done with the street project I don't have access to my back yard. Jones went on to discuss the elevation of his garage, the driveway and road. The rain that we recently had is going to stay there until spring. I kept being told it is going to be taken care of. Still there. My driveway they cut out is still in the ditch and a cable still in my yard. Two large conduits stick out of the ground that someone is going to get hurt on. Not done right.

City Engineer Craig Jochum said the project is not finished. Some of the things you are addressing I didn't know was happening. They unfortunately can't be done now. Jochum did respond to some of Jones' concerns.

Feldman asked could sandbags be put in? Jones said a project that was suppose to create better drainage created a problem for me.

Jones said I will have a winter of an ice rink at the end of my driveway. Do you have a cone I can cover the conduit.

Jochum said he would stop out. Jones gave his phone number to the council if they wanted to come out and see the problem.

Robinson asked when was your last communication with the engineer. Jones said more than a month ago.

Jochum said I need to understand first what all the problems are.

Feldman said this project is not complete. It will be finished next year.

Jones asked why at the top of the hill did you have to dig out the hill. Feldman said we will look at it.

Robinson said I don't want people to go away mad. They come with genuine concerns.

Feldman said thank you for bringing it to our attention. Jones said I was told to be patient and kept being interrupted when I was on the phone.

Feldman said the smartest thing you did tonight was come here and ask your questions.

11. **REPORTS**

A. Department Reports – Public Works Monthly Department Reports

Public Works Director Paul Teicher reported they are in transition from summer to winter activities. Roads prepped before the freeze. Challenge with the amount of rain we received. Parks prepped for winter. Water sewer facilities working well. Water meter replacement 800 completed. 351 left unscheduled for change out.
Council liked the report again. No significant change since the Oak Grove hookup.

Feldman asked about Dellwood Park? Teicher said a sign was posted at the park with the address but not the hours so they were added.

B. Councilmember Reports-

Udvig – attended on November 7 a Community Ed meeting. Foster 1 spoke that more kids need foster care. Also attended the Lions Club events.
Bauer – attended the Lions turkey bowling, bingo too. The Lioness on December 7 will be holding a Breakfast with Santa and the Lions on December 14 will have a Gathering of Friends event.
Muehlbauer - tree lighting Wednesday, November 21 sponsored by the Bridge Church in Woodbury Park also attended Joint Fire Council.
Robinson - the Lions bingo was fun and good to see the community come together. Appreciation for our first responders; fire and police thank you. Robinson asked Police Chief Schwieger how many receive the Nixle alerts. Chief Schwieger said there are about 900 subscribers.
Feldman - city offices closed November 25 and 26; be smart, don't drink and drive be responsible.
I have answered some questions on my website in regards to the water meter change outs. Call the city hall or public works if you have questions. The transmission is fully encrypted. Analog lines cannot be hacked. Nothing new, other cities have used this technology for years. Had a person contact me about the gallons used on mutual aid fire. Teicher said there is no cost, we need to account for the water usage for the DNR report. Enjoy all your holidays. If you have questions call city hall.

C. Upcoming Events -

Nov 20 Planning Commission – Cancelled
Nov 20 Tree Lighting @ Woodbury Park 6:30 pm – 8 pm

Nov 28 & 29 Thanksgiving Day – City Offices Closed
Dec 2 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 7:20 pm.

____
Barbara I. Held, City Clerk

City of St. Francis

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

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **2020 License Renewals**

DATE: December 2, 2019

OVERVIEW:

Renewal applications and supporting documents were mailed to the businesses in October. The City Council receives a resolution listing all the license renewals for the next year. Payments have been received with the applications. The liquor licenses along with their certificate of liability insurance is then submitted to the State of MN.

ACTION TO BE CONSIDERED:

Adopt the attached Resolution 2019-53 listing the 2020 License Renewals.

BUDGET IMPLICATION:

The City does budget potential revenue of the licenses, however they can fluctuate from year to year slightly.

Attachments:

- Resolution 2019-53

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

RESOLUTION 2019-53

A RESOLUTION ADOPTING THE LICENSE RENEWALS FOR 2020

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember ___ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2nd DAY OF DECEMBER, 2019.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

Exhibit A
LICENSE RENEWALS FOR 2020

LIQUOR LICENSES:	REGULAR	SUNDAY
(1) Beef O'Bradys	$ 4,000.00	$ 200.00
(2) Patriot Lanes	4,000.00	200.00
(3) Rum River Inn	4,000.00	200.00
(4) St. Francis American Legion	4,000.00	200.00
(5) The Ponds Golf Course	4,000.00	200.00

WINE/BEER LICENSES:	
(1) Mansetti's	$400.00
(2) Tasty Pizza	$400.00

3.2% LICENSES – Off Sale:	
(1) Kwik Trip	$50.00

TOBACCO LICENSES:	
(1) Casey's General Store #1769	$150.00
(2) Dollar General #15702	150.00
(3) King's County Market	150.00
(4) Kwik Trip #943	150.00
(5) St. Francis Bottle Shop	150.00
(6) Speedway #4870-River Country Coop	150.00

PAWNBROKER LICENSE:	
(1) Savers	$1,000.00

AMUSEMENT MACHINES	# OF MACHINES	TOTAL
(1) Beef O'Bradys	6	$ 105.00
(2) Mansetti's Pizza & Pasta	2	45.00
(3) Patriot Lanes and Lounge	8	135.00
(4) Rum River Inn	2	45.00
(5) St. Francis American Legion	1	30.00
(6) Tasty Pizza	5	90.00
(7) Virtual Reality Arcade	4	75.00

REFUSE HAULERS:	# OF TRUCKS	
(1) Ace Solid Waste/Waste Connections	7	$550.00
(2) Republic Services	4	400.00
(3) LePage & Sons	3	350.00
(4) Waste Management of Cambridge	2	300.00

TOWING LICENSE:	
(1) PTL Tire & Auto DBA Ark Towing & Recovery	$150.00

City of
St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Massage Therapy License Application**

DATE: December 2, 2019

OVERVIEW:

Kelly Oberleitner has applied for a Massage Therapy License to be able to conduct massage therapy in her home at 23280 Variolite Street NW, St. Francis. Ms. Oberleitner did receive City approval for a home occupation before she applied for the massage license. Ms. Oberleitner did provide all documents that were required as per city code/application.

ACTION TO BE CONSIDERED:

Consideration to approve the Massage Therapy License for Kelly Oberleitner, DBA Kelly Oberleitner Massage Therapy.

BUDGET IMPLICATION:

Revenue in the license line item of the budget.

Attachments:

- Application

City of St. Francis

MASSAGE THERAPY LICENSE APPLICATION

January 1, 2020 to December 31, 2020

BUSINESS NAME: Kelly Oberleitner Massage Therapy

STREET ADDRESS: 23280 Variolite St. NW St. Francis, MN

MAILING ADDRESS: 23280 Variolite St. NW, Elk River, MN, 55330

APPLICANTS NAME: Kelly Oberleitner

APPLICANTS DOB:

BUSINESS PHONE: 763-226-4805

HOME PHONE: same

Please provide the following documentation with your application.

- A medical certificate from a physician duly licensed to practice medicine in the State of Minnesota stating the applicant has no communicable disease.
- A diploma or certificate, of graduation from a school approved by the American Massage Therapist Association or similar reputable massage association; or;
- A diploma or certificate, of graduation from a school which is either accredited by a recognized education accrediting association or agency, or a licensed by the State or local government agency having jurisdiction over the school.
- Proof of a minimum of 100 hours successfully completed course work in the following areas:

a. The theory and practice of massage, including, but not limited to, Swedish, Esalen, Shiatsu, and or Foot Reflexology techniques; and,
b. Anatomy, including, but not limited to, skeletal and muscular structure and organ replacement; and,
c. Hygiene.

- $200.00 annual application fee

By signing below you are authorizing the City of St. Francis to verify any criminal or court records.

11/11/19
Date

Signature

****

For City Use Only

Date application received: 11-14-19

All required documents received: YES ☒ NO ☐

Receipt #: ______________

License #: ______________

Date of Council approval: ______________

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4 D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 12-02-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $115,955.29 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None.
Direct Transfer from Previous Month-
Manual Checks- None

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 12-02-2019 Packet List

11/27/2019 1:34 pm

City of St. Francis

PAYMENT BATCH AP 12-02-19

ANOKA COUNTY TREASURY DEPT.

11/14/2019	B191114P	E 101-42110-321	Telephone	BROADBAND	37.50
11/14/2019	B191114P	E 101-42210-321	Telephone	BROADBAND	37.50
11/14/2019	B191114P	E 101-43100-321	Telephone	BROADBAND	37.50
11/14/2019	B191114P	E 101-45200-321	Telephone	BROADBAND	37.50
11/14/2019	B191114P	E 601-49440-321	Telephone	BROADBAND	37.50
11/14/2019	B191114P	E 602-49490-321	Telephone	BROADBAND	37.50
					$225.00

ARTISAN BEER COMPANY

12/20/2019	3387938	E 609-49751-252	Beer For Resale	BEER	43.00
					$43.00

ASPEN MILLS

10/17/2019	245725	E 101-42110-437	Uniform Allowance	UNIFORM - RESERVE SIEBER	19.70
10/24/2019	246103	E 101-42110-437	Uniform Allowance	UNIFORMS - BULERA	114.75
10/24/2019	246104	E 101-42110-437	Uniform Allowance	BADGES	384.75
11/04/2019	246597	E 101-42110-437	Uniform Allowance	UNIFORMS - SULLIVAN	182.55
11/08/2019	246983	E 101-42110-437	Uniform Allowance	UNIFORMS - RESERVE	47.95
11/15/2019	247397	E 101-42110-437	Uniform Allowance	UNIFORM - GREENE	449.95
11/20/2019	247759	E 101-42110-437	Uniform Allowance	UNFORMS-COLE	148.70
11/20/2019	247760	E 101-42110-437	Uniform Allowance	UNIFORMS-ALLEN	281.35
					$1,629.70

BARGEN INC.

11/19/2019	219080	E 101-42210-401	Repairs/Maint Buildings	GAP INSTALLED	2,400.00
					$2,400.00

BCA/TRAINING & DEVELOPMENT

11/26/2019	.1119	E 101-42110-208	Training and Instruction	TRAINING-BULERA	375.00
					$375.00

BELLBOY CORPORATION

11/19/2019	0081607000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
11/19/2019	0081607000	E 609-49751-251	Liquor For Resale	LIQUOR	1,401.21
11/19/2019	0100467800	E 609-49750-210	Operating Supplies	OPERATING	250.02
11/19/2019	0100467800	E 609-49751-206	Freight and Fuel Charges	FUEL	5.32
11/19/2019	0100467800	E 609-49751-254	Miscellaneous Merchandise	MISC	34.23
					$1,707.83

BERNICK COMPANIES, THE

11/21/2019	151515	E 609-49751-252	Beer For Resale	BEER	517.65
					$517.65

BREAKTHRU BEVERAGE

11/21/2019	1081061115	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.99
11/21/2019	1081061115	E 609-49751-251	Liquor For Resale	LIQUOR	1,509.46
11/21/2019	1081061115	E 609-49751-253	Wine For Resale	WINE	588.18
11/21/2019	1081061115	E 609-49751-254	Miscellaneous Merchandise	MISC	254.95
11/21/2019	1081061116	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.30
11/21/2019	1081061116	E 609-49751-251	Liquor For Resale	LIQUOR	360.48
11/21/2019	1081061117	E 609-49751-252	Beer For Resale	BEER	232.00
					$3,008.36

CAPITOL BEVERAGE SALES, L.P

11/18/2019	6118199	E 609-49751-252	Beer For Resale	BEER	325.00
					$325.00

CINTAS					
11/18/2019	4035224350	E 101-43100-402	Janitorial Service	RUG MAINTENANCE	12.02
11/18/2019	4035224350	E 101-45200-402	Janitorial Service	RUG MAINTENANCE	12.02
11/18/2019	4035224350	E 601-49440-402	Janitorial Service	RUG MAINTENANCE	12.02
11/18/2019	4035224350	E 602-49490-402	Janitorial Service	RUG MAINTENANCE	12.02
11/18/2019	4035224437	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	10.64
11/22/2019	4035695674	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
11/22/2019	4035695705	E 602-49490-417	Uniform Clothing & PPE		10.64
					$80.62
CITY EMPLOYEES UNION, LOCAL #3					
11/20/2019	.1219	G 101-21707	Union Dues	UNION DUES DECEMBER	47.00
					$47.00
COLONIAL INSURANCE					
11/25/2019	E7129661	G 101-21712	Colonial Insurance	INSURANCE - NOVEMBER	415.13
					$415.13
CONNEXUS ENERGY					
11/13/2019	COM0001249	E 601-49440-259	Water Meters	NEW SERVICE FEE	1,668.50
					$1,668.50
DAHLHEIMER DIST. CO. INC.					
11/13/2019	1148264	E 609-49751-252	Beer For Resale	BEER	(32.78)
11/19/2019	1151338	E 609-49751-252	Beer For Resale	BEER	(44.00)
11/20/2019	129-02079	E 609-49751-252	Beer For Resale	BEER	16,448.75
					$16,371.97
DAVIDS HYDRO VAC, INC					
08/14/2019	31165	E 602-49490-400	System Jetting	VAC SERVICES	3,184.00
					$3,184.00
DELTA DENTAL					
11/15/2019	7816027	G 101-21711	Dental Insurance	PREMIUM	1,453.10
					$1,453.10
ECM PUBLISHERS, INC.					
11/22/2019	741433	E 101-41400-351	Legal Notices Publishing	BUDGET PH	37.63
					$37.63
ELITE SANITATION					
11/07/2019	26284	E 101-45200-402	Janitorial Service	RENTAL	508.52
					$508.52
EMERGENCY AUTOMOTIVE TECH. INC					
11/15/2019	SVC27691	E 101-42110-218	Equipment Repair & Maintenance	2018 DODGE CHARGER	215.00
					$215.00
FERGUS POWER PUMP, INC					
11/08/2019	42405	E 602-49490-311	Contract	MANAGEMENT SERVICES	8,390.00
					$8,390.00
FERGUSON WATERWORKS					
10/28/2019	0346397	E 601-49440-259	Water Meters	WATERBASE PAINT	38.40
11/05/2019	0344644-1	E 601-49440-259	Water Meters	SUPPLIES	2,476.32
					$2,514.72
FLAHERTYS HAPPY TYME CO					
11/16/2019	5829	E 609-49751-254	Miscellaneous Merchandise	MISC	171.00
					$171.00
GRANITE CITY JOBBING CO.					
11/19/2019	162014	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
11/19/2019	162014	E 609-49751-254	Miscellaneous Merchandise	MISC	79.42
11/19/2019	162014	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,998.00
					$2,081.67
HACH COMPANY					

11/01/2019	11706949	E 601-49440-235	Lab Supplies	FLUORIDE	191.88
					$191.88
INNOVATIVE OFFICE SOLUTIONS, L					
11/18/2019	INV2760999	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	64.85
11/18/2019	INV2760999	E 101-45200-200	Office Supplies	OFFICE SUPPLIES	27.88
					$92.73
ISD #15					
11/19/2019	4542	E 602-49490-228	Equipment Maintenance	PRESSURE WASHER TRAILER (	29.56
11/22/2019	4546	E 101-42110-221	Vehicle Repair & Maintenance	2019 CHARGER	44.03
11/22/2019	4550	E 101-42110-221	Vehicle Repair & Maintenance	2016 DODGE CHARGER	44.03
11/22/2019	4551	E 101-42110-221	Vehicle Repair & Maintenance	2019 DODGE CHARGER	44.03
11/22/2019	4552	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER	44.03
11/22/2019	4553	E 101-42400-221	Vehicle Repair & Maintenance	2013 FORD ESCAPE	40.47
11/22/2019	4554	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	246.52
					$492.67
JOHNSON BROS WHLSE LIQUOR					
11/20/2019	1440220	E 609-49751-206	Freight and Fuel Charges	FREIGHT	121.23
11/20/2019	1440220	E 609-49751-251	Liquor For Resale	LIQUOR	5,538.47
11/21/2019	1440221	E 609-49751-206	Freight and Fuel Charges	FREIGHT	165.12
11/21/2019	1440221	E 609-49751-253	Wine For Resale	WINE	5,752.85
					$11,577.67
KIMS KLEANING					
11/18/2019	6254	E 101-45000-402	Janitorial Service	COMMUNITY CENTER CARPET (	125.00
					$125.00
KUE CONTRACTORS INC					
11/21/2019	.112019	G 803-22000	Deposits	ESCROW REF ROW 229TH AVE	9,000.00
					$9,000.00
LAW ENFORCEMENT LABOR SVCS.					
		G 101-21707	Union Dues	UNION DUES DECEMBER	459.00
11/20/2019	.1219	G 101-21707	Union Dues	UNION DUES DECEMBER	51.00
					$510.00
MCDONALD DIST CO.					
11/20/2019	283-0029	E 609-49751-252	Beer For Resale	BEER	(21.50)
11/20/2019	516125	E 609-49751-252	Beer For Resale	BEER	11,657.05
11/21/2019	516273	E 609-49751-252	Beer For Resale	BEER	124.00
					$11,759.55
MED-COMPASS, INC.					
11/04/2019	36736	E 101-42210-305	Medical & Testing Fees	MEDICAL SUPPLIES	60.00
					$60.00
METRO SALES, INC.					
11/22/2019	1479012	E 101-41400-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 101-42110-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 101-42400-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 101-43100-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 101-45200-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 601-49440-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 602-49490-200	Office Supplies	COPIES	93.44
11/22/2019	1479012	E 609-49750-200	Office Supplies	COPIES	93.51
					$747.59
MINUTEMAN PRESS					
11/21/2019	979289	E 101-41110-344	Newsletter	NEWSLETTER	125.60
11/21/2019	979289	E 101-41400-441	Miscellaneous	NEWSLETTER	125.60
11/21/2019	979289	E 101-42110-441	Miscellaneous	NEWSLETTER	125.60
11/21/2019	979289	E 101-42210-441	Miscellaneous	NEWSLETTER	125.60
11/21/2019	979289	E 101-42400-352	General Notices and Pub Info	NEWSLETTER	125.60
11/21/2019	979289	E 101-43100-441	Miscellaneous	NEWSLETTER	125.60
11/21/2019	979289	E 101-43210-439	Recycling Days	NEWSLETTER	266.49
11/21/2019	979289	E 101-45200-441	Miscellaneous	NEWSLETTER	125.61
11/21/2019	979289	E 601-49440-441	Miscellaneous	NEWSLETTER	125.60

11/21/2019	979289	E 602-49490-441	Miscellaneous	NEWSLETTER	125.60
11/21/2019	979289	E 609-49750-441	Miscellaneous	NEWSLETTER	125.60
					$1,522.50
MN CHIEFS OF POLICE ASSN.					
11/16/2019	9906	E 101-42110-311	Contract	MEMBERSHIP RENEWAL	278.00
					$278.00
MN DEPT OF HEALTH					
11/13/2019	.1119	E 601-49440-434	Permit Fees	COMMUNITY WATER SUPPLY SI	2,737.00
					$2,737.00
MN DEPT OF LABOR & INDUSTRY					
11/01/2019	ABR0222211I	E 101-43210-441	Miscellaneous	PRESSURE VESSEL	7.50
11/01/2019	ABR0222211I	E 101-45200-441	Miscellaneous	PRESSURE VESSEL	7.50
11/01/2019	ABR0222211I	E 601-49440-434	Permit Fees	PRESSURE VESSEL	7.50
11/01/2019	ABR0222211I	E 602-49490-434	Permit Fees	PRESSURE VESSEL	7.50
					$30.00
NORTH METRO TREE SERVICE INC.					
11/22/2019	004	E 101-41910-441	Miscellaneous	DEMO NEXT TO SUBWAY	1,375.00
					$1,375.00
NORTHLAND OCCUPATIONAL HEALTH					
11/21/2019	5134	E 101-43100-441	Miscellaneous	TESTING	18.75
11/21/2019	5134	E 101-45200-441	Miscellaneous	TESTING	18.75
11/21/2019	5134	E 601-49440-441	Miscellaneous	TESTING	18.75
11/21/2019	5134	E 602-49490-441	Miscellaneous	TESTING	18.75
					$75.00
OPG 3 INC					
11/21/2019	3723	E 101-42110-311	Contract	BARCODE AND VALIDATION PA(	340.00
					$340.00
OPUS 21					
11/22/2019	101011	E 601-49440-382	Utility Billing	OCT 2019 UTILITY BILLING	1,369.63
11/22/2019	101011	E 602-49490-382	Utility Billing	OCT 2019 UTILITY BILLING	1,369.63
					$2,739.26
PAUSTIS WINE COMPANY					
11/18/2019	71408	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
11/18/2019	71408	E 609-49751-253	Wine For Resale	WINE	957.00
					$967.00
PEPSI COLA					
11/22/2019	50733406	E 609-49751-254	Miscellaneous Merchandise	MISC	293.50
					$293.50
PHILLIPS WINE & SPIRITS CO.					
11/20/2019	2660282	E 609-49751-206	Freight and Fuel Charges	FREIGHT	46.32
11/20/2019	2660282	E 609-49751-251	Liquor For Resale	LIQUOR	5,334.70
11/20/2019	2660283	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.84
11/20/2019	2660283	E 609-49751-253	Wine For Resale	WINE	624.00
					$6,023.86
RJM DISTRIBUTING INC.					
11/14/2019	IND020161	E 609-49751-252	Beer For Resale	BEER	229.80
					$229.80
SEH					
11/18/2019	377422	E 602-49490-303	Engineering Fees	WASTERWATER MMP	459.01
11/30/2019	376586	E 602-49490-303	Engineering Fees	CHLORIDE COMPLIANCE PLAN	144.60
					$603.61
SHRED-IT					
11/22/2019	8128647399	E 101-43210-439	Recycling Days	SHREDDING	568.24
					$568.24

SOUTHERN GLAZERS OF MN

11/14/2019	1890140	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.16
11/14/2019	1890140	E 609-49751-251	Liquor For Resale	LIQUOR	2,081.89
11/14/2019	1890141	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
11/14/2019	1890141	E 609-49751-253	Wine For Resale	WINE	480.00
11/21/2019	1893049	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.87
11/21/2019	1893049	E 609-49751-251	Liquor For Resale	LIQUOR	2,461.00
11/21/2019	1893050	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.56
11/21/2019	1893050	E 609-49751-253	Wine For Resale	WINE	1,086.00
					$6,207.88

TJ ASSOCIATES

11/04/2019	232125	E 101-42110-308	Community Education	PHONE CARD SLEEVE	377.30
11/11/2019	232185	E 101-41910-200	Office Supplies	BUSINESS CARDS	97.90
					$475.20

TOTAL REGISTER SYSTEMS, INC

11/14/2019	1049997	E 609-49750-210	Operating Supplies	LABELS	56.03
					$56.03

TRI COUNTY ASSOCIATION

11/15/2019	.1119	E 101-42110-433	Dues and Subscriptions	ANNUAL DUES	75.00
					$75.00

UTILITY SERVICE CO., INC.

11/01/2019	492277	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER	9,430.92
					$9,430.92

FUND SUMMARY $115,955.29

101 GENERAL FUND	$13,282.80
601 WATER FUND	$18,207.46
602 SEWER FUND	$13,892.89
609 LIQUOR FUND	$61,572.14
803 ESCROW	$9,000.00
Total	115,955.29

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
7 A

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Proposed budget discussion**

DATE: November 26, 2019

OVERVIEW:

The City is required to discuss the budget and allow public input at a meeting occurring after November 25th after 6 pm. The 2020 proposed budget and levy will be presented at the city council meeting on December 2nd, 2019. Council had set a maximum levy of $3,984,590 in September. The General Fund budget is balanced at $4,554,459 on the revenue side and the expenditure side. The fund balance will be at 61.7% of revenues with the estimated 2019 balance. This is above the State Auditor's recommended guidelines of 35% to 50%. This budget allows for the fire chief position to be moved to a full-time position. Please note that a Preliminary Budget is available on the city's website under the finance department. The final budget book will be compiled and distributed in February. It again will be submitted to the Government Finance Officers Association for the Budget Award which has been received for budget years 2010-2019.

ACTION TO BE CONSIDERED:

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, council can act on the resolutions provided 1) Set the Overall Levy for 2020 and 2) Adopt the 2020 Budget.

BUDGET IMPLICATION:

Setting the 2020 Budget and Levy.

Attachments:

- Budget Presentation
- Resolution 2019-54 Certifying Taxes Payable for 2020
- Resolution 2019-55 Adopting a Budget for 2020

City of St. Francis

2020 Budget Hearing

Tonight's Agenda

- Discuss the budget and tax levy
- Allow for public comment
- Set budgets and tax levy

Budget Process

- April - estimation of salaries
- May - Department heads receive worksheets to complete
- June
    - Revenue Estimates
    - Debt Service Amounts
    - Capital Budgets
    - Receives Department requests back
- July/August– Enter data to determine levy needed
- September – preliminary levy set
- December –Final levy set and budgets approved by Council

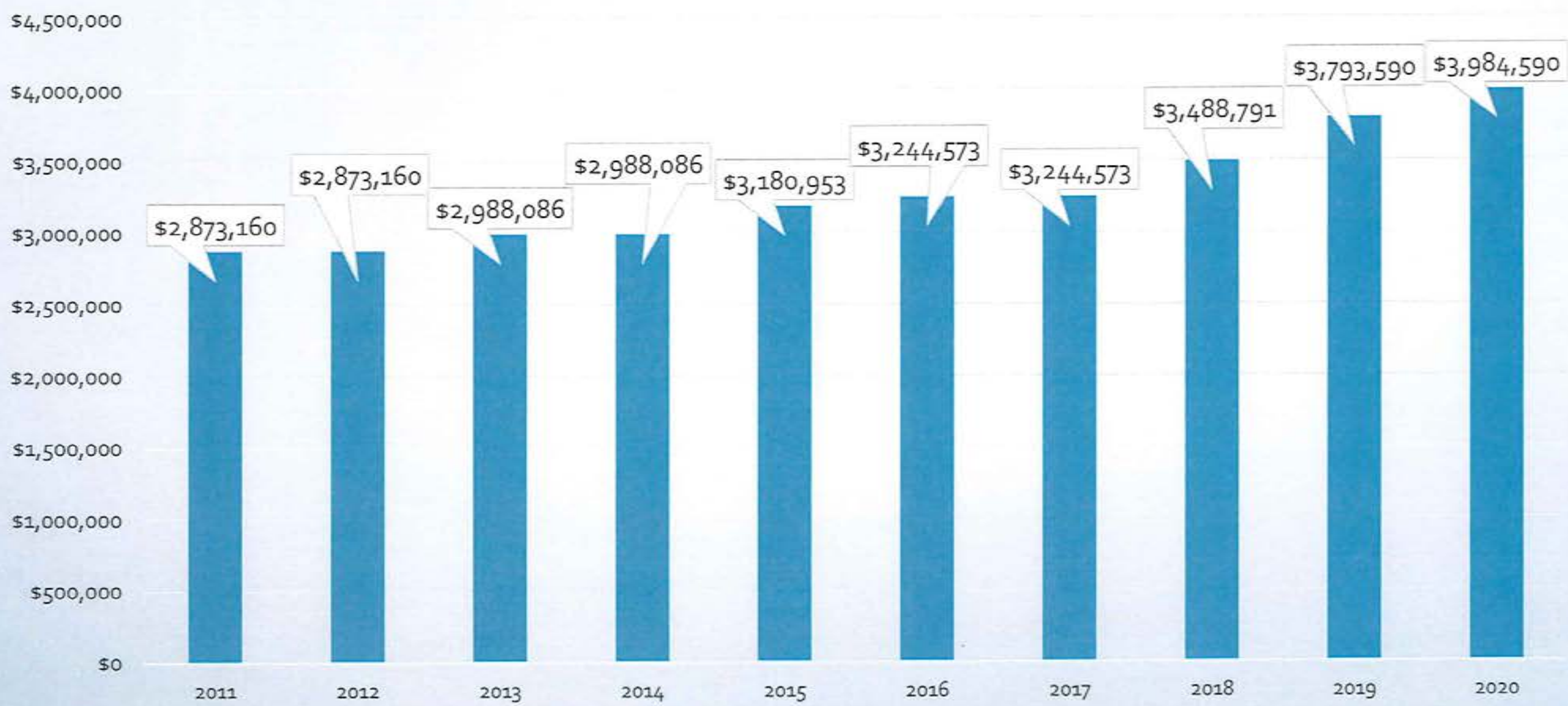
Budget Goals

- Maintain high quality and cost effective public services
- Address priorities set by City Council
- Maintain a strong fiscal position

Components of Overall Levy

	2018 Levy	Proposed 2019
General Revenue:		
General Fund	$ 3,015,000	$ 3,136,000
Capital Equipment	$ 230,000	$ 240,000
Building Improvements	$ 60,000	$ 60,000
Street Improvements	$ 120,000	$ 180,000
Total General Revenue	$ 3,425,000	$ 3,616,000
Debt Service		
GO Improvement Bond-2013A	$ 20,900	$ 20,900
GO Improvement Bond-2015A	$ 20,470	$ 20,470
GO Improvement Bond-2017A	$ 327,220	$ 327,220
Total Debt Service	$ 368,590	$ 368,590
Total Levy	$ 3,793,590	$ 3,984,590

Total Levy History



The levy has increased $1,111,430 from 2011 to 2020. This is an increase of 38% or 3.8% a year.

Proposed Tax Notice

Anoka County
Josell M. Sawyer, Division Manager
Property Records and Taxation
2100 3rd Avenue
Anoka, MN 55303-2281
www.anokacounty.us
(763) 323-5400

ANOKA COUNTY

Taxpayer(s):

[redacted]
SAINT FRANCIS MN 55070-9766

Property I.D.: [redacted]
Property Description: LOT 9 BLK 2 SEEYLE BRO
EX THE N 30 FT OF THE E 125.7 FT THEREOF; S
EASE OF REC

[redacted] AMBASSADOR BLVD NW ST. FRANCIS, MN
TCA: 43015-
Owner(s): [redacted]

Proposed Property Tax

Contact Information

STATE GENERAL TAX

COUNTY OF ANOKA
2100 3RD AVE
ANOKA MN 55303
763-323-5400
GENERAL COUNTY LEVY
REGIONAL RAIL AUTHORITY

COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM

CITY OF ST FRANCIS
23340 CREE ST NW
ST. FRANCIS MN 55070
763-753-2630

ST FRANCIS SCHOOL DISTRICT #15
4115 AMBASSADOR BLVD

TOTAL excluding special assessments $2,955.06 $2,753.27 -6.8%

PROPOSED TAXES 2020

- THIS IS NOT A BILL - DO NOT PAY -

VALUES AND CLASSIFICATION

Step 1	Taxes Payable Year	2019	2020
	Estimated Market Value	246,800	246,600
	Homestead Exclusion	15,028	15,046
	Taxable Market Value	231,772	231,554
	Class:	Res Hstd	Res Hstd

PROPOSED TAX

Step 2		
	Property Taxes before credits:	$2,753.27
	School building bond credit:	$0.00
	Agricultural market value credit:	$0.00
	Agricultural preserve credit:	$0.00

CITY OF ST FRANCIS
23340 CREE ST NW
ST. FRANCIS MN 55070
763-753-2630

4115 AMBASSADOR BLVD
ST. FRANCIS
DECEMBER 2, 2019 - 6:00PM
(Discuss City Portion)

$1,232.63 $1,167.65

What affects Property Taxes?

- Market Value Changes
- Levies Set by County, City, School District, Special & Other Taxing Districts
- Fiscal Disparities

Tax Effect on a Residential Home-City Taxes Only

Estimated Market Value *	2019 City Taxes	2020 City Taxes	Difference: Value Same	Difference: Jumps $10,000
$ 150,000	$ 671.61	$ 636.75	$ (34.86)	
$ 160,000	$ 729.57	$ 691.71	$ (37.86)	$ 20.10
$ 170,000	$ 787.54	$ 746.66	$ (40.88)	$ 17.09
$ 180,000	$ 845.50	$ 801.61	$ (43.89)	$ 14.07
$ 190,000	$ 903.46	$ 856.57	$ (46.89)	$ 11.07
$ 200,000	$ 961.42	$ 911.52	$ (49.90)	$ 8.06
$ 210,000	$ 1,019.38	$ 966.47	$ (52.91)	$ 5.05
$ 220,000	$ 1,077.35	$ 1,021.43	$ (55.92)	$ 2.05
$ 230,000	$ 1,135.31	$ 1,076.38	$ (58.93)	$ (0.97)
$ 240,000	$ 1,193.27	$ 1,131.34	$ (61.93)	$ (3.97)
$ 250,000	$ 1,251.23	$ 1,186.29	$ (64.94)	$ (6.98)
$ 260,000	$ 1,309.19	$ 1,241.24	$ (67.95)	$ (9.99)
$ 270,000	$ 1,367.15	$ 1,296.20	$ (70.95)	$ (12.99)
$ 280,000	$ 1,425.12	$ 1,351.15	$ (73.97)	$ (16.00)
$ 290,000	$ 1,483.08	$ 1,406.10	$ (76.98)	$ (19.02)
$ 300,000	$ 1,541.04	$ 1,461.06	$ (79.98)	$ (22.02)

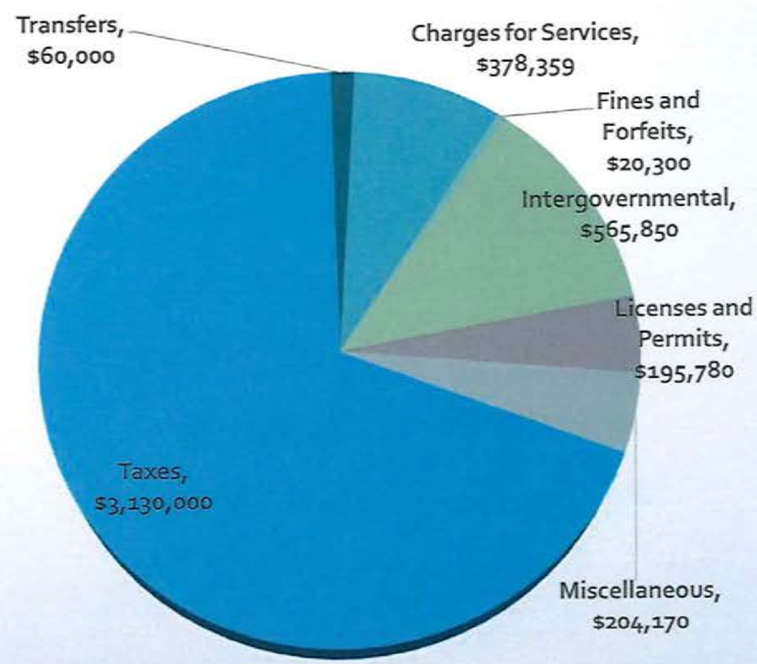
NOTES:

*This comparison is based on the Estimated Market Value of the home being the same in both years.

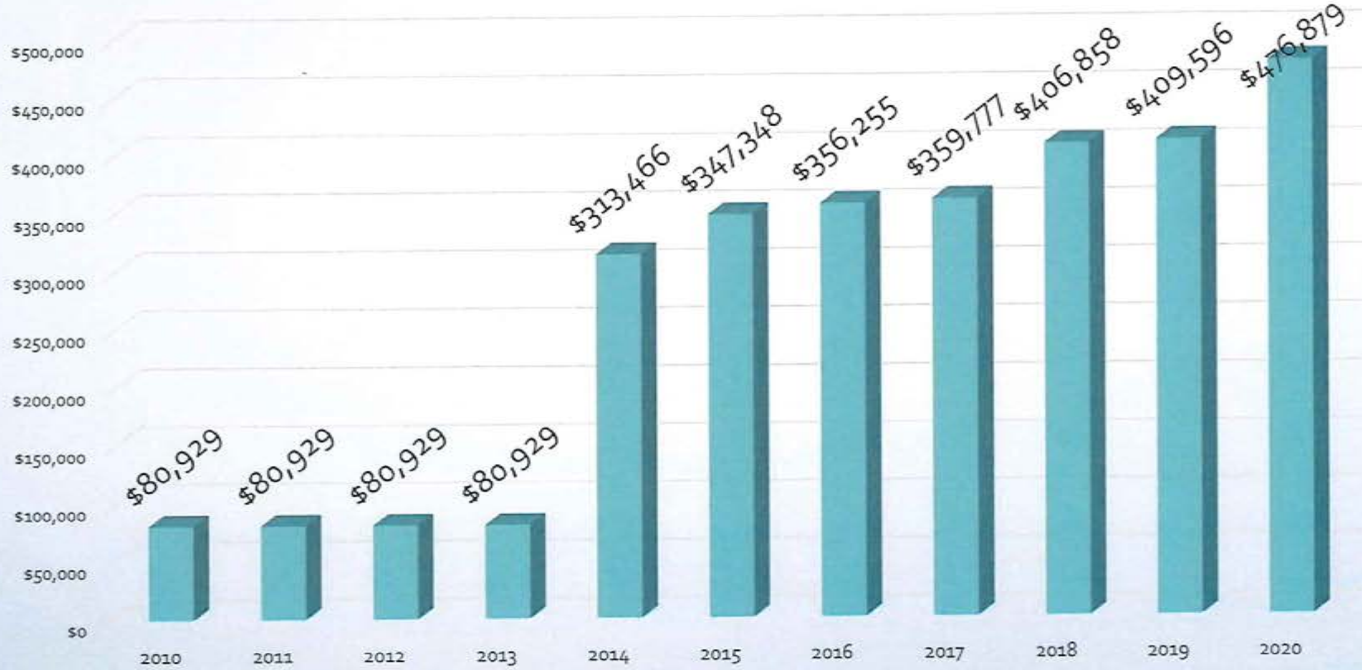
** Median Home is $192,900 in 2019

General Fund Revenues-by Type

	2019 Budget
Taxes	$3,130,000
Licenses and Permits	195,780
Fines and Forfeits	20,300
Intergovernmental	565,850
Charges for Services	378,359
Miscellaneous	204,170
Transfers	60,000
Total	$4,554,459

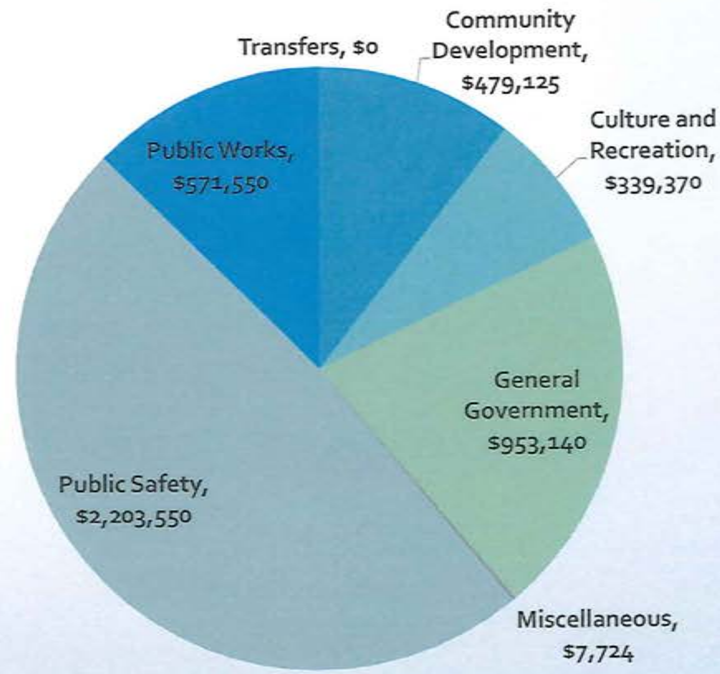


Local Government Aid



General Fund Expenditures-by Category

	2019 Budget
General Government	$953,140
Public Safety	$2,203,550
Public Works	$571,550
Culture and Recreation	$339,370
Community Development	$479,125
Miscellaneous	$7,724
Transfers	$0
Total expenditures	$4,554,459



What your monthly Tax $ Pays for:

A monthly bill for the median homeowner in 2020 will be $72.56. This pays for emergency services such as fire and police, street maintenance such as snow plowing and parks services such as mowing and maintenance.

General Government $12.80

- Departments Include: Council, Charter Commission, Administration, Elections, Finance, Auditing, Assessing, Legal, & Buildings.

- Manage a $10+ million dollar budget

- Manage and Enforce City Code, which regulates utilities; building permits; alcoholic beverages, licensing; business licensing; right-of-ways, traffic and parking; public protections; zoning; subdivisions; and annexations of city owned land.

- Coordinate functions of the City Council; Economic Development Authority; Planning Commission and Charter Commission.

- Coordinate election functions.

Public Safety $29.59

- 24/7 police and fire response in town.
- Respond to calls for service, such as medicals, thefts, property crimes and crimes against a person.
- Other services such as vehicle lockouts, home security checks & drug drop off
- Education opportunities such as Eddy the Eagle, and Anti Bullying Campaign.

Street/Recycling $10.10

- Snow and ice control
- Street patching and crack filling
- Street lighting
- Gravel road maintenance
- Tree trimming
- Recycle day & promotion of recycling

Parks/Trails $4.56

- Safety and fall protection around playground equipment
- Ball field maintenance
- Building maintenance, grounds maintenance & parking lot maintenance
- Skating rinks
- Trail maintenance.

Community Development $6.43

- Building inspections of residential and commercial properties.
- Economic development to support the city growth.
- Housing construction zoning and permits for new and ongoing development
- Receive rental license applications and process required inspections.
- Receive vacant building registrations and process required inspections.
- Fences, swimming pools and driveways permits
- Receive citizen concerns and complaints work toward rectifying the problems.

Enterprise Funds

- Water Fund
- Wastewater Fund
- Storm Water Fund
- Liquor Fund

Questions???

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

RESOLUTION 2019-54

RESOLUTION CERTIFYING TAXES PAYABLE IN 2020

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2020, upon the taxable property in said City of St. Francis, for the following purposes:
2.

General Operating Levy		
General Fund	$	3,136,000
Capital Equipment Fund		240,000
Building Improvements		60,000
Street Improvements		180,000
Total General Operating Levy	$	3,616,000
Debt Service Levy		
2013A Debt Service	$	20,900
2015A Debt Service		20,470
2017A Debt Service		327,220
Total Debt Service Levy		368,590
Total Levy	$	3,984,590

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2ND DAY OF DECEMBER, 2019.

APPROVED:

____
Steve Feldman, Mayor of St. Francis

ATTEST:

____
Barbara I. Held, City Clerk

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

RESOLUTION 2019-55

RESOLUTION ADOPTING A BUDGET FOR 2020

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2020 is hereby adopted as outlined in the following summary:

Total By Fund	REVENUES	NET OTHER INCREASES (DECREASES)	EXPENDITURES
Operating Budget:			
General	$ 4,494,459	$ 60,000	$ 4,554,459
Police Forfeiture	-	-	13,750
EDA	-	-	-
Water	1,314,200	(74,022)	1,201,650
Sanitary Sewer	1,693,680	(150,858)	1,969,179
Storm Sewer	167,000	-	140,000
Municipal Liquor	2,203,600	(60,000)	2,253,050
Total Operating Budget	9,872,939	(224,880)	10,132,088
Capital Improvements Budget:			
Capital Projects/Equipment	255,000	20,000	764,634
Building	60,000	-	-
Street	298,500	-	326,380
Creekview Estates	12,000	-	-
Gambling Fund	13,800	-	-
Ivywood St & 230th Lane	4,200	-	-
Park Improvements	1,700	-	-
Total Capital Budget	645,200	20,000	1,091,014
Debt Service Budget:			
Debt Service-2013	37,000	39,880	101,750
Debt Service-2015	28,570	-	30,025
Debt Service-2017	328,220	165,000	466,732
Total Debt Service Budget	$ 393,790	$ 204,880	$ 598,507
Grand Total	$ 10,911,929	$ -	$ 11,821,609

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2ND DAY OF DECEMBER, 2019.

APPROVED:

____

Steve Feldman, Mayor of St. Francis

ATTEST:

____

Barbara I. Held, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9A

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Fire Chief Full Time Exempt Status

DATE: December 2nd, 2019

OVERVIEW

Included in the 2020 Budget is a line item to make the Fire Chief a full time exempt position. The following are points were discussed at a previous worksession on the topic:

1) The Fire Chief Position would be full time starting January 1st, 2020
2) The position would be Grade 17 Step 1 or $81,910.40
3) The position would report directly to the City Administrator

Staff has attached an updated job description to correlate to the full time status of the position.

Recommended Motion:
Motion to authorize the Fire Chief position to full time status.

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: November 2019

Position Title: Fire Chief | **Status:** Exempt

Department: Fire Department | **Approved:** ____________________

Accountable to: City Administrator ____________________

Primary Objectives

The full-time paid Fire Chief is responsible for planning for the City of St. Francis Fire Department long and short-term needs, directing personnel, Department management, working with other intergovernmental entities and community members, emergency response, and supervising the fire prevention and inspection programs. The Chief is also responsible to the City Administrator and City Council with regard to day-to-day operations, administration of Department affairs, and financial oversight.

Supervision Received

Works under the supervision of the City Administrator.

Supervision Exercised

The Fire Chief performs all personnel management functions and supervises all full-time, part-time, paid on call, and volunteer personnel of the Department.

MAJOR AREAS OF ACCOUNTABILITY

Planning

- Recognize and understand the characteristics of a combination fire department with a strong paid on-call component.
- Establish and work with committees to assist with various functions of the City.
- Formulate programs or policies to alleviate service deficiencies.
- Plan, coordinate, supervise, and evaluate fire, rescue, and EMS operations including, but not limited to:
    - Daily administrative duties
    - Fire ground safety
    - Pre-planning of businesses and multi-unit dwellings (4 or more units)
    - Code enforcement and inspections
    - Public fire safety and life safety skills training programs

- Fire prevention and investigation programs
- Establish policies and procedures for emergency response and day to day operation of the Fire Department, while implementing policy directives from the City Administrator and City Council.
- Keep informed of current trends in the field, as necessary.

Management

- Respond to emergencies as required by the City while on duty and during off hours when available. The Fire Chief may also direct activities at the scene of major emergencies if required.
- Act as the staff resource in supporting the activities of the City Council. Attend and participate in all meetings of the City Council or appoint a substitute in his/her absence.
- Oversee fire investigations where a significant injury or dollar loss has occurred. Interview witnesses and gather information, generate reports, field notes, and floor plans, etc. as necessary. Communicate with insurance company officials and coordinate investigations with state and federal agencies. Testify in court as an expert witness for the department if necessary.
- Ensure Department records, data base and all necessary reports, letters, notices, etc. are completed and maintained.
- Review, modify, write, and maintain Standard Operating Guidelines.

Intergovernmental / Community Relationships

- Maintain positive relationships with local, county, and state officials, and neighboring public safety departments.
- Provide annual updates to the city council.
- Coordinate mutual fire and emergency protection plans with surrounding municipalities while also working with disaster preparedness directors in planning for and implementing disaster response activities.
- Attend community events and participate in public relations activities.
- Field questions from the public and maintain effective working relationships with City staff, building inspectors, and business owners as required.
- Build and maintain positive relationships with civic groups; Chamber, etc.

Human Resource / Supervision

- Responsible for all human resource management functions and implement programs to maintain excellence in Fire and EMS personnel. Responds to grievances and is responsible for the discipline and professional conduct and behavior of personnel.
- Assist in planning, coordinating, supervision and evaluation, while also participating in the training of Department personnel to safely and professionally carry out the functions of the Department.
- Develop and implement an employee development program for the Department, and formally evaluate officer and firefighter performance.

Financial

- Prepare and present an annual report to the City Administrator. Put together monthly reports on activities of the District for the Operating Committee and Board.
- Prepare and administer an annual budget and capital equipment plan with assistance from the officers. Approve purchase requisitions.

KNOWLEDGE, SKILLS, AND ABILITIES

- Oral and written communication skills to effectively interact with the City Council, personnel, governing bodies, other agencies and the general public to promote the Department's mission and the public's safety.
- Incident Command and Hazardous Materials knowledge and experience.
- Knowledge of and demonstrated ability in general principles of organizational management.
- Effective leadership and management principles and practices.
- Practical knowledge and experience in fire prevention programs.
- Fire Marshal or Fire Inspector experience and a strong working knowledge of plan review and fire protection systems and their components.
- Knowledge of the latest edition of the International Fire Code along with state and local fire codes.
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, basic computer competencies, public relations, project management, outreach, performance standards, telecommunications,
  records management, data practices, and resources to achieve outcomes and expectations.
- Ability to develop and maintain excellent labor/management relations. Ability to cultivate ideas and/or suggestions from employees at all levels of the organization within the District in order to establish trust and enhance communication on an on-going basis.
- Create a culture that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where all employees know their mission, role, job; clearly communicates goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards and establishes an atmosphere of respect for employees.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in the office, vehicles, and outdoor settings in all types of weather conditions, including temperature extremes at all times of the day or night. Work is often performed in emergency and stressful situations. Individuals are exposed to hazards associated with fighting fires, executing rescues, and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, solvents, oils and pathogens.

The employee occasionally works near moving mechanical parts and in high, precarious places and is often exposed to wet and/or humid conditions, fumes and airborne particles, toxic or caustic chemicals, and risk of electrical shock and vibration.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of the job, the employee is frequently required to sit, talk or listen, stand, walk, manipulate, handle, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl and taste or smell.

The employee must frequently lift and/ or move up to 10 pounds and occasionally lift and or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS

- Associates or bachelor's degree in Fire Science Technology, Public or Business Administration or equivalent. (Five years of fire service management experience beyond seven years may be substituted for a degree.)
- Seven to ten years of fire department experience with increasingly responsible command experience – Fire Chief experience preferred. Experience in a paid on-call and duty crew staffing model is also preferred.
- Minnesota State certified Firefighter I & II, Fire Inspector I, Fire Instructor I and EMT-B.
- Valid Minnesota driver's license (or ability to acquire).
- Ability to meet physical standards established for employees of the District.
- Familiar with the Minnesota Fire Code.

* Note: Asterisked items are essential to the job.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 B

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: Fee Schedule Changes – 2nd Reading

DATE: December 2, 2019

OVERVIEW

This item was on the November 18th City Council agenda as a first reading. One item was changed since the first reading. It was the removal of the Pawnbrokers $1.25 per transaction fee at the Police Chiefs request. If the second reading is approved the timeline listed towards the end of this report will be followed.

The City adopts a fee schedule to identify the fees for licenses, equipment use, facility use, land use permits, building permits and another other city business items.

Since the last adopted fee schedule various items have come forward that need to be addressed. *Those include:*

E. 13 (a)	60 days is as per our new ordinance recently adopted
J. 1.	Delete Lock outs – police no longer charge for the service
J. 1.	Add Election Filing Fee- is in Charter but wanted to also include in schedule
K. 6.	Description clarification
K. 8.	Description clarification
K. 9.	Description clarification and increase fee to bring rate more in line with other cities
O.	<u>Division of Use Of Property</u> Changes reflect an increase in escrows to keep fees current with cost of consultants and time involved and create consistency.
P.	<u>Building Permits</u> • Changes reflect extensive clean-up of the state surcharge and when it is applied • organizing septic to one section as pumping was an item of its own. • Pools in building code are regulated by size and depth not placement. Clean-up item • Surcharge language to reflect not always a dollar, amount is based on value • Escrow Depots, organized into one category and updated to meet actual costs
R.	<u>Utility Fees</u> State changed the fee from .51 to .81 this is a fee set by the State. The city does not dictate the fee. Will change it to read; As per MN State Statute

City of St. Francis

Based on the required schedule, the following timeline applies:
1st Reading – November 18th
2nd Reading – December 2nd
30 day comment begins December 6th (Publication Date)
Effective – January 6, 2020

ITEMS TO BE DICUSSED:
Staff requests Council to adopt the suggested fee and language changes for a second reading.

ATTACHMENTS:
Ordinance 256, Second Series - 2019 Fee Schedule

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

ORDINANCE 256, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS ___ OF________________, 2019.

APPROVED:

____
Steven D. Feldman
Mayor of St. Francis

ATTEST:

____
Barbara I. Held
City Clerk

(seal)

2020 Exhibit A

SECTION 9

FEE SCHEDULE

SECTION:
2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1.	Administrative Enforcement Penalties:		
	a.	1st Offense	$100
	b.	2nd Offense	$200
	c.	3rd Offense	$500
	d.	4th Offense	$1,000
	e.	5th Offense and Beyond	$2,000
2.	Administrative Hearing Fee		$750

B. Animal Impound Fees.

1.	Administrative Fee		$50/day
2.	Pick Up Service Fee:		
	a.	8 AM to 6 PM	$60/hour
	b.	6 PM to 8 AM	$80/hour
3.	Boarding Fee		$25/day

C. Animal License:

1.	Dog License		$10/1-2 year vaccinations $15/3 year vaccination
2.	Kennel:		
	a.	First 4 Dogs	$50/year
	b.	Each Additional Dog	$20/year
3.	Chickens		$120/one time

D. Amusement and Recreation.

1.	Amusement Machine		$15/location + $15/machine
2.	Dance:		
	a.	Annual	$100/year
	b.	Per Event	$10/event

E. Business and Service License.

1.	Investigation Fee	$25
2.	Adult Entertainment Use	$2,000/year
3.	Sauna/Massage Parlors	$2,000/year
4.	Fireworks – Retail/Tent	$50/occurrence
5.	Fireworks – Pyrotechnic Display	$50/occurrence
6.	Pawnbroker	$1,000/year ~~+ $1.25 per transaction~~
7.	Refuse Hauler	$200/year + $50/truck
8.	Massage Therapist	$200/year
9.	Taxicab Driver License Fee	$150/year
10.	Taxicab Operator License Fee	$150/year
11.	Towing/Impound	$150/year
12.	Finger Printing	$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	$50
	b. Month	$150
	c. ~~Year~~ 60 Days	$300
	d. Food Truck	$ 50 per Calendar year
14.	Excavations/Mining:	
	a. Active Area Fee	$50/acre
	b. Inactive Area Fee	$25/acre
	c. Restoration Credit	$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	$50/year
2.	3.2% Malt – Off Sale – Special Event	$25/event
3.	3.2% Malt – On Sale	$200/year
4.	Club License	$200/year
5.	Wine License	$200/year
6.	Intoxicating Liquor – On Sale	$4,000/year
7.	Intoxicating Liquor – Sunday Sales	$200/year
8.	Investigation Fee:	
	a. Single Application	$200
	b. Partnership	$300
	c. Corporation	$400

G. Tobacco License. $150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	$35 + $2,000 escrow
2.	Road Right-of-Way – Permit Application	$150 + Consultant Fees
3.	Street Opening	$50 + Bond or Deposit and Consultant Fees

2020 Exhibit A

I. Document Services.

1.	Accident, Police and Fire Reports	$.25/page; over 100 pages TBD
2.	Copies	$.25/page copied
	a. CDs	$15
	b. Colored Copies of Photos	$3/page
	c. Certificate of Survey (non-homeowner)	$2
	d. City Council Agenda & Minutes (mailed):	
	1) Resident	$25/year
	2) Non-Resident	$25/year + postage
	e. Planning/Park Commission Agenda and Minutes (mailed):	
	1) Resident	$12/year
	2) Non-Resident	$12/year + postage

J. General and Miscellaneous.

~~1.~~	~~Lockouts~~	~~$25~~
1.	Election Filing Fee	$5
2.	Mileage Reimbursement for Personal	Current IRS Rate
3.	Notary	$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or $75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	$30/check
9.	Snowmobile Permit	$15
10.	Special Assessment Administrative Fee	$100
11.	Special Assessment Search	$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	$55/hour
2.	Belos with Attachment	$55/hour
3.	Crane Truck	$45/hour
4.	Electric Generator	$60/hour
5.	Grader	$90/hour
6.	~~Kubota/Attachments~~ Zero Turn Mower	$50/hour
7.	Pick Up Truck	$40/hour
8.	~~Single~~ Tandem Axle Truck	$65/hour

9. ~~Single~~Tandem Axle Truck with Plow — $~~85~~/hour $95
10. Tool Cat/Skid Steer w/Attachments — $60/hour
11. Tractor with Loader or Attachments — $60/hour
12 Pay Loader — $90/hour
* *Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*
13. Staff Time — Two Times Step 8 of Their Pay Grade

L. Council / Commission Pay.

1. City Council Per Diems Per Day — $35 for four hours or less; $70 for more than four hours
   a. Special Council Meetings
   b. Council Retreats/Work Sessions
   c. Economic Development Authority Meeting (EDA)
   d. League of MN Cities Functions — Prior Approval Required
   e. Labor Negotiations — Prior Approval Required
   f. Employee Interviews — Prior Approval Required
   g. Mayor Only: — Mayor may appoint Council members to fulfill his obligations and approve attendance
      1) School/County Liaison
      2) MN Mayors Association
      3) Speaking Engagements at Other Civic Org.
      4) Closing of Property Acquisition
      5) Fire District Study Group
2. Planning Commission:
   a. Chairman — $25/meeting paid annually
   b. Member — $20/meeting paid annually
3. Park Commission:
   a. Chairman — $25/meeting paid annually
   b. Member — $20/meeting paid annually
4. Economic Development Authority — $20/meeting paid annually
5. Upper Rum River Watershed – Resident Appointed by Council — $20/meeting paid annually

M. Parks and Recreation.

		Resident	Non-Resident
1.	Concession Stand	$25	$50
2.	Ball Park Use – Outside Organization	$100/night for season	$200/night for Season
3.	Clean Up Deposit	$50 - refundable	$75 - refundable
4.	Key Replacement	$50	$50
5.	Football Field	$25/each	$35/each
6.	Football Youth Program	$43/week per team	

7.	Gazebo Rental	$50	$100
8.	Rink Rental for Reserved Time	$25/hour for after hours rental	$50/hour for after hours rental
9.	Restroom	$25	$50
10.	Shelter	$25	$50
11.	Soccer	$34/week per team	
12.	Soccer Field	$25/each	$35/each
13.	Warming House	$50	$100

- *St. Francis City Council has the authority to charge an annual fee of $100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits.*

N. <u>Community Center</u>.

1.	Resident	$30/event
2.	Non-Resident	$55/event
3.	Damage Deposit	$150
4.	Late Key Return	$25 if not returned within 2 business days of event
5.	City Purposes	Free
6.	City Benefit:	
	a. St. Francis Lions/Lioness b. St. Francis Senior Citizens Group c. St. Francis Area Jaycees d. St. Francis Youth Association (4-H, Scouts, Hockey, etc.) e. St. Francis Ambassador Program f. St. Francis Area Chamber of Commerce g. Other Governmental Agencies h. Local Church Organizations	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
	i. Local Business/Non-Profit Organizations	Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7.	Priority for Use in Event of Conflict:	
	a. City of St. Francis b. Non-Profit located within City limits c. Residents (individuals or groups) d. Non-Profit located outside City limits e. Non-Residents (individuals or groups)	Based on earliest request if more than one applicant of the same class seeks conflicting dates

O. Division and Use of Property.

		Fee	Escrow
1.	Administrative Subdivision	$350	~~$1,000~~ $2,000
2.	Annexation	$250	$2,000
3.	Appeal	$200	~~$ 250~~ $1,000
4.	Comprehensive Plan Amendment	$450	$2,000
5.	Conditional Use Permit	$350	$2,000
6.	Environmental Review	$350	$ 650
7.	Excavation/Fill Permit (Admin)	$100	$ 250
8.	Excavation/Fill Permit (IUP)	$350	$2,000
9.	Home Occupation (IUP)	$350	$2,000
10.	Home Occupation (Permitted)	$50	
11.	Interim Use Permit	$350	$2,000
12.	Minor Subdivision	$350	$2,000
13.	Ordinance Amendment	$350	~~$1,000~~ $2,000
14.	Planned Unit Development	$350	$2,000
15.	Rental Housing Licensing:		
	a. Single Family or First Unit	$50	
	Each Additional Unit	$15/each	
	Late Fee Due 1/16	$50	
	Late Fee Due ~~5/1~~ 3/16	$150	
	Conversion Fee	$100	
	Re-inspection Fee	$25/each unit	
16.	Sign Permit Zoning Review (Admin)	$75	
17.	Sign Permit Zoning Review (Full)	$250	$ 350
18.	Sign Permit Zoning Review (Temporary)	$25	
19.	Rezoning	$350	~~$1,000~~ $2,000
20.	Site and Building Plan Review (Admin)	$100	$ 250
21.	Site and Building Plan Review (Full)	$350	$ ~~450~~ $2,000
22.	Small Cell/Pole Attachment	$500 per unit 1-5 $100 per unit 6+	
23.	Street/Utility Easement Vacation	$350	$1,000
24.	Subdivision:		
	a. Sketch Plan	$300	$ 500
	b. Preliminary Plat (Rural)	$400	$ 400 + $125/lot
	c. Preliminary Plat (Urban)	$400	$ 425 + $175/lot
	d. Final Plat	$350	$ 650
25.	Temporary Habitation Permit	$200	$5,000
26.	Temporary Outdoor Sales Permit/License	$50	
27.	Wetland Replacement Plan Review With Plat	$350	$ 650
28.	Wetland Replacement Plan and Excavation	$350	$ 650
29.	Wetland Delineation	$350	$1,000

30. Vacant Building Registration Fee;

	a. First Year	$125	
	b. Second Year Renewal	$175	
	c. Third Year Renewal	$250	
	d. Fourth Year Renewal	$350	
	e. Fifty Year Renewal and Beyond	$500	
31.	Vacant Building Administration Fee	$100	
32.	Variance Application	$350	~~$1,500~~ $2,000
33.	Park Dedication	$2,500/lot	
34.	TIF Application/Business Subsidy	$3,000	$3,000
35.	Escrow Admin Fee	$250 per property	

- *Applicants are responsible for all costs incurred by the City for consultant fees.*

P. Building Permits.
Valuation Schedule for Building Permit Fees

Subdivision 1. Building permits.

(a) Fees for building permits include:

(1) the fee as set forth in the fee schedule in paragraph; and

(2) the surcharge required by section Minnesota Statutes Section 326B.148.

(b) The total valuation and fee schedule is:

(1) $1 to $500, $29.50;

(2) $501 to $2,000, $28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000;

(3) $2,001 to $25,000, $83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000;

(4) $25,001 to $50,000, $464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000;

(5) $50,001 to $100,000, $764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000;

(6) $100,001 to $500,000, $1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000;

(7) $500,001 to $1,000,000, $3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000; and

(8) $1,000,001 and up, $6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.

(c) The plan review fee of 65% of the building permit fee for valuation based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after the first submittal, a 25% plan review fee may be paid-residential valuation based building permits only)

2020 Exhibit A

		Fee	Escrow/State Fee
1.	Accessory Structures		
	Less than 200 square ft.	$50	Need Zoning Permit
	200 square ft. and greater	By Valuation	**See Below
2.	Basement Finishes Permit	$140	**See Below
3.	Building Demolition	$110	~~**See Below +~~ $500
4.	Building Demolition – Commercial	By Valuation	$1,000
5.	Building Relocation Permit	$110	Performance Security Required
6	Contractor Verification Fee	$ 10	
7.	Dock Permit	$ 50	$~~100~~ $250
8.	Driveway Permit –New & Replacement		
	Under 75' – length	$ 50	$250
	Over 75' – length	$100	$500
	Over 600' – length	$350	$2,000
9.	Fence –		
	a. Residential Over Six Feet in Height	By Valuation	**See Below
	b. Residential-Under Six Feet	$50 Zoning Permit	
	c. Commercial	By Valuation	**See Below
10.	Fireplace	$120	**See Below
11.	Fuel Tank Removal	$120	~~**See Below~~
12.	Engineer's Review of Building Permit	$154	
13.	HVAC – Heating Installations	$120	**See Below
	HVAC – Air Conditioning	$120	**See Below
14.	Inspections – After Hours	$70/hour, minimum 2 hours	
15.	Investigation Fee	Not to exceed permit fee	
16.	Irrigation – Connected to City	$75 back flow preventer	** See Below
17.	Manufactured Home Setup	$100	**See Below
18.	On-Site Septic		
	a. Type I – IV	$275	~~**See Below~~
	b. Type V	By cost incurred	
	c. Operating Permit	$125/year	~~**See Below~~
	d. Soil Verification	$120	
	e. Septic System Pumping Verification	$20	
19.	Parking Lot	$120	$1,000 + **See Below
20.	Plan~~ning~~/Zone Review of Building Permit	$195	
21.	Plumbing	$120	

~~22. Pools – Above Ground $75 **See Below~~

- ~~*Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.*~~

22.	Pools – ~~In Ground~~ 5,000 gal and/or 24" in depth or greater	By Valuation	**See Below
23.	Re-inspection Fee	Not to exceed $75/trip	
24.	Retaining Wall Over Four Feet	By Valuation	**See Below
25.	Roofing:		
	a. Residential	$120	**See Below
	b. Commercial	By Valuation	**See Below
26.	Siding:		
	a. Residential	$95	**See Below
	b. Commercial	By Valuation	**See Below
27.	Signs	By Valuation	**See Below
28.	Solar- Residential	$120	**See Below
	Commercial	$120	**See Below
29.	Water Softener Permit & Water Heater		
	a. Residential	$75	**See Below
	b. Commercial	By Valuation	**See Below
30.	Windows/Doors -	$120	**See Below
31.	Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	**See Below

- *Anything not listed above will be based on valuation + plan review + State surcharge.*
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.*

** **STATE SURCHARGE collected in accordance with MN Statutes 326B.148 ~~which is currently $1 per permit.~~**

Q. Escrow Deposits

1. ~~Urban:~~

~~a.~~	~~Curb Box and Meter~~	~~$1,500~~
~~b.~~	~~Final Grading~~	~~$500 - $1,000~~
~~c.~~	~~Litter/Debris Cleanup~~	~~$100 - $300~~
~~d.~~	~~2" Caliper Tree (new)~~	~~$300~~
~~e.~~	~~Sod~~	~~$2,000~~
~~f.~~	~~Seeding/Sprinkler~~	~~$2,000~~
~~g.~~	~~3" Black Dirt~~	~~$500~~
~~h.~~	~~Erosion Control in Place~~	~~$300~~
~~i.~~	~~Street Cleaned~~	~~$200~~
~~j.~~	~~Driveway Installed~~	~~$1,500~~

2. ~~Rural:~~

2020 Exhibit A

~~a.~~	~~Final Grading~~	~~$500 - $1,000~~
~~b.~~	~~Litter/Debris Cleanup~~	~~$100 - $300~~
~~c.~~	~~2" Caliper Tree (new)~~	~~$300~~
~~d.~~	~~Sod/Seeding~~	~~$300 - $2,000~~
~~e.~~	~~Erosion Control in Place~~	~~$300~~
~~f.~~	~~Culvert~~	~~$1,500~~
~~g.~~	~~Driveway Installed~~	~~$1,500~~

Q. Escrow Deposits

a.	3" Black Dirt	$1,000
b.	Culvert	$1,500
c.	Curb Box and Meter	$1,500
d.	Driveway	$2,000
e.	Driveway Apron (rural)	$ 600
f.	Erosion Control	$ 300 - $500
g.	Final Grading	$ 500 - $1,500
h.	Litter/Debris Clean-Up	$ 300 - $500
i.	Retaining Wall	$ 30.00 per sq. ft.
j.	Sidewalk	$ 4.00 per sq. ft.
k.	Sod/Seed	$3,500
l.	Steps	$ 4.00 per sq. ft.
m.	Swimming Pool Fence	$1,500
n.	Street Cleaning	$ 250
o.	Trees	$ 750

R. Utility Fees.

1.	Access Charge:	
	a. Sewer Equivalent Connection	$4,284
	b. Water Equivalent Connection	$3,060
2.	Trunk Line Charge:	
	a. Water Trunk Line Availability	$2,956
	b. Sanitary Sewer Trunk Line Availability	$4,150
3.	Tapping and Connection Permits:	
	a. Tapping and Water Connection	$125
	b. Tapping and Sewer Connection	$125
	c. Water Connection	$50
	d. Sewer Connection	$50
4.	Water Meter ~~Deposit~~ Equipment:	
	a. ¾"	Cost
	b. 1" and larger	Cost + 10%
5.	Water Shutoff (7:00 am - 3:30 pm)	$35
6.	Water Reconnect (7:00 am - 3:30 pm)	$35

- *The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.*

7.	Meter Repair (not removal or Installation	Time and materials with $50 minimum
8.	Curb Stop Locate:	
	a. Summer	$25 minimum
	b. Winter	$50 minimum
9.	Curb Stop Driveway Cover	Cost
10.	Curb Stop Repair	Time and materials with $50 minimum
11.	Curb Stop Box	Cost
12.	Hydrant and Gate Valve Repair	Time and materials with $50 minimum
13.	Hydrant Meter Deposit	$800
14.	Non-Response to Tagging Notice	$250/month until resolved
15.	Unmetered Use of City Water	$200
16.	Wells and Well based irrigations	$20

S. Water Rates. **08-06-2018 Effective Date**

1.	Monthly Base Fee	$14.55
	a. MN State Test Fee	$.~~53~~ As per MN State Statute
	Charge per 1,000 Gallons Used per Equivalent Connection:	
	a. 0 – 14,999	$4.50 equivalent conn
	b. 15,000 – 29,999	$4.72 equivalent conn
	c. 30,000 – 44,999	$5.45 equivalent conn
	d. 45,000+	$6.51 equivalent conn
3.	Bulk Water:	
	a. System Access Charge	$50
	b. Charge per 1,000 Gallons Used	$6.16

T. Sewer Rates.

1.	Monthly Base Fee	$20.82
2.	Charge per 1,000 Gallons Used	$8.16 equivalent conn
3.	Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings.*
  If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.
- *Note: Consumption amounts are not billed greater than actual usage.*

STARTING IN 01/01/2016

Storm Water Rates $5.00/month/parcel ($60 annual)

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 C

TO: Joe Kohlmann, City Administrator

FROM: Barb Held, City Clerk

SUBJECT: **Summary Publication for Ord. 256, SS – Fee Schedule**

DATE: December 2, 2019

OVERVIEW:

Due to the lengthy nature of the Ordinance No. 256, Second Series a summary of the ordinance has been prepared for publication. As stated in Resolution 2019-56 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 2019-56 A Resolution Authorizing the Summary Publication of Ordinance 256, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2019-56

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

RESOLUTION 2019-56

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 256, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE 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 256 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 256, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 256, SECOND SERIES

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

St. Francis City Code is hereby amending Section 2-9-1 the previously adopted Fee Schedule.

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 2nd DAY OF DECEMBER, 2019.

APPROVED:

Attest:

____
Steven D. Feldman, Mayor

____
Barbara I. Held, City Clerk

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Code Enforcement Requested Extensions

DATE: 12/2/2019

OVERVIEW

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property in writing. Once an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

A property owner with complex code enforcement concerns and clean up requirements has come forward requesting an extension beyond the 30 days as set by Code. City staff have been working to address neighbor complaints with this property for the last several years. Property has a history of issues with vehicles and has continued to expand issues in the rear property.

As of the last month, the property owner has been working with Community Development staff and communicating plans in regards to the clean-up. If the extension is granted by Council, staff will monitor to ensure there is progress during the extended time and will not issue Citations until the deadline as set by Council.

ITEMS TO BE DISCUSSED:

Staff is requesting the ability to extend the deadline for the following property to address the identified issues.

Property 4xxx 233rd –

1. *Cited for parking in yard/off of driveway,*
2. *Junk/vehicle storage,*
3. *Accessing street from yard causing erosion, third driveway prohibited.*

City of
St. Francis

Property has requested an extension not to exceed May 13, 2020.

It is the intent of the property owner to eliminate many of the vehicles on site. In order to do this, owner has to address issues related to the titles and sale of the property. These steps do take time and it is unlikely they will be able to completely meet city requirements within 30 days.

It is expected that staff would see progress between now and the May 13th deadline and will complete progress inspections. It is expected that the site will continue to improve, junk and debris to be removed, immediate discontinue of the third driveway and erosion to be corrected. If issues are not corrected by the May deadline staff will present the item to Council for possible abatement.

POTENTIAL BUDGET:

None

ATTACHMENTS:

Arial photo identifying property
Photos showing concerns pending correction

11/18/2017


11/18/2019 10:15


CHEVROLET
11/18/2019 10:15


11/18/2019 10:12


11/18/2019 10:13


11/18/2019 10:13


11/18/2019 10:13


11/18/2019 10:14


11/18/2019 10:14

City of St. Francis

CITY COUNCIL AGENDA REPORT
Agenda Item #:
9 E

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2020 Street Rehabilitation Project – Resolution 2019-57 Resolution Accepting Bids and Awarding Contract

DATE: December 2, 2020

OVERVIEW:

Pursuant to Council direction bids were received for the rehabilitation (mill and overlay) of Arrowhead Street, Flora Street, and 231st Lane. This project will be financed with Municipal State Aid Funds and Local Funds. The street surface improvements for Arrowhead Street will be financed with Municipal State Aid funds and the street surface improvements for Flora Street and 231st Lane will be financed with Local Street Funds. This project also includes improvements to the water valves. Water valve improvements will be financed with the Local Water Fund. The bids received are as follows:

Contractor	Bid Amount
North Valley, Inc.	$522,325.92
Northwest Asphalt, Inc.	$524,026.50
Valley Paving, Inc.	$542,311.55
ASTECH Corp.	$548,482.05
Park Construction Company	$591,520.78
Knife River Corporation	$594,750.05
Omann Brothers Paving, Inc.	$600,829.11

A summary of the bid prices for each funding source is as follows:

Funding Source	North Valley, Inc.
Municipal State Aid Fund	$237,618.02
Local Street Fund	$124,376.88
Local Water Fund	$160,331.02
Totals	**$522,325.92**

In general, these improvements include a 1.5-inch mill and overlay, spot replacement of concrete curb and gutter, pedestrian ramp reconstruction, and signing to facilitate parking. It is also proposed to complete some needed valve box repair and water service repair prior to constructing the overlay.

The engineers estimate for this project was $505,954.00. The street construction units were below the estimate, however, the valve box and valve repair unit prices were significantly higher than the engineer's estimate. The estimate includes repairing all 25 valves and valve boxes. It will not be known what condition the valves are in until they are uncovered. All the valves are in groundwater and need to be dewatered for repair. The dewatering accounts for approximately 30% of the cost. The plan is to start with repairing two valves in the different stages of the original construction. This includes approximately 8 valves total. If the valves are in good condition, the additional 17 valves will not be replaced. Therefore, the valve repair may only be $51,305.93 instead of the $160,331.02 presented above.

ACTION TO BE CONSIDERED:

The attached resolution accepts the bids and awards the contract to North Valley, Inc. in the amount of $522,325.92. Consideration to adopt Resolution 2019-57 Resolution Accepting Bids and Awarding Contract.

BUDGET IMPLICATION:

Construction costs split for each funding source is noted above. The Municipal State Aid fund currently has a fund balance of $1,631,613 available to spend on Municipal State Aid projects.

ATTACHMENTS:

Resolution 2019-57 - Resolution Accepting Bids and Awarding Contract

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

RESOLUTION NO. 2019-57

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE 2020 STREET REHABILITATION PROJECT

WHEREAS, pursuant to an advertisement for bids for the rehabilitation of Arrowhead Street, Flora Street, and 231st Lane, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Company	Bid Total
North Valley, Inc.	\$522,325.92
Northwest Asphalt, Inc.	\$524,026.50
Valley Paving, Inc.	\$542,311.55
ASTECH Corp.	\$548,482.05
Park Construction Company	\$591,520.78
Knife River Corporation	\$594,750.05
Omann Brothers Paving, Inc.	\$600,829.11

; and

WHEREAS, it appears that North Valley, Inc, of Nowthen, Minnesota is the lowest responsible bidder:

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

1. The mayor and clerk are hereby authorized and directed to enter into a contract with North Valley, Inc., of Nowthen, Minnesota in the name of the City of St. Francis for the 2020 Street Rehabilitation Project, according to the plans and specifications therefore approved by the city council and on file in the office of the City Clerk.

2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the bid bond made with their bids, except that the bid bond of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2nd DAY OF December 2019.

APPROVED:

____

ATTEST: Steven D. Feldman, Mayor

____

Barbara I. Held, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 F

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: 2020 Street Reconstruction and Watermain Improvement Project

DATE: December 2, 2019

OVERVIEW:

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. There are four project areas. The proposed street and utility improvement limits are shown on Exhibit A.

This project will also complete two watermain loops. The first watermain loop includes an 8-inch PVC pipe from the River Shores neighborhood to the wastewater treatment 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. The second watermain loop will include constructing a new watermain on 229th Lane from Poppy Street to Quay Street. This section of new watermain will provide a secondary supply to the residents on Quay Street and will eliminate the dead end watermain on Quay Street.

ACTION TO BE CONSIDERED:

The final feasibility report will be presented at the December 16, 2019 City Council meeting. Prior to submitting the final report staff is requesting direction on the assessment method. As requested, the assessments have been calculated based on the Front Footage Method and the Per Unit Assessment Method. The attached 5 sheets summarize the two methods side by side in the two right hand columns. The assessments are based on the City's current assessment policy. The assessments are based on assessing 40% of the watermain lateral costs, 40% of the storm sewer improvement costs, and 100 % of the water service costs.

City of St. Francis

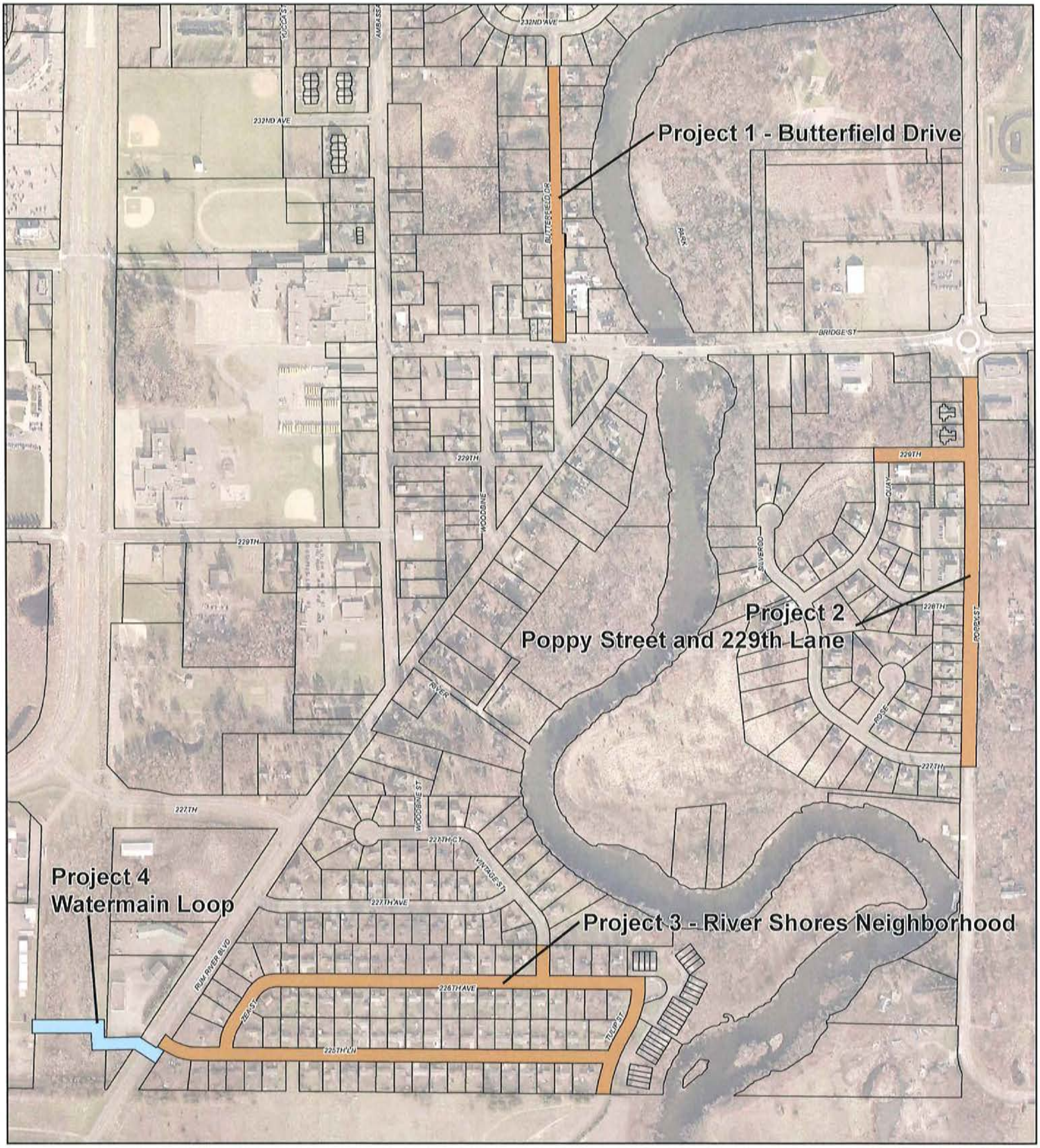
Also attached for your consideration and approval is the final project schedule that will also be included in the final feasibility report. As part of the schedule staff is recommending a neighborhood meeting be held ahead of the Improvement Hearing. The neighborhood meeting would be a more informal meeting, than the Improvement Hearing, held with the property owners to discuss the project details in an open house type format. Assessment amounts presented in the feasibility report would be available to the property owners at the neighborhood meeting.

BUDGET IMPLICATION:

Will be presented at the December 16, 2019 Council Meeting.

ATTACHMENTS:

- PROJECT LOCATION
- ASSESSMENT COMPARISON SUMMARIES
- PROJECT SCHEDULE



0 250 500 1,000

Feet

Legend

Reconstruction Limits

Watermain Install Limits

Hakanson Anderson

N W E S

EXHIBIT A

PROJECT LOCATION

City of St. Francis

ASSESSMENT SUMMARY - RIVER SHORES

PROPERTY ADDRESS	OWNER/TAXPAYER	NOTES	ASSESSMENT BASED ON: FRONTAGE	PER UNIT
225TH LANE NW: RUM RIVER BOULEVARD NW TO TULIP STREET NW				
3633 225TH LANE NW	STEVEN AND WENDY NORD		$4,487.36	$3,471.35
3638 225TH LANE NW	KIMBERLY J. ROEPKE		$4,446.15	$3,471.35
3641 225TH LANE NW	HEATHER V. CARLSON		$4,030.00	$3,471.35
3646 225TH LANE NW	RONALD A. AND ELIZABETH A. RUDE		$3,624.00	$3,471.35
3651 225TH LANE NW	WILLIAM J. AND LAURIE R. BERNARD		$3,624.00	$3,471.35
3654 225TH LANE NW	ANNA MCKINNON		$3,624.00	$3,471.35
3659 225TH LANE NW	THOMAS J. AND ANGELETE BAUMANN		$3,624.00	$3,471.35
3662 225TH LANE NW	CHOICE HOMES INC		$3,624.00	$3,471.35
3701 225TH LANE NW	BARRY E. ANDERSON TRUSTEE CORINNE L. ANDERSON TRUSTEE LAVERNE I. ANDERSON TRUSTEE		$3,624.00	$3,471.35
3704 225TH LANE NW	KERRY SMITH		$3,624.00	$3,471.35
3709 225TH LANE NW	JOSEPH KRONE PATRICIA SIMON		$3,624.00	$3,471.35
3712 225TH LANE NW	WILLIAM A. STROM		$3,624.00	$3,471.35
3717 225TH LANE NW	CASEY W. SHIELDS		$3,624.00	$3,471.35
3720 225TH LANE NW	VICTOR J. AND KAREN J. SCHLEGEL		$3,624.00	$3,471.35
3725 225TH LANE NW	NATHANIEL W. SIMPSON		$3,624.00	$3,471.35
3728 225TH LANE NW	TROY PEACOCK		$3,624.00	$3,471.35
3733 225TH LANE NW	D.E. MALENKE M.N. KLOECKNER		$3,624.00	$3,471.35
3736 225TH LANE NW	JEFFERY DOOLEY		$3,624.00	$3,471.35
3741 225TH LANE NW	JEFFREY N. JOHNSON		$3,624.00	$3,471.35
3744 225TH LANE NW	TRAE D. STEVENSON		$3,624.00	$3,471.35
3749 225TH LANE NW	COREY J. AND TAMMY L. NYBERG		$3,624.00	$3,471.35
3752 225TH LANE NW	GABRIEL H. PEITSO		$3,624.00	$3,471.35
3757 225TH LANE NW	DAVID G. INGELDEW VIRGINIA J. INGELDEW		$3,624.00	$3,471.35
3760 225TH LANE NW	HAYWARD J. AND ALICE L. BALANCE		$3,624.00	$3,471.35
3765 225TH LANE NW	CHARLES J. KSIAZEK JR.		$3,624.00	$3,471.35
3768 225TH LANE NW	AJ INVESTMENTS LLC		$3,625.22	$3,471.35
3803 225TH LANE NW	SEAN GAEDKE TASHA TOWLE		$3,624.00	$3,471.35
3806 225TH LANE NW	MARIA L. DEGIDIO		$3,627.05	$3,471.35
3811 225TH LANE NW	TAMARA A. GALLAGHER		$3,624.00	$3,471.35
3814 225TH LANE NW	KURT ZIMMERMAN TRACY ZIMMERMAN		$3,629.07	$3,471.35
3819 225TH LANE NW	MARY P. BERGLEY		$3,624.00	$3,471.35
3822 225TH LANE NW	NANCY MACLEAN		$4,138.60	$3,471.35
3827 225TH LANE NW	RICHARD R. AND DEBRA K. KUSS		$3,624.00	$3,471.35
3835 225TH LANE NW	HEIDI K. MEADE		$3,624.00	$3,471.35
3840 225TH LANE NW	REGINA D. SCHWARTZ THOMAS E. SCHWARTZ		$4,143.07	$3,471.35
3843 225TH LANE NW	SANTANA R. AND PROCESO C. ESTRADA		$3,624.00	$3,471.35
3848 225TH LANE NW	JAMES E. AND KARRYAN TRUE		$3,637.60	$3,471.35
3851 225TH LANE NW	KURT S. AND EILEEN B. FILEK		$4,726.50	$3,471.35

ASSESSMENT SUMMARY - RIVER SHORES

PROPERTY ADDRESS	OWNER/TAXPAYER	NOTES	ASSESSMENT BASED ON: FRONTAGE	PER UNIT
225TH LANE NW: RUM RIVER BOULEVARD NW TO TULIP STREET NW (CONTINUED)				
3856 225TH LANE NW	HEIDI K. MEADE		$3,639.63	$3,471.35
3864 225TH LANE NW	TIMOTHY T. AND TAMMY L. ATKINS		$3,641.66	$3,471.35
3908 225TH LANE NW	ANTHONY J. BACON CHRISTINE L. OLSEN		$3,712.31	$3,471.35
3911 225TH LANE NW	ANNA MERCHLEWICZ MATHEW J. MERCHLEWICZ		$5,794.07	$3,471.35
3920 225TH LANE NW	JARAE M. MIDLO MICHAEL J. MIDLO		$5,526.72	$3,471.35
ZEA STREET NW: 225TH LANE NW TO 226TH AVENUE NW				
22530 ZEA STREET NW	ESME J. SUBY JACOB M. SUBY		$3,805.49	$3,471.35
22538 ZEA STREET NW	JOSE A. AND PAMELA J. GONZALEZ		$3,624.00	$3,471.35
22545 ZEA STREET NW	ALEXIS E. AND BRADLEY K. CARLSON		$2,328.21	$1,471.35
22546 ZEA STREET NW	ALICIA MARIE JEROME		$3,626.03	$3,471.35
22552 ZEA STREET NW	NICHOLAS W. AND MICHELLE KATSERES		$4,338.56	$3,471.35
226TH AVENUE NW: ZEA STREET NW TO TULIP STREET NW				
3624 226TH AVENUE NW	BRIAN JONES TRAM JONES		$3,907.38	$3,471.35
3625 226TH AVENUE NW	JACOB MAYER KATHERINE MAYER		$3,624.00	$3,471.35
3633 226TH AVENUE NW	LAWRENCE MARTINEZ RIVAS KATIE MARTINEZ		$3,624.00	$3,471.35
3634 226TH AVENUE NW	BRYAN J. GLYNN LINDA A. GLYNN		$4,030.00	$3,471.35
3641 226TH AVENUE NW	CHAD R. SOLEI		$3,624.00	$3,471.35
3642 226TH AVENUE NW	HOUA LAO KER VANG		$3,624.00	$3,471.35
3649 226TH AVENUE NW	XIONG KHA LOR TONG SOR		$4,131.50	$3,471.35
3650 226TH AVENUE NW	VERNON C. GARDINIER		$3,624.00	$3,471.35
3656 226TH AVENUE NW	LORI SHERRETT RANDY BRATSCH		$3,624.00	$3,471.35
3700 226TH AVENUE NW	SCOTT M. LOSO TANYA M. LOSO		$3,624.00	$3,471.35
3701 226TH AVENUE NW	DALE D. AND BARBARA J. THOMPSON		$4,131.50	$3,471.35
3708 226TH AVENUE NW	BRIAN J. SCHOLTZ		$3,624.00	$3,471.35
3709 226TH AVENUE NW	CYNTHIA L. KLATT		$3,624.00	$3,471.35
3716 226TH AVENUE NW	SCOTT K. MEYERS		$3,624.00	$3,471.35
3717 226TH AVENUE NW	MARY B. SANDMANN		$3,624.00	$3,471.35
3724 226TH AVENUE NW	DOUGLAS V. AND K. M. SHIBONSKI		$3,624.00	$3,471.35
3725 226TH AVENUE NW	JOSEPH L. MAYER		$3,624.00	$3,471.35
3732 226TH AVENUE NW	CONSTANCE J. ANLAUF MARK E. ANLAUF		$3,624.00	$3,471.35
3733 226TH AVENUE NW	JASON A. AND TRACY S. KEECH		$3,624.00	$3,471.35
3740 226TH AVENUE NW	ROBERT KNOWLES		$3,624.00	$3,471.35
3741 226TH AVENUE NW	JEFFREY BOMSTAD SUZANNE BOMSTAD		$3,624.00	$3,471.35
3748 226TH AVENUE NW	JOSEPH AND PAMELA CEILINSKI		$3,624.00	$3,471.35
3749 226TH AVENUE NW	MIGUEL ANGEL MARIN		$3,624.00	$3,471.35
3756 226TH AVENUE NW	KYLE J. LIMANEN		$3,624.00	$3,471.35
3757 226TH AVENUE NW	ROBERT W. AND TERRI L. MUELLER		$3,624.00	$3,471.35
3764 226TH AVENUE NW	JOHN D. SJURSETH		$3,624.00	$3,471.35
3765 226TH AVENUE NW	JOHN S. MORTON		$3,624.00	$3,471.35
3804 226TH AVENUE NW	GARY D. OGG		$3,624.00	$3,471.35

ASSESSMENT SUMMARY - RIVER SHORES

PROPERTY ADDRESS	OWNER/TAXPAYER	NOTES	ASSESSMENT BASED ON: FRONTAGE	ASSESSMENT BASED ON: PER UNIT
226TH AVENUE NW: ZEA STREET NW TO TULIP STREET NW (CONTINUED)				
3805 226TH AVENUE NW	JASON T. ANTTILA		$3,624.00	$3,471.35
3812 226TH AVENUE NW	SCOTT A. HOLMES		$3,624.00	$3,471.35
3813 226TH AVENUE NW	CHRISTOPHER M. ARTHUR		$3,624.00	$3,471.35
3820 226TH AVENUE NW	LUCILLE MARIE ENGEL PHILIP ENGEL		$3,624.00	$3,471.35
3821 226TH AVENUE NW	DANIEL OLSON		$3,624.00	$3,471.35
3828 226TH AVENUE NW	ROGER D. AND JANIS K. BIALKE		$3,624.00	$3,471.35
3829 226TH AVENUE NW	CORY RINGWELSKI		$3,624.00	$3,471.35
3836 226TH AVENUE NW	CHERLE AHLSTROM JASON AHLSTROM		$3,624.00	$3,471.35
3837 226TH AVENUE NW	JEREMIAH DROPPS		$3,624.00	$3,471.35
3845 226TH AVENUE NW	STACIE UHRICH		$4,067.76	$3,471.35
226TH AVENUE NW: ZEA STREET NW TO TULIP STREET NW (TOWNHOUSES ON THE RUM RIVER)				
3555 226TH AVENUE NW	LEANN R. SANBORN	TH	$1,079.47	$1,888.02
3557 226TH AVENUE NW	DENNIS HERRBOLDT	TH	$965.17	$1,888.02
3559 226TH AVENUE NW	WILLIAM J. CARIK	TH	$965.17	$1,888.02
3561 226TH AVENUE NW	MARIE L. BAKKE TRUSTEE	TH	$1,079.47	$1,888.02
3615 226TH AVENUE NW	STEPHEN WADDELL	TH	$2,662.80	$3,471.35
3617 226TH AVENUE NW	KATIE ERICKSON	TH	$2,548.50	$3,471.35
3619 226TH AVENUE NW	GEORGE L. AND JULIETTE L. WATSON	TH	$2,548.50	$3,471.35
3621 226TH AVENUE NW	BRADLEY S. NELSON	TH	$2,662.80	$3,471.35
TULIP STREET NW: 226TH AVENUE NW TO SOUTH OF 225TH LANE NW (TOWNHOUSES ON THE RUM RIVER)				
22505 TULIP STREET NW	PAUL DOUGLAS AGRANOFF REBECCA ANN AGRANOFF	TH	$1,010.85	$1,888.02
22507 TULIP STREET NW	TROY EKBERG	TH	$919.51	$1,888.02
22509 TULIP STREET NW	BEVERLY STAMPEE	TH	$919.51	$1,888.02
22511 TULIP STREET NW	JESSE JOHN ENGLEHART	TH	$1,010.85	$1,888.02
22523 TULIP STREET NW	THOMAS J. AND KATHLEEN GREEN	TH	$1,010.85	$1,888.02
22525 TULIP STREET NW	MARK CALLENDER	TH	$919.51	$1,888.02
22527 TULIP STREET NW	J.J. MCCARTHY C.M. SCHWIEGER	TH	$919.51	$1,888.02
22529 TULIP STREET NW	TIMOTHY D. REESE	TH	$919.51	$1,888.02
22531 TULIP STREET NW	JOHN B. AND PAULINE A. HAYES	TH	$919.51	$1,888.02
22535 TULIP STREET NW	AARON SORENSON JAMIE SORENSON	TH	$1,010.85	$1,888.02
22537 TULIP STREET NW	DALTON JOHNSON	TH	$1,010.85	$1,888.02
22539 TULIP STREET NW	THOMAS PODGORAK CONNIE PODGORAK	TH	$919.51	$1,888.02
22541 TULIP STREET NW	LUELLA B. MANGEN	TH	$919.51	$1,888.02
22543 TULIP STREET NW	AUSTIN M. AEED	TH	$919.51	$1,888.02
22545 TULIP STREET NW	SUSAN J. YEE	TH	$919.51	$1,888.02
22547 TULIP STREET NW	JOSE CONTRERAS	TH	$1,010.85	$1,888.02
22555 TULIP STREET NW	FORREST WEBB	TH	$1,079.47	$1,888.02
22557 TULIP STREET NW	LAWRENCE J. KIRSCH	TH	$965.17	$1,888.02
22559 TULIP STREET NW	BRADLEY G. DAWSON RUTH M. SAWSON	TH	$965.17	$1,888.02
22561 TULIP STREET NW	GRETA J. EASTMAN	TH	$1,079.47	$1,888.02
UNASSIGNED ADDRESS				
UNASSIGNED	NORTH RIVER TOWNHOUSES		$0.00	$0.00
UNASSIGNED	TOWNHOUSES ON RIVER ASSOCIATION		$0.00	$0.00

Notes:
TH - Townhome

ASSESSMENT SUMMARY - POPPY STREET AND 229TH LANE

PROPERTY ADDRESS	OWNER/TAXPAYER	NOTES	ASSESSMENT BASED ON: FRONTAGE	PER UNIT
POPPY STREET NW: 227TH AVENUE NW TO NORTH OF 229TH LANE NW				
22745 POPPY STREET NW	ARLIN L. BAHR	OG	$0.00	$0.00
22754 POPPY STREET NW	JACLYN M. DUREN NICHOLAS J. DUREN		$1,570.68	$986.89
22766 POPPY STREET NW	STEVEN D. FELDMAN SUSAN C. FELDMAN		$1,396.16	$986.89
22780 POPPY STREET NW	STEVE CLARIN II		$1,396.16	$986.89
22792 POPPY STREET NW	JULIA K. ANDERSON LESLIE M. FLATUM STANLEY E. ANDERSON		$1,396.16	$986.89
22808 POPPY STREET NW	PINGORA LOAN SERVICING LLC		$1,396.16	$986.89
22811 POPPY STREET NW	AMY S. RESINGER CHARLES D. TAMBLYN	OG	$0.00	$0.00
22816 POPPY STREET NW	TRENT BLAKE		$1,396.16	$986.89
22824 POPPY STREET NW	NICHOLAS SPRINGMAN		$1,396.16	$986.89
22838 POPPY STREET NW	RICHARD A. AND IRENE M. HAND		$1,552.53	$986.89
22851 POPPY STREET NW	DENNIS J. NORDSTROM LINDA M. NORDSTROM	OG	$0.00	$0.00
22872 POPPY STREET NW	WEAVER BROTHERS COMPANY	AP	$11,271.04	$20,300.52
22874 POPPY STREET NW	WEAVER BROTHERS COMPANY	AP	$10,782.81	$20,300.52
22905 POPPY STREET NW	STEVEN D. ORTTEL		$5,365.67	$3,593.80
22918 POPPY STREET NW	HEIDI K. MEADE		$5,353.97	$3,593.80
22926 POPPY STREET NW	DUSTIN JAMES STARICHA		$5,353.97	$3,593.80
22929 POPPY STREET NW	PATRICIA HACKLEY DOROTHEA LIND ROGER LIND		$5,248.40	$3,593.80
22937 POPPY STREET NW	VILLAGE BANK	C	$10,658.71	$9,781.42
22938 POPPY STREET NW	HAROLD O. AND GLORIA M. NEWVILLE	ATH	$3,638.81	$3,593.80
22940 POPPY STREET NW	THERESIA RENNER	ATH	$3,638.81	$3,593.80
22950 POPPY STREET NW	BEULAH P. GALLAGHER	ATH	$3,638.81	$3,593.80
22952 POPPY STREET NW	JAMES P. JOHNSON SHARON R. JOHNSON	ATH	$3,638.81	$3,593.80
229TH LANE NW				
3440 229TH LANE NW	THERESA M. PETERSON DENNIS E. PETERSON		$2,620.59	$986.89
BRIDGE STREET NW				
3480 BRIDGE STREET NW	CASEY'S RETAIL COMPANY		$4,555.15	$986.89
UNASSIGNED ADDRESSES				
UNASSIGNED	OAK RIDGE TOWNHOMES ASSOC		$0.00	$0.00
UNASSIGNED	OAK RIDGE TOWNHOMES ASSOC		$0.00	$0.00
UNASSIGNED	STEVEN D. ORTTEL		$5,329.93	$3,593.80

Notes:
AP - Apartment
ATH - Attached Townhome
OG - Property Located in the City of Oak Grove
C - Commercial

ASSESSMENT SUMMARY - BUTTERFIELD DRIVE

PROPERTY ADDRESS	OWNER/TAXPAYER	NOTES	ASSESSMENT BASED ON:	
			FRONTAGE	PER UNIT
BUTTERFIELD DRIVE NW: BRIDGE STREET NW TO SOUTH OF 232ND AVENUE NW				
23020 BUTTERFIELD DRIVE NW	ST. FRANCIS PROPERTIES LLC		$4,720.00	$4,941.89
23028 BUTTERFIELD DRIVE NW	ST. FRANCIS PROPERTIES CO		$5,400.00	$4,941.89
23040 BUTTERFIELD DRIVE NW	RICHARD C. WALLER JR		$5,379.60	$4,941.89
23041 BUTTERFIELD DRIVE NW	ST. FRANCIS PROPERTIES LLC	C	$14,601.94	$13,825.68
23048 BUTTERFIELD DRIVE NW	BAYVIEW LOAN SERVICING LLC		$5,366.00	$4,941.89
23109 BUTTERFIELD DRIVE NW	ROGER D. BRAUN		$6,488.00	$4,941.89
23110 BUTTERFIELD DRIVE NW	JEFFREY A. MYERS		$7,100.00	$4,941.89
23111 BUTTERFIELD DRIVE NW	ROGER SABIN SHARYLE SABIN		$6,420.00	$4,941.89
23131 BUTTERFIELD DRIVE NW	GARY A. AND MIN C.L. GRAMS		$5,060.00	$4,941.89
23134 BUTTERFIELD DRIVE NW	JAMES A. AND SHARON L. MYERS		$7,100.00	$4,941.89
23135 BUTTERFIELD DRIVE NW	DALE TRACEY		$5,060.00	$4,941.89
23155 BUTTERFIELD DRIVE NW	SCOTT K. SCHUMACHER		$7,100.00	$4,941.89
23160 BUTTERFIELD DRIVE NW	BUTTERFIELD COMMONS LLC	AP	$10,032.00	$23,828.11
23162 BUTTERFIELD DRIVE NW	CODEY J. BOLTE		$5,100.00	$2,941.89
23179 BUTTERFIELD DRIVE NW	TIMOTHY A. EISENSCHENK		$3,037.56	$2,941.89
BRIDGE STREET				
3645 BRIDGE STREET NW	ST. FRANCIS PROPERTIES LLC	C	$8,366.00	$7,941.89
UNASSIGNED ADDRESSES				
UNASSIGNED	S & A CONSTRUCTION SERVICES INC		$5,060.00	$4,941.89
UNASSIGNED	ST. FRANCIS PROPERTIES LLC	C	$7,329.00	$7,941.89

Notes:
AP - Apartment
C - Commercial

2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT	
MILESTONE	**DATE**
CITY COUNCIL APPROVES THE FEASIBILITY REPORT	DECEMBER 16, 2019
CITY COUNCIL ORDERS FINAL PLANS AND SPECIFICATIONS	DECEMBER 16, 2019
CONDUCT NEIGHBORHOOD MEETING	JANUARY 14, 2020
CITY COUNCIL APPROVES PLANS AND SPECIFICATIONS AND ORDERS BIDS	JANUARY 20,2020
CITY COUNCIL SETS IMPROVEMENT HEARING DATE	JANUARY 20,2020
OPEN BIDS AT CITY HALL	FEBRUARY 18, 2020
CITY COUNCIL CONDUCTS IMPROVEMENT HEARING	MARCH 2, 2020
CITY COUNCIL APPROVES BIDS AND AWARDS CONTRACT	MARCH 2, 2020
START CONSTRUCTION	MAY 2020
PROJECT COMPLETE	OCTOBER 2020
CITY COUNCIL CONDUCTS ASSESSMENT HEARING	NOVEMBER 2020

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 G

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **Fire Flow Water Meter**

DATE: 12-02-2019

OVERVIEW: As we have moved along with the 2019 water meter replacement program we have discovered an issue with the Woodhaven west water meter. We initially intended to just replace the 2-inch bypass meter and eight-inch meter on the Sensus Fire service assembly, or Fire Service meter. The two-inch meter is the main supply meter and should more water be needed because of high water use or in case of fire, a check valve will open automatically, allowing more water to flow to meet that demand. The issue that was discovered is this type of meter is rated and certified by UL/FM meaning if you change a piece of equipment on this apparatus, it no longer maintains its UL/FM rating and certification. In other words, we cannot piece together different components or equipment from different companies and have it remain UL/FM rated and certified. Thus, the whole apparatus must be changed. We have obtained a quote from Ferguson Water Works in the amount **$13,100.00** for this fire service meter. Due to the special purpose of this meter and in order to match into the current meter change out program, no other quote was obtained.

ACTION TO BE CONSIDERED: Council needs to consider forgoing a second quote due to the specialized nature of this apparatus and authorize the purchase of this new Fire Service Meter from Ferguson water works in the amount of **$13,100.00**. Due to this oversite, this was not included in the pricing approved by Council on 7/15/2019 for the meter change out program.

BUDGET IMPLICATION: There are funds available in the yearly Water and Sewer Operations and Maintenance budgets to pay for this apparatus.

Attachments: Ferguson Quote

FERGUSON® Waterworks | Meter & Automation Group

Neptune Water Meter Pricing, by Ferguson Waterworks

City: St Francis, MN
Date: 10/29/2019

Size:	Quantity:	Product Description:	Price each:	Extended:
		Option 1, Protectus III fire service meter with epoxy coated steel body		
8	1	8" meter with 2" bypass, ProCoder registers	**$13,100.00**	**$13,100.00**
		Option 2, Protectus III fire service meter with 304 Stainless Steel body		
8	1	8" meter with 2" bypass, ProCoder registers	**$16,675.00**	**$16,675.00**

Notes:
ALL PRICING VALID UNTIL 12-30-2019

Thanks,

Marc Meeden
AMR / AMI Specialist
Ferguosn Waterworks
marc.meeden@ferguson.com
612-212-0757

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9H

TO: Joe Kohlmann, City Administrator

FROM: Paul Teicher, Public Works Director

SUBJECT: **Utilize 183 Acres for Biosolids Land Application**

DATE: 12-02-2019

OVERVIEW:

- St. Francis produces class B biosolids that can either be land applied or brought to a landfill.
- The MPCA encourages the reuse of biosolids for land application and crop production. Roughly 200 Minnesota cities recycle biosolids.
- Biosolids reduce the need for chemical fertilizers.
- Biosolids must meet stringent regulations and calculations before application. This would include testing for metals and other constituents. Biosolids application also requires Vector and pathogen reduction. Must be MPCA type 4 certified to apply.
- July 2019, St. Francis city council approved a five-year pricing schedule with Fergus Power Pump to provide biosolids disposal services. Fergus Power Pump dewaters liquid biosolids to a humus-like cake. This process reduces the amount of truck loads required to haul biosolids. By land applying instead of land filling the biosolids cake, the City has the potential to save money.
- Fergus Power Pump and city staff worked together to have local land sites approved for land application. These sites are located in Isanti, Athens and Stanford Townships as well as the City of St. Francis.
- On October 29th city staff received approval letters on 4 of the 6 requested sites. Two sites in Athens Township were not approved at this time, staff continues to work with the Township for approval.
- Because of state and federal regulations, of the total 687 acres that were considered, only 196 acres were approved for land applying. This included the city owned 183 acres. Due to calculations and set-backs, the city owned site was reduced to 127 acres.
- The City owned 183 acres is zoned A-3, so if biosolids were to be applied, it would be considered a normal farming practice.
- If biosolids are applied to the city owned 183 acres, the City would need to retain ownership of the property for **at least one year** after the last application of biosolids. MN Rules (7041.1300).
- Selling the City Owned 183 acres was considered by Council in 2015 and the land was declared surplus property.
- Selling the land would not make economic sense until the bond used to pay for the land was paid off. **The last bond payment for 183 acres is 2/1/2028**.

City of St. Francis

- Attorney has determined the deed does not state any restrictions on the use of the property. Bond Council Review indicates that once the bonds used to pay for the land are retired or paid off (2/1/2028), the City has latitude to determine whether to sell or use the property.

ACTION TO BE CONSIDERED: City Council now has the option to either utilize the city owned 183 for biosolids land application or not to use it. Council needs to consider future use of the 183 acres. Provide Council direction to apply biosolids to 183 acres or to not utilize this site for biosolids land application.

BUDGET IMPLICATION: Biosolids disposal is budgeted for in the yearly sewer operations and maintenance budget. PW Staff will continue to seek out potential nearby sites for biosolids land application to ensure flexible land availability when the need arises to recycle biosolids produced by the wastewater treatment plant.

Attachments:

- 183 acres Land Lease Agreement
- Biosolids Landfill vs. Land application cost comparison
- MPCA site approval letter
- Memorandum from BGS

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK
STEVEN G. THORSON

*Also Licensed in Wisconsin

BGS

Barna, Guzy & Steffen, Ltd.

ATTORNEYS AT LAW
200 Coon Rapids Boulevard NW, Suite 400
Minneapolis, MN 55433-5894
(763) 780-8500 FAX (763) 780-1777
1-800-422-3486 www.bgs.com

ELIZABETH A. SCHADING
WILLIAM F. HUEFNER
BRADLEY A. KLETSCHER
TIMOTHY D. ERB
KAREN K. KURTH
ADRIEL B. VILLARREAL
TAMMY J. SCHEMMEL
JENNIFER C. MOREAU
DAVID R. SCHAPS
THOMAS R. WENTZELL

OF COUNSEL
JON P. ERICKSON
W. JAMES VOGL, JR.

MEMORANDUM

TO: Paul Teicher, Public Works Director

FROM: David Schaps, Assistant City Attorney

RE: Investigation of City Owned Property

DATED: November 21, 2019

Please allow this memorandum to provide information on the potential application of biosolids on City owned property in St. Francis.

The property was obtained by the City from the Balfany Family Trust in February of 2007 by the execution of a trustee's deed, which is attached. The deed does not state any restrictions on the use of the property.

I have also attached an email from Julie Eddington of Kennedy and Graven (who is the City's bond counsel), indicating that once the bonds used to pay for the land are retired or paid off, the City has latitude to determine whether to sell or use the property.

Finally, I have attached the relevant section of Minnesota Rules (7041.1300) regarding the MPCA restrictions on using the land after the application of biosolids.

Please note that these rules create a use restriction and not a deed restriction, meaning that should the City wish to sell the land at some future point, it would need to notify the buyer of the biosolid use restriction and likely wait the appropriate time per the MCPA rules prior to transferring the land to a different owner.

Please do not hesitate to contact our office with any questions.

Attachments.

1966091_1

By Individuals(s)

No delinquent taxes and transfer entered; Certificate of Real Estate Value ( ) filed ( ) not required
Certificate of Real Estate Value No. ______

______, ______ (Year)

______ County Auditor

by ______ Deputy

(reserved for recording data)

DEED TAX DUE HEREON: $ 6,661.05

Date: February 12, 2007

FOR VALUABLE CONSIDERATION, Ronald F. Balfany and Leona M. Balfany, as Trustee(s) of The Balfany Family Trust, dated 1-31-06, 2006 (Name of Trust), Grantor(s), hereby convey(s) to City of St. Francis, a Municipal Corporation under the laws of Minnesota, Grantee(s), real property in Isanti County, Minnesota, described as follows:

See Attached EXHIBIT "A"

Sellers hereby state that there has been no change in well status

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto.

TRUSTEE(S)

Ronald F. Balfany
Ronald F. Balfany

Leona M Balfany
Leona M. Balfany

Affix Deed Tax Stamp Here

STATE OF MINNESOTA }
COUNTY OF Anoka } ss.

The foregoing was acknowledged before me this February 12, 2007 (Date),
by Ronald F. Balfany and Leona M. Balfany
as Trustee(s) of The Balfany Family Trust, dated 1-31-06, 2006 (Name of Trust), Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK):

JANET R. THOMAS
Notary Public-Minnesota
My Commission Expires Jan 31, 2010

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Registered Abstracters, Inc.
2115 North Third Avenue
Anoka, MN 55303

T06-10109

Tax Statements for the real property described in this instrument should be sent to (include name and address of Grantee):

City of St. Francis
23340 Cree Street
St. Francis, MN 55070

Exhibit "A"
LEGAL DESCRIPTION

The East Half of the Southwest Quarter and the West Half of the Southeast Quarter, all in Section 22, Township 34 North, Range 24 West.

The East Half of the Southeast Quarter of Section 22, Township 34 North, Range 24 West, EXCEPTING THEREFROM the following-described parcels, to-wit:

The East 910.00 feet of the East Half of the Southeast Quarter of Section 22, Township 34 North, Range 24 West, Isanti County, Minnesota and that part of the Northeast Quarter of the Southeast Quarter of said Section 22 described as follows:

Beginning at the Northwest corner of the East 910.00 feet of said East Half of the Southeast Quarter; thence on an assumed bearing of South 89 degrees 33 minutes 32 seconds West along the North line of said East Half of the Southeast Quarter, a distance of 218.41 feet; thence South 00 degrees 26 minutes 28 seconds East, a distance of 43.00 feet; thence South 43 degrees 29 minutes 17 seconds East, a distance of 40.00 feet; thence South 22 degrees 52 minutes 42 seconds East, a distance of 85.00 feet; thence South 06 degrees 25 minutes 47 seconds East, a distance of 48.00 feet; thence South 21 degrees 39 minutes 15 seconds East, a distance of 80.00 feet; thence South 04 degrees 47 minutes 53 seconds East, a distance of 95.00 feet; thence South 21 degrees 02 minutes 28 seconds East, a distance of 39.00 feet; thence South 01 degrees 57 minutes 53 seconds West, a distance of 41.00 feet; thence South 21 degrees 45 minutes 41 seconds East, a distance of 70.00 feet; thence South 02 degrees 17 minutes 22 seconds East, a distance of 30.00 feet; thence South 15 degrees 56 minutes 05 seconds East, a distance of 52.00 feet; thence South 05 degrees 26 minutes 51 seconds East, a distance of 71.00 feet; thence South 24 degrees 41 minutes 57 seconds East, a distance of 83.00 feet; thence South 00 degrees 25 minutes 39 seconds East, a distance of 90.00 feet; thence South 29 degrees 21 minutes 41 seconds West, a distance of 55.00 feet; thence South 26 degrees 03 minutes 03 seconds East, a distance of 71.00 feet; thence South 63 degrees 07 minutes 13 seconds East, a distance of 24.00 feet, to the West line of said East 910.00 feet; thence North 00 degrees 25 minutes 39 seconds West, along said West line, a distance of 949.78 feet, to the point of beginning of the parcel of land described.

From: Eddington, Julie A. <JEddington@Kennedy-Graven.com>
Sent: Tuesday, November 5, 2019 4:23 PM
To: David R. Schaps <dschaps@bgs.com>
Cc: Joe Kohlmann <JKohlmann@stfrancismn.org>; 'Paul Teicher' <PTeicher@stfrancismn.org>; Eddington, Julie A. <JEddington@Kennedy-Graven.com>
Subject: RE: Question on City of St. Francis Series 2007A Bond Issuance and Potential Sale Restrictions

David,

If the City sells property that is financed with tax-exempt bonds, the tax code requires that the City sell the property for "fair market value" and use the disposition proceeds of the sale to pay the Bonds. The Series 2007A Bonds are subject to redemption on any day on or after February 1, 2017. If the sale proceeds are more than the principal and interest on the Bonds, the City can keep the rest of the proceeds and use it for any purpose.

Pursuant to the tax code, as long as the City didn't buy the land with the intention of selling it to a private entity, the City can sell the land to whomever for any purpose.

Please call if you have additional questions.

Julie Eddington
Kennedy & Graven, Chartered
470 U. S. Bank Plaza
200 South Sixth Street
Minneapolis, MN 55402
Phone 612-337-9213
Fax 612-337-9310
jeddington@kennedy-graven.com

D. Site Restrictions.

MINIMUM DURATION BETWEEN APPLICATION AND HARVEST/GRAZING/PUBLIC ACCESS FOR CLASS B SEWAGE SLUDGE APPLIED TO THE LAND

Criteria	Surface Applied or Incorporated	Injected
Food crops whose harvested part may touch the soil/sludge mixture (melons, squash, tomatoes, etc.)	14 mos.	14 mos.
Food crops whose harvested parts grow in the soil (potatoes, carrots, etc.)	20/38 mos.[1]	38 mos.
Feed, other food crops (field corn, sweet corn, etc.) hay, or fiber crop	30 days	30 days
Grazing of animals	30 days	30 days
Public access to the land		
- High potential[2]	1 year	1 year
- Low potential[3]	30 days	30 days

[1]The 20-month duration between application and harvesting applies when the sewage sludge that is surface applied stays on the soil surface for four months or longer prior to incorporation into the soil. The 38-month duration is in effect when the sewage sludge remains on the soil surface for less than four months prior to incorporation.

[2]This includes, but is not limited to, a public contact site and reclamation site located in populated areas, for example, a construction site located in a city, turf farms, and plant nurseries.

[3]Land the public uses infrequently which includes, but is not limited to, agricultural land, forest, and a reclamation site located in an unpopulated area.

Statutory Authority: *MS s 116.07*

History: *21 SR 1642; 38 SR 1001*

Published Electronically: *January 22, 2014*

7041.1400 OPERATIONAL STANDARDS; VECTOR ATTRACTION REDUCTION.

Subpart 1. Agricultural and other lands. One of the vector attraction reduction requirements in subpart 2 must be met when bulk sewage sludge is applied to agricultural land, forest, a public contact site, or a reclamation site.

Subp. 2. Home use and land application. One of the vector attraction reduction requirements in items A to H must be met when bulk sewage sludge is applied to a lawn or a home garden or when sewage sludge is sold or given away in a bag or other container for application to the land.

A. The mass of volatile solids in the sewage sludge shall be reduced by a minimum of 38 percent.

B. When the 38 percent volatile solids reduction requirement in item A cannot be calculated for an anaerobically digested sewage sludge, vector attraction reduction

MINNESOTA POLLUTION CONTROL AGENCY

Brainerd Office | 7678 College Road | Suite 105 | Baxter, MN 56425 | 218-828-2492
800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

October 29, 2019

The Honorable Steve Feldman
Mayor, City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

Dear Mayor Feldman:

This letter is written to notify you that the biosolids land application sites submitted to the Minnesota Pollution Control Agency (MPCA) by the City of St. Francis (Permittee), permit number MN0021407, on September 26, 2019, have been approved for this purpose. Site approvals are enforceable to the same extent as a permit.

The approved sites located in Isanti Township, Township 35 North, Range 23 West, Isanti County are:

Site LaRowe – 3: 24.9 acres in the SW ¼ of Section 33
Site LaRowe – 4: 9.4 acres in the SW ¼ of Section 33

The approved site located in Stanford Township, Township 34 North, Range 25 West, Isanti County is:

Site Bjork – 1: 35 acres in the SE ¼ of Section 24

The approved site located in the City of St. Francis, Township 34 North, Range 24 West, Isanti County is:

St. Francis – 1: 127.6 acres in the South ½ of Section 22

The sites were reviewed and determined suitable by the MPCA for land application of biosolids. Applicable standards and management practices of Minn. R. ch. 7041 must be followed. Any proposed changes to management practices specified in this letter must be requested in writing and approved by the MPCA before the change is initiated.

If you have any questions, please contact me at 218-316-3882.

Sincerely,

Sheryl Bock

Sheryl Bock
Biosolids Specialist
Municipal Division

SB:jls

cc: See next page.

cc: Parrish Barten, City of St. Francis
Jim Peterson, Fergus Power
Trina Bergloff, Isanti County
Scott Walburg, Isanti Township
Loren Daudt, Stanford Township
Craig Bjorkland
Scott Larowe
Dianne Larowe
Cole Huggins, MPCA
Hailey Gorman, MPCA

Biosolids removal cost comparisons 11-18-2019

The prices used to calculate the two options were based on proposals presented to council in 2018 and 2019. We had no land application sites permitted in 2018 for disposal, which is why the 2018 landfill disposal quote was for one year. The 2019 council approved proposal was pricing for a five - year term for budgeting purposes. The unit cost for dewatering in the proposal increase each year due to fuel and labor cost. Staff did reach out to Waste Management for 2019 landfill tipping fee, these fees have not changed from 2018.

The Management fee, which is wrote out in the 2019 proposal, decrease from $8390 down to $2900. The unknown cost for land applying was the soil testing. Permitted sites are required to have soil testing every 3 years, that is why in year one and year four, there is an additional cost of $970. Until you have sites available, you do not know the amount of soil tests required.

With the information we have, we calculated the amount per year per disposal method for 300 tons. 300 tons is an estimated amount cake after dewatering 850,000 gallons of biosolids. If we have an estimated 300 tons of biosolids cake after dewatering for the land fill, we would have the same amount for land applying.

Landfilling (Hauling-16.2 miles)		Land Application (Hauling within 10 miles)	
Year 1		Year 1	
Mobilization	$6,900	Mobilization	$6,900
Dewatering- 850,000 gallons @ $.087	$73,950	Dewatering 850,000 gallons @ $.087	$73,950
Landfill fee- 300 tons @ $77.40	$23,220	Management fee	$8,390
		Soil testing	$970
Total year one cost	$104,070		$90,210
Year 2		Year 2	
Mobilization	$ 6,900	Mobilization	$6,900
Dewatering -850,000 gallons @ $.09	$76,500	Dewatering 850,000 gallons @ $.09	$76,500
Landfill fee -300 tons @ $77.40	$23,220	Management fee	$2900
		Soil testing	$0
Total year two cost	$ 106,600		$ 86,300

Year 3		Year 3	
Mobilization	$ 6,900	Mobilization	$6,900
Dewatering- 850,000 gallons @ $.093	$79,050	Dewatering 850,000 gallons @ $.093	$79,050
Landfill fee- 300 tons @ $77.40	$23,220	Management fee	$2900
		Soil testing	$0
Total year three cost	$ 109,170		$88,850

Year 4		Year 4	
Mobilization	$ 6,900	Mobilization	$6,900
Dewatering- 850,000 gallons @ $.096	$81,600	Dewatering 850,000 gallons @ $.096	$81,600
Landfill fee- 300 tons @ $77.40	$23,220	Management fee	$2900
		Soil testing	$970
Total year four cost	$111,720		$92,370

Year 5		Year 5	
Mobilization	$ 6,900	Mobilization	$6,900
Dewatering- 850,000 gallons @ $.099	$84,100	Dewatering 850,000 gallons @ $.099	$84,150
Landfill fee 300 tons @ $77.40	$23,220	Management fee	$2900
		Soil testing	$0
Total year five cost	$114,100		$93,950

	Landfilling cost	Land applying cost	Land applying savings
Year 1	$104,070	$90,210	$13,860
Year 2	$106,600	$86,300	$20,300
Year 3	$109,170	$88,850	$20,320
Year 4	$111,720	$92,370	$19,350
Year 5	$114,100	$93,950	$20,150
Total estimated savings			$93,980

AGRICULTURAL LEASE AGREEMENT

THIS AGRICULTURAL LEASE AGREEMENT (the "Lease") is made and entered into this 18th day of March 2019, by and between the City of St. Francis, 23340 Cree Street NW St. Francis, MN 55070 (hereinafter referred to as "Landlord") and Scott LaRowe 31925 Lakeway Drive NE, Cambridge, MN 55008 (hereinafter referred to as "Tenant").

Section 1. DESCRIPTION OF LEASED PREMISES. Landlord, in consideration of the Rent hereinafter specified to be paid by the Tenant, and the covenants and agreements herein contained, does hereby lease, demise, and let unto Tenant that certain real property located in the County of Anoka, State of Minnesota, and legally described as set forth on Exhibit "A" attached hereto and incorporated by reference as though fully set forth herein, together with all the buildings and improvements located thereon, which property consists of approximately 177.5 acres of crop land (the "Leased Premises").

Section 2. TERM. The term of this Lease shall commence upon full execution of this document and will automatically renew every year until either the Landlord or Tenant decide to terminate this lease pursuant to Section 6 of this Agreement.

Section 3. RENT. Tenant agrees to pay Landlord as annual rent for the Term of this Lease the greater of the taxes and assessments due and payable by the Landlord for the Leased Premises for that year or the rate per acre as calculated with the following scale Corn pricing per bushel will be determined on the end of day trading on the third Thursday of April per the St Paul Minneapolis Archer Daniels Midland (or equivalent regional pricing firm) website. https://admfarmview.com/cash-bids/bids/103450160

Corn Price $/bushel	Rent per acre	Annual rent
$3.99 or less	$81.83	$14,524.83
$4.00 to $4.99	$101.83	$18,074.83
$5.00 or more	$121.83	$21,624.83

Landlord will provide Tenant with documentary evidence of the amount of annual rent due or taxes and assessments due whichever is greater. This annual amount will be paid at the time and place as specified below:

> By Mail to: City of St. Francis, 23340 Cree Street NW St. Francis, MN 55070.
> Due: First half pavement on or before May 1, Second half payment on or before November 1 of each applicable year.

Payment of Rent shall be considered delinquent if not paid by the fifth (5th) day after which it is due. A delinquent payment shall be subject to a late payment penalty of five percent (5%) of the delinquent amount, said late payment penalty fee being payable with in and addition to the Rent and shall be paid directly to Landlord. In addition to the Rent, Tenant shall maintain adequate insurance coverage on the Leased Premises during the Term of this Lease.

Section 4. COVENANTS OF TENANT. The Tenant hereby covenants and agrees as follows:

(a) The Leased Premises shall be used only for agricultural purposes.

(b) Tenant shall cultivate, irrigate, fertilize, prune and otherwise farm the Leased Premises in accordance with approved practices of good husbandry and in accordance with the standard farming practices of the vicinity.

(c) Tenant shall comply with all applicable State and Federal laws, local ordinances, or other governmental regulations in connection with the Leased Premises, the farming of the Leased Premises, pest and weed control, and land use on the Leased Premises. Tenant agrees to use only chemicals and pesticides in accordance with labeled directions and not use any chemicals or pesticides which are banned or determined to be hazardous in nature.

(d) Tenant shall keep the Leased Premises, together with any buildings, fences, irrigation systems or other structures on the Leased Premises in good repair at the sole cost of the Tenant. Tenant hereby affirmatively acknowledges that Tenant is solely responsible for maintaining the existing Landlord owned irrigation systems in good repair.

(e) Tenant shall maintain a record identifying the name, date, and quantity of all chemicals and pesticides used on the Leased Premises and shall use such chemicals and pesticides in accordance with labeled directions and shall take all necessary measures to prevent drift or overspray during application.

(f) Tenant shall keep the Leased Premises free of the accumulation of any waste material, debris, refuse, garbage, or similar items.

(g) Tenant further agrees to comply with any requirement of any governmental agency regarding the mowing of weeds and the maintenance of the Leased Premises during the term of this Lease.

(h) Tenant agrees to pay for the cleanup of any hazardous chemical spill occurring on the Leased Premises when the spill is the direct or indirect result of the Tenant's farming activities and operations. The Tenant shall keep the Landlord safe, harmless, and indemnified as to any losses, claims, fees, damages, legal fees, causes of action, including all costs of cleanup, and other costs and expenses resulting from any such spill or contamination.

(i) Tenant shall protect and preserve established watercourses or ditches on the Leased Premises.

(j) Tenant shall protect and preserve all forms of ingress and egress on the Leased Premises.

(k) Tenant shall not commit, suffer, or permit any waste on the Leased Premises.

(l) Tenant shall be solely responsible for obtaining and paying for adequate insurance coverage for the Tenant's personal property, machinery, and equipment located on the Leased Premises. Said insurance shall specifically cover the existing irrigation system located on the

Leased Premises. Tenant shall obtain and provide Landlord with an insurance certificate naming Landlord as additional insured under such coverage in an amount reasonably determined by Landlord and Tenant. Tenant agrees to reimburse Landlord for any amounts (including deductible) incurred by the City related to damage/theft against the irrigation system.

(m) Tenant shall also obtain general liability insurance for the Leased Premises providing coverage of no less than $1,500,000.00 per occurrence and identifying Landlord as an additional insured party under such policies.

(n) Tenant agrees that they will, upon the expiration or termination of this Lease, quietly yield and surrender the Leased Premises and existing Irrigation System to Landlord in as good condition and repair as when taken, reasonable wear and tear and damage by the elements excepted.

(o) Tenant shall pay Landlord all costs and expenses, including attorneys' fees, in a reasonable sum, in any action brought by the Landlord to recover any rent due and unpaid hereunder, or for the breach of any of the covenants or agreements contained in this Lease, whether such action progresses to judgment or not.

(p) If any rent shall be due and unpaid, or if default shall be made in any of the covenants or agreements on the part of the Tenant contained in this Lease, Landlord may, at its option at any time after such default or breach, and without any demand on or notice to Tenant or to any other person, of any kind whatsoever, re-enter and take possession of the Leased Premises and remove all persons therefrom, without such actions working a forfeiture of the rents to be paid by the Tenant.

(q) Tenant assumes by this Lease all risk of personal injury or, or death to, themselves, their employees, customers, invitees, licensees, family or guests while on or about the Leased Premises, and agree to indemnify, defend and hold harmless the Landlord for any and all claims, suits, costs, losses, damage and expenses arising out of such injury or death. Tenant hereby acknowledges that Landlord has not made any representations about the condition of the Leased Premises or the safety of the activities associated with the use of the land pursuant to the this Agreement. Therefore, while Tenant is on the Leased Premises Tenant, for Tenant, Tenant's executors, administrators and assigns, that neither the Landlord nor any of its council members, officers, employees or representatives shall be held responsible or liable for any negligence implied or otherwise, or personal injury, or death, or property loss, or damage suffered or sustained by Tenant or others so named arising out of use of the Leased Premises associated with this Agreement.

Further, Tenant, for Tenant, Tenant's executors, and assigns, release and assume all risk whatsoever of personal injury or death or property damage or loss in connection with or arising out of or resulting from any or all activities Tenant may engage in arising out of the use of the Leased Premises and absolve and release Landlord, its council members, officers, employees or representatives of and from all liability thereof, and further, Tenant does hereby consent and agree for Tenant, Tenant's executors, and assigns, not to sue, arrest, attach, or prosecute the Landlord nor any of its council members, officers, employees or representatives on account of any such personal injury or death or property damage or loss, it being Tenant's express intent and purpose to bind Tenant, Tenant's executors, administrators, and assigns hereby.

(r) Tenant agrees to allow Landlord to apply biosolids produced at the St. Francis Wastewater Treatment Facility to the Leased Premises in accordance with all applicable local, state and federal regulation subject to the following:

Application will be conducted by the Landlord's employees or the Landlord's contractor; and

Landlord will coordinate with the Tenant to schedule application periods with reasonable notice which may be subject to adjustment due to weather or other unforeseen circumstances. The parties recognize that current bio-solid application rules limit the application rates in accordance with agronomic rates as related to crop type and crop yield.

(s) Tenant agrees to comply with any requirement of any governmental agency to properly maintain all wells in accordance with any and all well design standards and setbacks. This will include but not be limited to the requirements of Exhibit "B" attached hereto and incorporated by reference as though fully set forth herein. Tenant shall also properly record all well status information with all appropriate State agencies.

(t) Tenant shall provide and maintain a Power Take Off "PTO" engine for the well at its sole cost and expense. Tenant shall also provide and maintain fuel storage to supply engine at its sole cost and expense. All equipment shall meet all applicable well code standards as determined by State agencies.

(u) Tenant agrees to pay Landlord all amounts for Department of Natural Resources water appropriation permit fees. Well meter readings must be submitted by Tenant to Landlord no later than January 1 of the applicable year. Upon Landlord's receipt of the amount as determined by the DNR, such information will be forwarded to Tenant. Tenant will promptly pay such amount to Landlord. Failure of Tenant to submit meter readings by January 1 or timely payment of the water appropriate permit fee will result in a penalty to Tenant in the amount of the DNR late fee.

Section 5. RESTRICTED ACTIVITIES. Tenant hereby expressly agrees that, absent the prior written consent of Landlord, Tenant will not undertake any of the following restricted activities upon the Leased Premises:

(a) Tenant shall not keep livestock.

(b) Tenant shall not erect or permit to be erected any structure or building.

(c) Tenant shall not alter or improve any structure or building, except as reasonably necessary to repair or maintain such structure or building.

(d) Tenant shall not permit, encourage, or invite any person to use any or all of the Leased Premises for any purpose or activity that is not directly related to the agricultural use permitted hereunder.

(e) Tenant shall not erect or permit to be erected any sign, commercial or otherwise, of a nature and type other than the customary signs used to denote the type of seed that has been planted and its origin.

(f) Tenant shall not store motor vehicles, tractors, machinery, equipment, fuel, chemicals, or other similar items in a manner that is unsafe or esthetically unpleasing, as determined by Landlord in its sole discretion.

(g) Tenant shall not service any personal equipment on the premises, and there shall not be any dumping of any liquids such as used oil or oil filters.

Section 6. TERMINATION. This Lease will terminate automatically at the end of the Term. Furthermore, Landlord may terminate this Lease at any time, upon no less than thirty (30) days written notice, in the event the St. Francis City Council determines the Leased Premises are required for City purposes including but not limited to City use or sale. In such event, Tenant shall be reimbursed for (i) any pre-paid and unearned Rent, and (ii) if crops have been planted but not yet harvested upon Tenant's receipt of notice of termination, and if Tenant is unable to harvest such crops prior to the effective date of termination, the reasonable value of labor and materials supplied by Tenant in connection with the preparation for and planting of said crops, which amount shall not include any amount for lost profits. All personal equipment of Tenant shall be removed upon termination of the lease or upon the date of the expiration of the lease agreement.

Section 7. MISCELLANEOUS.

(a) Successors and Assigns. The covenants and conditions contained in this Lease shall apply to and bind the heirs, legal representatives and assigns of the parties, and all covenants are to be construed as material conditions of this Lease.

(b) Assignment. Tenant agrees that it shall not sell, assign, sublet, mortgage, pledge, or in any manner transfer this Lease, or any estate or interest hereunder, without the prior written consent of Landlord.

(c) Recording. Tenant agrees that it shall not record this Lease without the prior written consent or Landlord.

(d) Choice of Law. It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota and all claims and causes of actions arising from or related to this Lease shall be venued in Anoka County, Minnesota.

(e) Time of the Essence. It is specifically declared and agreed that time is of the essence of this Lease.

(f) Amendment. Any modification or amendment of this Lease or additional obligation assumed by either party in connection with this Lease shall be binding only if evidenced in a writing signed by each party.

IN WITNESS WHEREOF, each party to this Lease has caused it to be executed as of the date first above written.

LANDLORD:

CITY OF ST. FRANCIS, MINNESOTA

By: ______________________

Its: MAYOR

TENANT:

______________________ 3-28-19

677953-v1

Exhibit A

Legal Description of Leased Premises

Section 22 of Athens Township, Isanti County, State of Minnesota and consisting of approximately 177.5 acres of cropland.

R01.122.1100 Sect-22 Twp-034 Range-024 SE/4 FCT & E/2of SW/4

Exhibit B
MDH Code References

Subp. 11. **Casing height.** A casing or casing extension must extend vertically at least 12 inches above the established ground surface, the floor of a building (well house) as specified in part 4725.2175, or a concrete slab, except that the casing for a hand pump may terminate a minimum of 6 inches above a concrete slab in accordance with part 4725.3250, item A, if the concrete slab is at least 6 inches above the established ground surface. The established ground surface, slab, or floor immediately adjacent to the casing must be graded to divert water away from the casing. Termination of the top of the casing below the established ground surface, such as in a well pit, is prohibited except that an outer casing may terminate immediately below a pitless adapter installed on an inner casing.

4725.4450 WATER-SUPPLY WELL DISTANCES FROM CONTAMINATION SOURCE.

The rules contain minimum "isolation," or "setback" distances between sources of contamination and a water-supply well. The distances apply to all water-supply wells, including irrigation or other "nonpotable" water-supply wells, industrial supply wells, and sandpoints. The distances are designed to protect the well by providing distance and time for contaminants to attenuate or dilute before reaching the well.

The rules regulate the location of a well near a source of contamination and the placement of a contamination source near a well. This latter requirement is a provision of Minnesota Statutes, section 103I.205, subdivision 6.

The rules require that the isolation distance to a sensitive well is doubled where a contaminant is (actively) entering the soil. A "sensitive well" is a well with less than 50 feet of watertight casing which is not cased through 10 feet of confining materials. The distance between a sensitive well and a drainfield is doubled from 50 feet to 100 feet since the partially treated sewage is entering the soil. The distance is not doubled to a septic tank since sewage should not be leaking from the tank under normal operation.

The rules establish the isolation numbers based on the potential threat. Sources that routinely leak, sources with more dangerous chemicals, or sources with larger volumes have greater distances. In some cases, the rules contain a **tiered** system, such as the 300-foot distance to a soil dispersal system (drainfield) receiving more than 10,000 gallons per day of sewage, a 150-foot distance to a system receiving infection or pathological wastes, such as from a hospital, and a 50-foot distance to the remaining small systems.

Subpart 1. **Isolation distances.** A water-supply well must be located where there is optimum surface drainage and at the highest practical elevation. Whenever possible, water-supply wells should not be located down slope or down gradient of a contamination source. **A water-supply well must be constructed as far as practical from a contamination source, but no less than the distances in this part.**

The isolation distances in this part are minimum distances measured horizontally from the closest part of the upper termination of the water-supply well casing to the closest part of the contamination source, or the vertical projection of the contamination source on the established ground surface, whichever is closer. The isolation distances are minimum standards. Whenever possible, greater distances are recommended.

Where the rule establishes a minimum regulatory volume of a liquid, the volume of multiple tanks, each below the minimum, are not additive, unless the tanks are interconnected without backflow protection.

The minimum isolation distances must be maintained between a new well and a source of contamination no longer in use, unless all contaminants have been removed from the source, and visibly contaminated soils have been removed. A contamination source must not be placed, constructed, or installed any closer to a water-supply well than the distances in this part.

Ideally, a well should be placed **upgradient** of all nearby contamination sources. Practically, the best location should be chosen to minimize the contamination potential for the well. In most cases on lakeshore lots, groundwater flows toward the lake. The well should be placed on the high side of the property, upslope of the septic system.

This rule requires that drainage be away from the well and that surface water not pond around the well. It also requires the well to be placed on the highest practical elevation on the property while maintaining the required isolation distances. The well must be placed at the highest location on the property that meets all isolation distances, provides for proper drainage, and allows for installation and service of the well.

Local government units cannot regulate the construction or location of wells unless the program has been delegated from the MDH. However, they can regulate land use and other activities such as the placement of septic systems. Some local programs require greater separation distances than required in these rules when a contamination source is added near an existing well.

An alphabetical list of the isolation distances is contained at the end of this rule part.

<u>(3) an underground storage tank holding 56 or more gallons, or 100 pounds dry weight, of a hazardous substance, or with more than 1100 gallons of petroleum, if protected with safeguards as defined in chapter 7150;</u>

MPCA Rules, Chapter 7150, establishes the safeguarding standards for underground storage tanks. The rules are relatively detailed and should be referenced. In general, the rules establish standards for new tanks, upgrading existing tanks, operating requirements, corrosion protection, and release detection. The standards for new tanks and existing tank upgrades include: tank corrosion protection requirements, piping corrosion protection requirements, and spill and overflow prevention requirements. Underground petroleum tanks must be monitored at least every 30 days for releases. Hazardous-material underground tanks must be equipped with leak detection and secondary containment such as double walled-tanks or external liners.

"**Safeguard**" is defined in MPCA Rules, part 7100.0010, subpart 2, to mean a facility or device or any system or combination thereof designed to prevent the escape or movement of any substance or solution thereof from the place of storage or keeping thereof under such conditions that pollution of any waters of the state might result therefrom.

MPCA Rules, Chapter 7100 requires safeguards to include a continuous dike or wall surrounding the tanks or containment facility which will hold all of the tank contents in case of failure, and which has a bottom which will prevent seepage of the contaminant into the ground.

Information concerning underground and aboveground storage tanks, including safeguarding requirements, may be found at:

www.pca.state.mn.us/index.php/waste/waste-and-cleanup/wastemanagement/tank-compliance-and-assistance/storage-tank-publications.html.

(4) an aboveground storage tank with 56 or more gallons, or 100 pounds dry weight, of a hazardous substance, or with more than 1100 gallons of petroleum, if protected with safeguards as defined in chapter 7151;

To summarize the petroleum tank isolation distance requirements:

PETROLEUM TANK ISOLATION DISTANCE SUMMARY

PETROLEUM TANK SIZE	ISOLATION DISTANCE
• Tanks over 1,100 gallons	150 feet without MPCA safeguards 100 feet with safeguards
• Tanks 56 to 1,100 gallons	50 feet for below-ground tanks 20 feet for above-ground tanks

• Tanks 56 gallons or less No required distance, but 50 feet recommended

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9I

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Worksession Date

DATE: December 2nd, 2019

OVERVIEW

Staff is looking to schedule a worksession with the City Council. Proposed dates that work for the applicable Staff include:

December 9th, 11th, or 17th

Recommended Motion:
Discuss the proposed dates and schedule a worksession.

City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9J

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: Council Meetings Audio/Video

DATE: December 2nd, 2019

OVERVIEW

Staff has been working with Councilmembers on upgrading the audio/video for City Council Meetings. In previous discussion on the matter with the City Council, a major sticking point was a potential restocking fee if the City determined to return the equipment. Since then, the items for consideration have become available through Guitar Center which has a 45 day return policy with no questions asked.

The City's meeting situation was described to the sales associate at Guitar Center and he recommended the attached package. While a couple items such as the Boom Microphone Stands and Microphone Clips are still being debated as "needs", the rest of the equipment and warranties are recommended at this time. Highlights of this proposal are as follows:

1) 12 lapel clipped microphones
2) 4 handheld microphones
3) Mixing board for individual microphone volume control
4) Outlet power conditioner and distribution (eliminates some interference)
5) An HD webcam
6) Road Runner Effects box for transporting and storying the system
7) This package is easily portable
8) $4,468.64 total price tag

Recommended Motion:

Discuss the proposed equipment and consider a motion approving the purchase of the equipment.

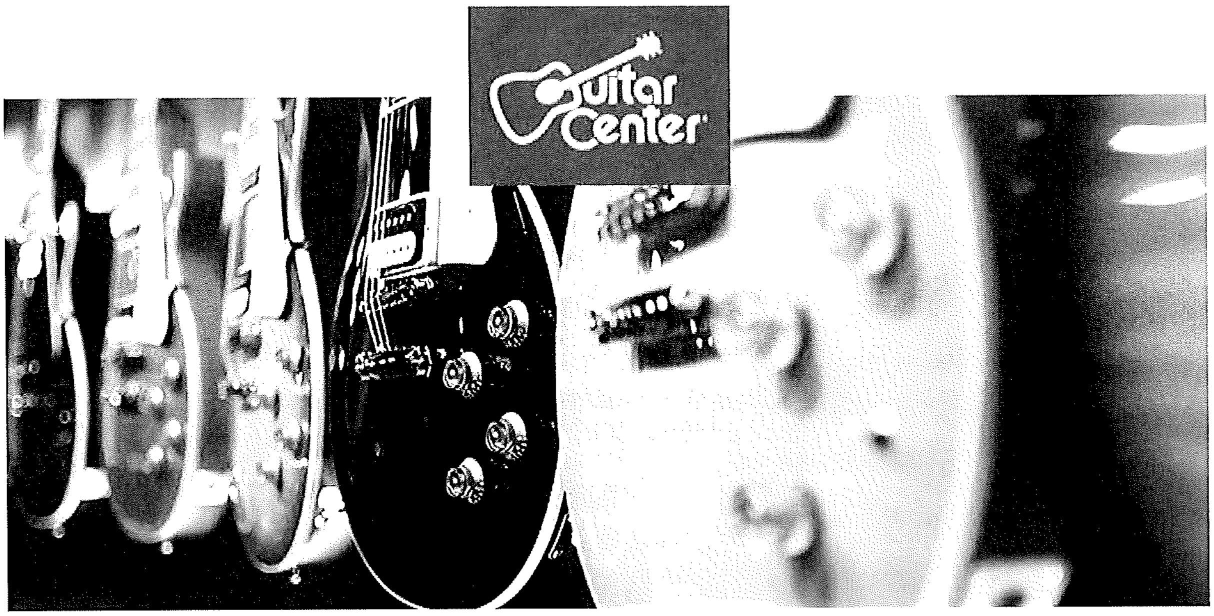
Budget Impacts:

Collectively, there is $5,000 remaining unspent in the City's General Fund for 2019.

Joe Kohlmann

From: Guitar Center <guitarcenter@notes.guitarcenter.com>
Sent: Saturday, November 23, 2019 9:00 PM
To: Joe Kohlmann
Subject: Here's the custom pricing you requested

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



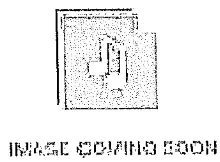
Your Account | guitarcenter.com

Custom Quote

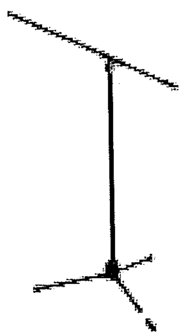
JOE,

Here's your custom quote on the gear you're interested in. Just click the "Add to Cart" button below to lock in these prices. But act soon—the custom pricing in this quote will automatically expire on 11/26/19. You can also add or remove items from your cart at checkout.

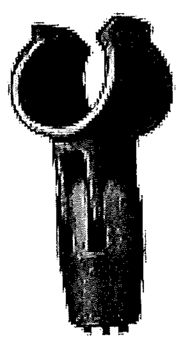
Cart Details



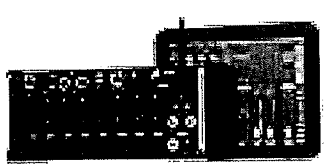
Warranty PCAC 1200-1499.99 ADH REPAIR PLAN 24-MONTH
Item: H67680000001000
$149.99
Qty: 1



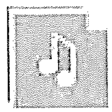
Proline MS220 Tripod Boom Microphone Stand Black
Item: 454314000001000
$39.99
Qty: 4



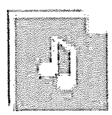
Proline Wireless Microphone Clip Black
Item: L44660000001000
$8.99
Qty: 4



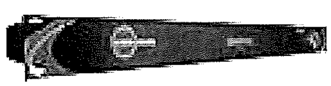
Behringer X AIR XR18 Digital Rackmount Mixer
Item: J19959000000000
$599.99
Qty: 1



Warranty PCPA 75-99.99 24 MONTH ADH REPLACEMENT PLAN 24 MONTH
Item: J02444000001000
$18.99
Qty: 1

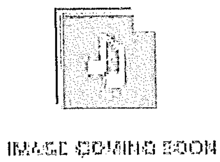


Warranty PCAC 1200-1499.99 ADH REPAIR PLAN 24-MONTH
Item: H67680000001000
$149.99
Qty: 1



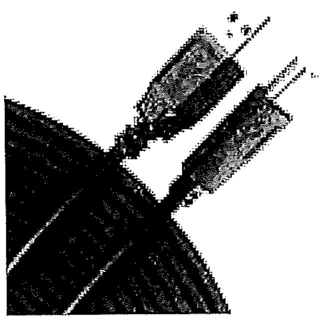
Livewire 9-Outlet Power Conditioner and Distribution System
Item: H71324000000000
$69.99
Qty: 1

Logitech C925e Webcam
Item: L53091000000000
$99.99
Qty: 1

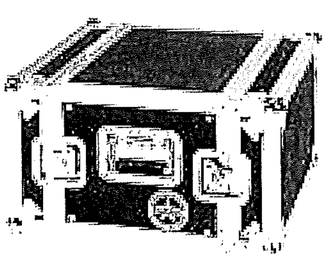


Warranty PCPA 500-599.99 ADH REPAIR PLAN 24-MONTH
Item: H68100000002000
$89.99
Qty: 1

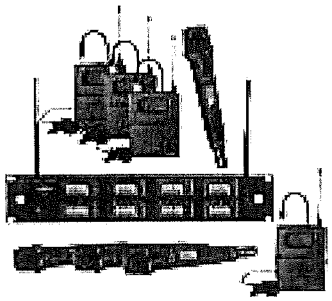
Warranty PCAC 50-75.99 24 MONTH ADH REPLACEMENT PLAN 24 MONTH
Item: J02504000001000
$13.99
Qty: 1



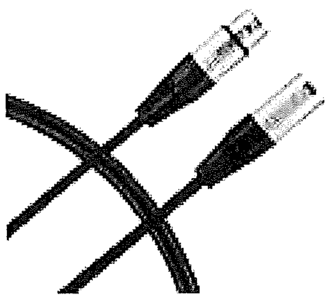
Livewire USB Cable 10 ft.
Item: 331068000000154
$11.99
Qty: 1



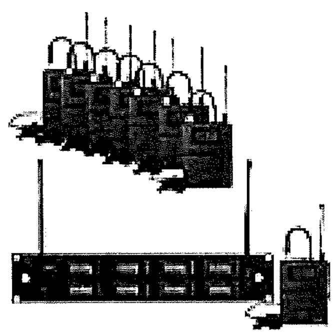
Road Runner Deluxe Effects Rack Black 6U
Item: 541287000001831
$179.99
Qty: 1



Nady 8W-1KU - Eight 1000-Channel Combo Wireless System
Item: L33778000000000
$1,299.99
Qty: 1



Livewire Essential XLR Microphone Cable 3 ft. Black
Item: J39057000004001
$17.99
Qty: 16



Nady 8W-1KU - Eight 1000-Channel Lavalier Wireless System
Item: L33375000000000
$1,299.99
Qty: 1

Order Total: $4,468.64

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