

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
TUESDAY, FEBRUARY 19, 2019
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - A. City Council Minutes – February 4, 2019
 - B. City Council Minutes Special Meeting – January 29, 2019
 - C. Hire Jacob Olson as a Water/Wastewater Systems Operator at Step 1 contingent upon passing all pre-employment testing
 - D. Statement of Interest in all-Hazard Mitigation Planning - Resolution 2019-05
 - E. MnDOT - Memorandum of Understanding for a Temporary Signal
 - F. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Outdoor Warning Sirens
 - B. Joint Powers Agreement with St. Francis Area Schools
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works Monthly Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Feb 20 Planning Comm. Meeting @ St. Francis Area Schools District Office 7:00 pm
 - Mar 4 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - Mar 10 Daylight Savings Time Starts
 - Mar 18 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
FEBRUARY 4, 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), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and Acct Tech/Deputy Clerk Lori Streich.

3. **ADOPT AGENDA**

MOTION BY MUEHLBAUER, SECONDED BY BAUER, ADOPTING THE REGULAR CITY COUNCIL AGENDA. MOTION CARRIED 5-0.

4. **CONSENT AGENDA**

- A. City Council Minutes – January 22, 2019
- B. Payment of Claims
- C. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo April 6 @ Am. Legion
- D. St. Francis Assn of Parents and Teachers – Application for MN Lawful Gambling Permit Raffle Permit March 23, 2019 @ St. Francis Elementary School
- E. Hire Kristi Neubauer as a Part Time Liquor Store Clerk

MOTION BY ROBINSON, SECONDED BY UDVIG, APPROVING THE CONSENT AGENDA ITEMS A-E. MOTION CARRIED 5-0.

5. **MEETING OPEN TO THE PUBLIC**

NONE

6. **SPECIAL BUSINESS**

NONE

7. **PUBLIC HEARINGS**

NONE

8. **OLD BUSINESS**

NONE

9. **NEW BUSINESS**

- A. Surplus Property – 1993 Spartan Fire Engine #1 Resolution 2019-04
- B. Wastewater Agreement – The Ponds Development in Oak Grove

Surplus Property – 1993 Spartan Fire Engine #1 Resolution 2019-04

Fire Chief Schmidt explained Resolution 2019-04, declaring 1993 Spartan Fire Engine #1 as surplus property.

Schmidt explained the reasons for this action.

Engine 1 was utilized on only 2 fire responses during the last 2 years (2017 & 2018).

Engine 1 is still required to be pump tested, ladder tested, and have all hoses tested.

These performance testing standards are costly, and provide no return on the investment due to the lack of use.

SCBA mounting brackets on this truck will not accommodate the SCBA's that were purchased in 2017.

Schmidt mentioned that there are a couple cities that have shown interest in purchasing the truck from St. Francis. The projected value of this truck would be \$10,000.

MOTION BY BAUER TO APPROVE RESOLUTION 2019-04 DECLARING FIRE ENGINE 1 AS SURPLUS PROPERTY, SECONDED BY ROBINSON, MOTION CARRIED 5-0.

Wastewater Agreement – The Ponds Development in Oak Grove

City Administrator Kohlmann explained the revised wastewater agreement between the City of St. Francis and the City of Oak Grove.

The major changes to the agreement are as follows:

1. Many of the testing requirements were removed. It was anticipated that Oak Grove had a lift station that they could attach simple hardware for the sampling of the wastewater. It was determined this is not the case. It was replaced with a provision that provides St. Francis access to test the wastewater as needed. The City Engineer pointed out that it is not typical for the City to test specific neighborhoods within the City.
2. Oak Grove is requesting to make two payments of \$50,000. On January 1st of 2020 and 2021.
3. Aside from the 180 cancellation of service provision, an additional provision was added that would allow mutual agreement to terminate the contract. This would accommodate a longer time from if Oak Grove were to construct anything in the future.
4. There is a provision that requests that the City of St. Francis will not sign or support a petition for annexation.
5. Most of the language changes were for clarification.

If approval of the agreement is made tonight, it would be sent back to Oak Grove and they would have two or three council meetings before they would have to submit plans.

Mayor Feldman mentioned that it states in the agreement that the Purchaser may allow up to an additional 10 single family residential homes located within the Ponds Development Area to connect to the WWTF. It is his opinion that the number should be changed to 25 because they can put on an additional 25.

Teicher said that the number 10 was used as a placeholder and was based off of the last MPCA Permit.

Feldman commended Engineer Jochum, Public Works Director Teicher and City Administrator Kohlmann for adding the statement that this would also include consideration of public, institutional, commercial or industrial uses, but would like to caveat that with an additional statement that says Oak Grove cannot just add on a bunch of stuff without our approval.

Feldman continued by saying that he has two main concerns. The first concern is in regards to annexation. St. Francis has never solicited annexation from Oak Grove. In 1999, St. Francis was solicited by a developer. We didn't solicit the developer, they solicited us. Most recently, (2018-2019), some Oak Grove residents came up with the idea of annexation. Again, we did not solicit them. He is fine with having the statement in the contract that says that St. Francis will not solicit annexation of Oak Grove. But, he cannot justify taking the rights away from the residents of Oak Grove. It shouldn't be a closed door for them and the way the agreement reads now, if Oak Grove residents put a petition together, St. Francis wouldn't even be able to look at it. He would like to have the wording changed to say that St. Francis will not **initiate** annexation with Oak Grove.

The other concern Feldman had was why the \$100,000 needed to be split in two payments of \$50,000 each. St. Francis has worked hard to give them a fair deal.

Robinson said he agrees with Feldman in regards to the annexation. He doesn't think that we should lock those residents into not being able to do something that they may want to do. But he also doesn't think this should be incorporated into this wastewater agreement. It's two separate issues.

Regarding the split payments, Robinson said he can see where they have a certain amount of dollars in their fund and don't want to eliminate it in its entirety for this install. St. Francis is being reasonable, but the agreement does say on or before the first of January 2020. It says the same thing for the second payment.

Muehlbauer agrees that annexation has nothing to do with wastewater. According to the Bill of Rights, he feels that St. Francis Council would be overstepping their boundaries by getting involved with the annexation portion in this agreement.

Muehlbauer said that although he doesn't understand why they would break it up into two payments, Robinson made a good point that the agreement does say on or before.

Bauer agreed with the discussion regarding the annexation. He couldn't sign a contract that takes the rights away from residents, whether they are Oak Grove or St. Francis. He also agrees with Robinson regarding splitting the payment in half. He doesn't think their Council is trying to stick it to us. They have been short changed on their infrastructure and the amount of money they have to connect to us. They are just like the St. Francis Council that they don't want their other residents to pay for something for 222 residents in the Ponds. He doesn't have a problem with breaking it down into two payments. He wishes no ill will on their residents or Council.

Udvig said she had some Oak Grove residents reach out to her regarding the annexation and they weren't happy that Oak Grove would take away their rights. As far as splitting the money into two payments, she thinks the money would be nice up front, but it's better to do it that way if needed though. We can make it more clear in the agreement so we have a definite date of each payment.

Feldman said that he has mentioned from the beginning that this needs to be a mutually beneficial agreement between the two cities. The benefits to our city would be that we will have 222 more users on our system, which locks in our 20% reduction and positions us with more reduction. It also starts a domino effect with other cities wanting to hook up to us. And, we would also be able to share in new construction costs for expansion of our plant down the road. The benefits to Oak Grove are that they will never have to worry about wastewater again.

When the discussion first began about the \$100,000, Oak Grove was aware of that cost. Feldman's opinion is that from the moment that the pipe is hooked up to our line, and pulling their waste through our system, they give us \$50,000. One year from that date another \$50,000. No negotiating.

Discussion continued regarding meter readings, billing, rates, future expansion and how each will affect the City of Oak Grove as well as the City of St. Francis.

Public Works Director Teicher expressed concern in regards to the statement listed in the agreement that says "Seller shall review and approve all construction plans for any portion of the system located within St. Francis City limits." That is stating only in St. Francis. If Oak Grove were to expand the Ponds, St. Francis should have the ability to review and comment on those plans.

Kohlmann said they will expand on what's in the contract.

MOTION TO ADOPT THE WASTEWATER AGREEMENT FOR THE PONDS IN OAK GROVE STATING IN THE MOTION THAT THE CITY OF ST. FRANCIS WILL NOT INITIATE ANY DISCUSSION ON ANNEXATION. WITHIN 30 DAYS THAT OAK GROVE HOOKS UP TO THE ST. FRANCIS SYSTEM, OAK GROVE WILL OWE \$50,000 TO ST. FRANCIS. ONE YEAR FROM THAT INITIAL HOOKUP DATE, ANOTHER \$50,000 FOR A TOTAL OF \$100,000. IN ADDITION, A CLARIFICATION ALLOWING ST. FRANCIS TO REVIEW OAK GROVE'S PLANS FOR ANY EXPANSION. MOTION BY MUEHLBAUER, SECONDED BY UDVIG. MOTION CARRIED 5-0.

10. **MEETING OPEN TO THE PUBLIC**
NOTHING

11. **REPORTS**

A. Department Reports – Police 2018 Annual Report

B. Councilmember Reports -

C. Upcoming Events –

Feb 18

Feb 19(Tues)

Feb 20

Mar 4

City Offices Closed – Presidents Day

City Council Meeting @ St. Francis Area Schools
District Office 6:00 pm

Planning Comm. Meeting @ St. Francis Area
Schools District Office 7:00 pm

City Council Meeting @ St. Francis Area Schools
District Office 6:00 pm

Police Chief Schwieger explained in detail the 2018 Police Department Annual Report.

In 2018, Officers responded to 4,476 calls for service, which is just over the 4,434 calls in 2017.

Notable increases in St. Francis calls from 2017 to 2018 are burglary, DWI's, fraud types of calls and medicals. Decrease in calls are vehicle accidents, alarms, and agency assists.

Chief Schwieger described several new programs such as informing residents of garage doors open at night, getting messages out through social media, Nixle, and door hangers that have helped decrease some of the calls like burglary and theft.

The Police Department has also been busy with community outreach programs and events. They've added Winning with Cops, which has been very successful. They hosted their first senior fraud seminar. In 2019, they are looking forward to more programs.

COUNCILMEMBER REPORTS

Robinson said that he and Councilmember Udvig attended the League of Newly Elected Officials Meeting and were able to interact with other newly elected and re-elected officials in the neighboring communities and it seems to be a very positive outlook.

Muehlbauer continues to work on the audio system.

Bauer extended his thanks to EMS and Police for their services, especially during the last couple weeks with the extreme cold.

Udvig mentioned that she attended the League of Minnesota Cities Newly Elected Officials Meeting. They were able to discuss with other cities how they do things, and how it works for them. She also attended the officers swearing in and that was nice to know who the new officers are. Udvig attended the school board meeting and learned that they are doing their best to move forward with the bond.

Feldman explained that Kwik Trip has officially submitted their permit.

Feldman also said that if anyone wants to find out about the conversation with MNDOT and the 47 corridor that took place last week, please go to the St. Francis website and click on the link to the MNDOT site. The conclusion of the meeting was that whatever needed to be done on that corridor, MNDOT is very open minded to discuss. It may take multiple solutions, such as a walkway or bridge, or reducing the speed.

A three hour work session was just held discussing the buildings and how to maintain them. The city is going in the right direction. There's a lot of discussion in play right now with the changing of the season, and the city continues to be receptive to the public's needs.

12. ADJOURNMENT

Meeting adjourned at 7:26 pm.

Respectfully submitted by

Lori Streich, Acct Tech/Deputy Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

SPECIAL CITY COUNCIL MEETING MINUTES
JANUARY 29, 2019

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

The regular City Council meeting was called to order at 5:30 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; City Engineer Craig Jochum (Hakanson Anderson Associates Inc) and City Administrator Joe Kohlmann.

MOTION BY MUEHLBAUER SECOND TO AMEND THE AGENDA AND HAVE THE KINGS HWY/RIVERBANK LANE PROJECT MOVED BEFORE THE CITY BUILDING REPORT DUE TO THE POTENTIAL LENGTH OF THAT DISCUSSION. Motion carried 5-0.

4. **Kings Hwy/Riverbank Lane Project – Resolution 2019-03 approving Plans & Specifications & Ordering Advertisement for Bids**

Hakanson and Anderson prepared plans and specifications for the Kings Highway and Riverbank Lane Improvement Project. The improvement include reconstructing the existing gravel surfaces to paved surfaces, installing new driveway and road culverts, ditch reconstruction, and water quality improvements. Resolution 2019-03 approves the plans and specifications for the improvement and sets the bid opening for February 25, 2019. This project is proposed to be financed by the Stormwater Utility Fund and assessments. The total estimated project cost is \$482,600. The proposed fund split is \$241,300 from the Stormwater Utility Fund and \$241,300 from assessments. The assessments are proposed to be over a 15 years period at a rate of 3.68%. Feldman questioned the rock bag by the curb inlet. Jochum stated they are temporary items during construction until grass grows. Feldman also questioned the filter and who would empty this. Jochum again stated this is a temporary item used during construction. Feldman questioned the Stormwater basin location. Jochum stated the setbacks are being maintained. Feldman said this project has been discussed numerous times at work session.

Robinson asked about the estimated cost. Jochum said we will not have hard cost until the bids are received. Jochum said there will be an assessment hearing for the residents.

MOTION BY ROBINSON SECOND BAUER TO ADOPT RESOLUTION 2019-03 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING

ADVERTISEMENT FOR BIDS FOR THE KINGS HIGHWAY AND RIVERBANK LANE IMPROVEMENT PROJECT. Motion carried 5-0.

3. **Pearl Architecture – City Building Report**

City Administrator Joe Kohlmann gave an overview of the process to date. On April 9, 2018 we talked about the overall city capital improvement plan and all the different components including equipment, streets, parks, and buildings. At that time, it was decided we had a basis overview of all the city buildings but we wanted an architect that is trained in building and knowing building structural improvements. That is when the city decided to hire Pearl Architecture. Miles Briggs of Pearl Architecture interviewed the department heads and came up with a detailed three part building study that included; Part 1 – Space needs Analysis Report, Part 2 – Existing Facilities Assessment Report and Part 3 – Schematic Design Study.

Miles Briggs discussed in detail with the city council all three reports. Council gave staff direction to come up with a formal assessment for rehabilitation of city hall, liquor store and fire station.

4. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 8:31 pm.

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Water and Wastewater Systems Operator Appointment
DATE: 02-19-2019

OVERVIEW:

At the December 3, 2018 Council Meeting the City Council accepted the letter of resignation of a Water Waste Water Systems Operator and authorized Staff to fill the vacancy. Through a 3 step interview process, staff has picked Jacob Olson as the top candidate. Jacob was offered the position on February 11th 2019, contingent upon City Council approval and successfully completing a workplace assessment, background check and medical exam.

ACTION TO BE CONSIDERED:

It is recommended that City Council make a motion to hire Jacob Olson for the position of Water and Wastewater System Operator, pending test results with City policy standard requirements, and be placed at step one on the pay scale (\$24.25).

BUDGET IMPLICATION:

This is an existing budgeted position.

Attachments:

- None



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

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Anoka County Mitigation Plan
DATE: February 19, 2019

OVERVIEW:

The State of Minnesota has ordained that every county and incorporated municipality in the state is required to have a Hazard Mitigation Plan approved by the Minnesota Department of Homeland Security and Emergency Management, to maintain eligibility for state disaster assistance after November 2004.

The Federal Emergency Management Administration (FEMA) under the Disaster Mitigation Act of 2000 has ordained that every county and incorporated municipality within the county is required to have a Hazard Mitigation Plan approved by FEMA in order to be eligible for Hazard Mitigation Grant Program Funding for Presidential disasters declared after November 2004.

Anoka County Emergency Management is in the process of updating its Multi-Jurisdictional All Hazards Mitigation Plan. The previous plan updated in 2013 is up for review, approval, and adoption. The City of St Francis works in conjunction with Anoka County Emergency Management in updating its mitigation goals and efforts every 5 years to remain eligible for state and federal funding in the event of a disaster.

ACTION TO BE CONSIDERED:

City Council to pass a Resolution of Intent to participate in the multi-jurisdictional Anoka County All-Hazard Mitigation Plan. This is done to benefit the City of St Francis by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

BUDGET IMPLICATION:

Minimal City staff time in updating the mitigation plan.

Attachments:

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

RESOLUTION 2019-05

**RESOLUTION TO ADOPT
A STATEMENT OF INTEREST IN ALL- HAZARD MITIGATION PLANNING
CITY OF ST. FRANCIS**

As a potential participant in the Hazard mitigation Assistance Program, the City of St. Francis, Minnesota hereby states their interest in participating in the multi-jurisdictional Anoka County All-Hazard Mitigation Plan.

After FEMA funding approval and during the planning implementation, the City of St. Francis, Minnesota agrees to participate in the hazard mitigation planning process.

As signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 19th DAY
OF FEBRUARY, 2019

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Statement of Interest in All-Hazard Mitigation Planning
City of _____

As a potential participant in the Hazard Mitigation Assistance Program, the City of _____, Minnesota hereby states their interest in participating in the multi-jurisdictional Anoka County All-Hazard Mitigation Plan.

After FEMA funding approval and during the planning implementation, the City of _____, Minnesota agrees to participate in the hazard mitigation planning process.

As signed, we understand this is a voluntary program and our participation may benefit our jurisdiction by identifying hazards and prioritizing potential projects to mitigate the effects of natural hazards.

Signature of Authorized Representative

Date

Title

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: **Memorandum of Understanding (MOU) MNDOT and City of St Francis Temp signal installation**
DATE: 02-19-2019

OVERVIEW: The purpose of this Memorandum of Understanding (MOU) is: A temporary signal will be installed at the intersection of Trunk Highway (TH) 47 and Pederson Dr in St Francis, MN. The signal system will be temporary and removed when a permanent intersection solution is installed. MnDOT will use existing mast arm poles already in-place at the intersection to create the signal system at no cost. All additional materials from the existing Rectangular Rapid Flashing Beacon (RRFB) System will be salvaged back to the City. The City will give MnDOT a no-cost right of way permit to construct the temporary signal at TH 47 and Pederson Dr. The City will allow MnDOT's contractor (The City of St Paul) to use the locked and fenced lot as a staging area at 4058 St Francis Blvd NW, St Francis MN.

ACTION TO BE CONSIDERED: Council may consider entering into MOU with MNDOT. This MOU will be effective on February 20, 2019 or when all appropriate signatures have been obtained by MnDOT and The City of St Francis, whichever is later. This MOU will remain in effect until permanent intersection construction is completed at TH 47 and Pederson Dr. unless terminated earlier by mutual agreement of the parties.

BUDGET IMPLICATION: None at this time.

Attachments:

- MOU

**MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
THE MINNESOTA DEPARTMENT OF TRANSPORTATION (MnDOT)
AND
THE CITY OF ST FRANCIS (Other Party)**

1. Purpose and Scope

- 1.1. The purpose of this Memorandum of Understanding (MOU) is: A temporary signal will be installed at the intersection of Trunk Highway (TH) 47 and Pederson Dr in St Francis, MN. The signal system will be temporary and removed when a permanent intersection solution is installed. MnDOT will use existing mast arm poles already in-place at the intersection to create the signal system at no cost. All additional materials from the existing Rectangular Rapid Flashing Beacon (RRFB) System will be salvaged back to the City. The City will give MnDOT a no-cost right of way permit to construct the temporary signal at TH 47 and Pederson Dr. The City will allow MnDOT's contractor (The City of St Paul) to use the locked and fenced lot as a staging area at 4058 St Francis Blvd NW, St Francis MN.

2. Term of MOU

- 2.1. This MOU will be effective on February 20, 2019 or when all appropriate signatures have been obtained by MnDOT and The City of St Francis, whichever is later. This MOU will remain in effect until permanent intersection construction is completed at TH 47 and Pederson Dr. unless terminated earlier by mutual agreement of the parties.

3. Responsibilities of the City of St. Francis

City of St Francis will

- 3.1. Provide access to and use of a staging area at 4058 St Francis Blvd NW
3.2. Provide a no-cost right of way permit to construct the temporary signal
3.3. Receive salvaged materials from the RRFB at TH 47 and Pederson Dr
3.4. Direct Connexus Energy to coordinate the source of power change and removal of the existing luminaires with the MnDOT Contractor (City of St Paul)

4. Responsibilities of MnDOT

MnDOT will

- 4.1. Install a temporary signal system at TH 47 and Pederson Dr at MnDOT's expense
4.2. Submit a right of way permit application to the City of St Francis
4.3. Pay for ongoing maintenance and power of the signal system
4.4. Deliver salvaged items from the existing RRFB to the City at 4058 St Francis Blvd NW
4.5. Remove the temporary signal when a permanent solution is being constructed at TH 47 and Pederson Dr and deliver any salvaged City-owned parts back to the City, if unused in the final solution

5. Contractual Obligations

- 5.1. This Memorandum of Understanding is not a legally binding agreement and creates no legally binding obligations for any party. Either party may, upon written notice, amend, or discontinue its role outlined in the MOU. Because of this mutual desire to proceed, each party fully intends to make a good faith

effort to achieve the goals described above including working together to find mutually beneficial solutions when problems arise.

6. Authorized Representatives

6.1. MnDOT's Authorized Representative will be:

Name: _____
Title: _____
Location Name: _____
Address: _____
Phone: _____
Email: _____

6.2. Other Party's Authorized Representative will be:

Name: _____
Title: _____
Location Name: _____
Address: _____
Phone: _____
Email: _____

7. Government Data

7.1. The parties acknowledge that this MOU, as well as any data created, collected, stored, or received under the terms of this MOU, are "Government Data" within the meaning of the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13), and that they must comply with the provisions of the Act as it relates to such data.

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**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 02-19-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$107,174.31 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-\$165,927.49

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 02-19-2019 Packet List
- 02-19-2019 Other Checks

CITY OF ST. FRANCIS
2/19/2019

Checks cut since last Council Meeting

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

Payee	Description	Amount
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TOTAL	<u>0.00</u>
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Disbursements via Debits to Checking Account

Payee	Description	Amount
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01/02/19	Health Partners	Insurance	22,574.37
01/03/19	Cayan	CC Fee	3,059.18
01/09/19	Visa	Credit Card	9,483.19
01/10/19	Federal Tax	Payroll	19,388.69
	PERA	Payroll	17,664.11
	VOYA	Payroll	1,725.00
	ICMA	Payroll	385.00
	State Tax	Payroll	4,153.89
	MSRS	Payroll	616.68
	Healthcare Savings	Payroll	594.50
	Sick Leave	Payroll	13,717.33
	Federal Tax	Payroll	1,092.39
	PERA	Payroll	3,289.59
	State Tax	Payroll	367.61
	Healthcare Savings	Payroll	232.89
01/18/19	Cayan	CC Fee	39.90
01/22/19	MN Dept of Revenue	Sales Tax	21,318.00
01/23/19	Federal Tax	Payroll	1,366.02
	PERA	Payroll	908.24
	State Tax	Payroll	60.55
	Child support	Payroll	293.28
01/24/19	Federal Tax	Payroll	18,485.04
	PERA	Payroll	17,137.22
	VOYA	Payroll	1,725.00
	ICMA	Payroll	385.00
	State Tax	Payroll	3,945.86
	MSRS	Payroll	648.39
	Healthcare Savings	Payroll	594.50
	Village Bank	Returned Check	54.00
01/28/19	Cayan	CC Fee	5.75
01/30/19	FWT	Payroll	234.97
01/31/19	Village Bank	Mthly Fee	100.40
	PSN	CC Fee	280.95
	TOTAL		<u>165,927.49</u>



02/14/2019 9:09 am

PAYMENT BATCH AP 02-19-19

AIRGAS NORTH CENTRAL

01/31/2019	9959196678	E 101-43100-217	Other Operating Supplies	FEBRUARY CYLINDAR RENTAL	12.98
01/31/2019	9959196678	E 101-43210-217	Other Operating Supplies	FEBRUARY CYLINDAR RENTAL	12.98
01/31/2019	9959196678	E 101-45200-217	Other Operating Supplies	FEBRUARY CYLINDAR RENTAL	12.98
01/31/2019	9959196678	E 601-49440-217	Other Operating Supplies	FEBRUARY CYLINDAR RENTAL	12.98
01/31/2019	9959196678	E 602-49490-217	Other Operating Supplies	FEBRUARY CYLINDAR RENTAL	13.01
					<u>\$64.93</u>

ALLINA HEALTH

02/03/2019	314251820	E 101-42110-305	Medical & Testing Fees	MEDICAL & TESTING	798.00
					<u>\$798.00</u>

ANOKA CONSERVATION DISTRICT

01/28/2019	2019009	E 603-49490-418	Storm Water Management	ANIMATED GROUNDWATER VID	500.00
					<u>\$500.00</u>

ANOKA COUNTY CENTRAL COMM.

01/23/2019	2018169	E 101-42110-433	Dues and Subscriptions	4TH QUARTER	180.00
					<u>\$180.00</u>

ANOKA COUNTY PROPERTY RECORDS

02/12/2019	021219	E 101-41400-352	General Notices and Pub Info	2018 TNT, SPEC ASSESS, TIF BI	667.00
02/12/2019	021219	E 101-41910-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	405.60
02/12/2019	021219	E 311-47000-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	76.78
02/12/2019	021219	E 415-43100-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	32.84
02/12/2019	021219	E 416-43100-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	79.83
02/12/2019	021219	E 505-00000-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	43.56
02/12/2019	021219	E 507-00000-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	52.92
02/12/2019	021219	E 601-49440-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	256.00
02/12/2019	021219	E 602-49490-441	Miscellaneous	2018 TNT, SPEC ASSESS, TIF BI	290.20
02/12/2019	021219	E 603-49490-418	Storm Water Management	2018 TNT, SPEC ASSESS, TIF BI	705.00
					<u>\$2,609.73</u>

ANOKA COUNTY TREASURY DEPT.

01/28/2019	EC190128V	E 101-41910-318	Economic Development	2019 ECONOMIC DEV COST SH/	424.00
					<u>\$424.00</u>

ARTISAN BEER COMPANY

02/01/2019	3322668	E 609-49751-252	Beer For Resale	BEER	32.60
					<u>\$32.60</u>

ASPEN MILLS

01/28/2019	230875	E 101-42110-437	Uniform Allowance	UNIFORMS - HEDGES	1,004.40
01/28/2019	230876	E 101-42110-448	Reserve Officers	UNIFORMS-R JOHNSON	140.55
02/01/2019	231167	E 101-42110-448	Reserve Officers	UNIFORMS - SIEBER	84.50
					<u>\$1,229.45</u>

BABCOCK, JOHN

01/10/2019	1053	G 601-22200	Deferred Revenues	REF ACCT #1053	204.40
					<u>\$204.40</u>

BARRON, DAVID

01/20/2019	4741	G 601-22200	Deferred Revenues	REF ACCT #4741	151.44
					<u>\$151.44</u>

BAUER BUILT INC.

02/15/2019	940056031	E 101-42110-221	Vehicle Repair & Maintenance	FIREHAWK PVS	258.20
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					\$258.20
BELLBOY CORPORATION					
01/29/2019	0068143600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.80
01/29/2019	0068143600	E 609-49751-251	Liquor For Resale	LIQUOR	2,345.48
01/29/2019	0098962200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.60
01/29/2019	0098962200	E 609-49751-254	Miscellaneous Merchandise	MISC	126.54
					\$2,501.42
BERNICK COMPANIES, THE					
02/07/2019	479621	E 609-49751-252	Beer For Resale	BEER	482.75
					\$482.75
BLOCH, DAVID					
01/20/2019	1725	G 601-22200	Deferred Revenues	REF ACCT #1725	79.41
					\$79.41
BREAKTHRU BEVERAGE					
01/31/2019	1080923219	E 609-49751-206	Freight and Fuel Charges	FREIGHT	42.90
01/31/2019	1080923219	E 609-49751-251	Liquor For Resale	LIQUOR	3,204.94
01/31/2019	1080923219	E 609-49751-253	Wine For Resale	WINE	375.33
					\$3,623.17
BUTCHER, MICHAEL & JUDY					
01/20/2019	4611	G 601-22200	Deferred Revenues	REF ACCT #4611	163.60
					\$163.60
CAPITOL BEVERAGE SALES, L.P.					
02/11/2019	2221892	E 609-49751-252	Beer For Resale	BEER	200.00
					\$200.00
CEDAR CREEK BAKING COMPANY					
02/01/2019	013119	E 101-42110-308	Community Education	COOKIES FOR POLICE DEPT	30.00
					\$30.00
CINTAS					
02/05/2019	4016134253	E 101-42110-402	Janitorial Service	MATS	23.04
02/05/2019	4016134279	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	16.07
02/05/2019	4016134381	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	15.00
02/12/2019	4016482415	E 101-42110-402	Janitorial Service	PUBLIC WORKS RUGS	48.08
02/12/2019	4016482457	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
					\$111.50
CRYSTAL SPRINGS ICE					
02/02/2019	002.B005794	E 609-49751-254	Miscellaneous Merchandise	MISC	120.42
					\$120.42
DAHLHEIMER DIST. CO. INC.					
01/30/2019	1397076	E 609-49751-252	Beer For Resale	BEER	9,549.70
01/30/2019	1397076	E 609-49751-255	N/A Products	NA	54.00
02/06/2019	1397119	E 609-49751-252	Beer For Resale	BEER	7,576.65
					\$17,180.35
DELL MARKETING L.P.					
01/24/2019	10294213467	E 402-42110-556	Squad Computers	C.O.L OFFICE EQUIPMENT	4,787.91
02/04/2019	10296221246	E 101-42400-200	Office Supplies	BLDG INSPECTOR COMPUTER	1,151.10
					\$5,939.01
DEX MEDIA EAST LLC					
02/05/2019	020519	E 609-49750-340	Advertising	ADVERTISING	80.00
					\$80.00
ECM PUBLISHERS, INC.					
02/08/2019	669882	E 101-41910-351	Legal Notices Publishing	ORDINANCE CITY CODE CHAP 1	43.00
02/08/2019	669883	E 101-41910-351	Legal Notices Publishing	CITY CODE CHAP 10	43.00
02/08/2019	669884	E 101-41910-351	Legal Notices Publishing	2040 COMP PLAN MTG	48.38
02/08/2019	669885	E 101-41910-351	Legal Notices Publishing	DRIVEWAY ORDINANCE	37.63
					\$172.01

ELITE SANITATION

01/21/2019	25523	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	305.00
					<u>\$305.00</u>

EMERGENCY AUTOMOTIVE TECH. INC

02/05/2019	SVC27020	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER	160.00
					<u>\$160.00</u>

FICOCELLO, FRANK & AMY

01/20/2019	4683	G 601-22200	Deferred Revenues	REF ACCT #4683	101.32
					<u>\$101.32</u>

FLYTE HCM LLC

02/13/2019	40419	E 101-41540-301	Auditing and Acct g Services	RENEWAL FEE	800.00
					<u>\$800.00</u>

GOMEZ, JUAN & RAMA

01/20/2019	4282	G 601-22200	Deferred Revenues	REF ACCT #4282	52.34
					<u>\$52.34</u>

GRANITE CITY JOBBING CO.

01/29/2019	123521	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
01/29/2019	123521	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,010.33
					<u>\$2,014.58</u>

GRATITUDE FARMS

01/31/2019	012019	E 101-42700-311	Contract	JANUARY 2019 ANIMAL CONTRC	350.00
					<u>\$350.00</u>

HOISINGTON KOEGLER GROUP, INC

02/11/2019	018-041-5	E 101-41910-311	Contract	GEN PLANNING SVC	6,560.71
02/11/2019	018-041-5	G 803-22145	ESC-School-SITE PLAN	SCHOOL DISTRICT	1,014.44
02/11/2019	018-041-5	G 803-22148	ESC-CARPENTER GRADING	CARPENTER	300.00
02/11/2019	018-041-5	G 803-22163	ESC-ANDERSON-LOT SPLIT	ANDERSON SPLIT	431.25
					<u>\$8,306.40</u>

INNOVATIVE OFFICE SOLUTIONS, L

01/31/2019	IN2385706	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	44.16
02/06/2019	IN2392652	E 101-42110-200	Office Supplies	OFFICE SUPPLIES - PD	108.38
02/06/2019	IN2392652	E 101-43100-200	Office Supplies	OFFICE SUPPLIES - PW	24.13
					<u>\$176.67</u>

SANTI COUNTY TREASURER

02/01/2019	2019-016	E 101-41410-441	Miscellaneous	2018 GEN ELECTION REIMBURS	106.00
					<u>\$106.00</u>

ISD #15

02/04/2019	4131	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER	24.73
02/04/2019	4134	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP F250	403.89
02/04/2019	4135	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER PURSUI	104.03
					<u>\$532.65</u>

JJ TAYLOR DISTRIBUTING

01/31/2019	2944051	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/31/2019	2944051	E 609-49751-252	Beer For Resale	BEER	934.20
02/06/2019	2944096	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/06/2019	2944096	E 609-49751-252	Beer For Resale	BEER	2,163.90
02/06/2019	2944096	E 609-49751-255	N/A Products	NA	23.05
					<u>\$3,127.15</u>

JOHNSON BROS WHLSE LIQUOR

02/01/2019	1210929	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.69
02/01/2019	1210929	E 609-49751-251	Liquor For Resale	LIQUOR	1,574.33
02/01/2019	1210930	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
02/01/2019	1210930	E 609-49751-253	Wine For Resale	WINE	565.45
02/01/2019	1210931	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
02/01/2019	1210931	E 609-49751-254	Miscellaneous Merchandise	MISC	37.00
02/06/2019	1215199	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.99

02/06/2019	1215199	E 609-49751-251	Liquor For Resale	LIQUOR	873.50
02/06/2019	1215200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
02/06/2019	1215200	E 609-49751-253	Wine For Resale	WINE	240.00
					<u>\$3,349.94</u>

KEMP, THOMAS

01/20/2019	4351	G 601-22200	Deferred Revenues	REF ACCT #4351	17.01
					<u>\$17.01</u>

KIMS KLEANING

01/30/2019	5613	E 101-41940-402	Janitorial Service	CITY HALL CLEANING	150.00
					<u>\$150.00</u>

KODIAK POWER SYSTEMS

02/05/2019	KPS0314	E 601-49440-233	Water Treatment Plant Maint	REPLACE DAMAGED DOOR	1,189.00
02/05/2019	KPS0315	E 602-49490-228	Equipment Maintenance	WELL HOUSE REPAIR	517.70
					<u>\$1,706.70</u>

MARTIN-MCALLISTER

01/31/2019	12227	E 101-41400-208	Training and Instruction	ASSESSMENTS	600.00
01/31/2019	12227	E 101-42110-305	Medical & Testing Fees	ASSESSMENTS	1,000.00
					<u>\$1,600.00</u>

MCDONALD DIST CO.

01/29/2019	477272	E 609-49751-252	Beer For Resale	BEER	3,510.80
01/29/2019	477300	E 609-49751-252	Beer For Resale	BEER	(24.00)
02/05/2019	478038	E 609-49751-252	Beer For Resale	BEER	7,611.15
02/05/2019	478038	E 609-49751-255	N/A Products	NA	20.55
02/05/2019	478043	E 609-49751-252	Beer For Resale	BEER	(39.10)
					<u>\$11,079.40</u>

MCDOWALL COMPANY

02/07/2019	11889	E 101-42110-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 101-42210-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 101-43100-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 101-43210-401	Repairs/Maint Buildings	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 101-45200-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 601-49440-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
02/07/2019	11889	E 602-49490-311	Contract	JAN-DEC ROOFING MGMT AGRE	250.00
					<u>\$1,750.00</u>

MEDTOX LABORATORIES, INC.

01/31/2019	01201995907	E 101-43100-441	Miscellaneous	MED TESTING	6.25
01/31/2019	01201995907	E 101-45200-441	Miscellaneous	MED TESTING	6.25
01/31/2019	01201995907	E 601-49440-441	Miscellaneous	MED TESTING	6.25
01/31/2019	01201995907	E 602-49490-441	Miscellaneous	MED TESTING	6.25
					<u>\$25.00</u>

METRO WEST INSPECTIONS SERVICE

01/28/2019	1844	E 101-42400-311	Contract	DECEMBER 2018 INSPECTION S	2,168.73
					<u>\$2,168.73</u>

MIDCONTINENT COMMUNICATIONS

02/02/2019	13331300110079	E 101-41940-321	Telephone	CITY HALL	37.17
02/02/2019	13331300110079	E 101-42110-321	Telephone	POLICE	16.93
02/02/2019	13331300110079	E 101-43100-321	Telephone	PUBLIC WORKS	16.94
02/02/2019	13331300110079	E 601-49440-321	Telephone	WATER	300.00
02/02/2019	13331300110079	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					<u>\$521.04</u>

MN CRIME PREVENTION ASSN.

02/01/2019	020619	E 101-42110-433	Dues and Subscriptions	2019 MEMBERSHIP	50.00
					<u>\$50.00</u>

MN DEPT OF LABOR & INDUSTRY

03/01/2019	ABR0205929I	E 601-49440-434	Permit Fees	PRESSURE VESSEL	10.00
					<u>\$10.00</u>

MOFFATT, EDWARD

01/20/2019	3516	G 601-22200	Deferred Revenues	REF ACCT #3516	96.16
					<u>\$96.16</u>

NELSON ELECTRIC MOTOR REPAIR

01/31/2019	8811	E 602-49490-229	Project Repair & Maintenance	PUMP REPAIR	1,227.00
					<u>\$1,227.00</u>

PAGE ANALYTICAL SERVICES

01/30/2019	1912003430	E 602-49490-313	Sample Testing	SAMPLE TESTING	95.00
01/30/2019	1912003444	E 602-49490-313	Sample Testing	SAMPLE TESTING	125.00
02/04/2019	02112019	E 602-49490-313	Sample Testing	SAMPLE TESTING	(155.00)
02/06/2019	1912003562	E 602-49490-313	Sample Testing	SAMPLE TESTING	123.00
02/06/2019	1912003564	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
02/07/2019	1912003606	E 602-49490-313	Sample Testing	SAMPLE TESTING	120.00
					<u>\$401.00</u>

PEARL ARCHITECTURE LLC

01/31/2019	201806-04	E 404-41400-300	Professional Services	SPACE NEEDS STUDY	705.61
					<u>\$705.61</u>

PHILLIPS WINE & SPIRITS CO.

02/01/2019	2498280	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.40
02/01/2019	2498280	E 609-49751-251	Liquor For Resale	LIQUOR	2,230.70
02/01/2019	2498281	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
02/01/2019	2498281	E 609-49751-253	Wine For Resale	WINE	180.00
02/01/2019	2498282	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.79
02/06/2019	2501357	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.69
02/06/2019	2501357	E 609-49751-253	Wine For Resale	WINE	1,009.52
					<u>\$3,482.24</u>

SCHUSTER, CLAIRE

01/20/2019	2064	G 601-22200	Deferred Revenues	REF ACCT #2064	86.67
					<u>\$86.67</u>

SOUTHERN GLAZERS OF MN

01/31/2019	1780798	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.25
01/31/2019	1780798	E 609-49751-251	Liquor For Resale	LIQUOR	651.07
01/31/2019	1780799	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.56
01/31/2019	1780799	E 609-49751-253	Wine For Resale	WINE	1,154.00
02/07/2019	1783256	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.64
02/07/2019	1783257	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.84
02/07/2019	1783257	E 609-49751-251	Liquor For Resale	LIQUOR	471.55
02/07/2019	1783258	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
02/07/2019	1783258	E 609-49751-253	Wine For Resale	WINE	36.00
					<u>\$2,360.19</u>

ST. FRANCIS COLLISION & GLASS

01/22/2019	012219	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER POLICE	4,882.40
					<u>\$4,882.40</u>

T & W ADVENTURES, LLC

01/20/2019	2495	G 601-22200	Deferred Revenues	REF ACCT #2495	384.46
					<u>\$384.46</u>

TROENNES, RON & BERNICE

01/10/2019	4724	G 601-22200	Deferred Revenues	REF ACCT #4724	127.87
					<u>\$127.87</u>

TJ ASSOCIATES

01/25/2019	229602	E 101-42110-200	Office Supplies	LETTERHEAD	149.00
02/06/2019	229683	E 101-42110-200	Office Supplies	PD-CONSENT TO SEARCH FORM	68.00
					<u>\$217.00</u>

TSI SERVICE

01/24/2019	91068666	E 101-42210-218	Equipment Repair & Maintenance	MASK SAMPLE ADAPTOR KIT	351.39
					<u>\$351.39</u>

U S BANK EQUIPMENT FINANCE

02/28/2019	377108816	E 101-41400-240	Office Equip	FEBRUARY COPIER LEASE	237.50
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02/28/2019	377108816	E 101-43100-240	Office Equip	FEBRUARY COPIER LEASE	180.00
02/28/2019	377108816	E 101-43210-240	Office Equip	FEBRUARY COPIER LEASE	235.00
02/28/2019	377108816	E 101-45200-240	Office Equip	FEBRUARY COPIER LEASE	299.95
02/28/2019	377108816	E 601-49440-240	Office Equip	FEBRUARY COPIER LEASE	255.00
					<u>\$1,207.45</u>

OHL

02/07/2019	11679	E 101-42110-311	Contract	BOILER CONTROL BOARD REPL	357.54
02/07/2019	11679	E 101-43100-311	Contract	BOILER CONTROL BOARD REPL	357.54
02/07/2019	11679	E 101-45200-311	Contract	BOILER CONTROL BOARD REPL	357.54
02/07/2019	11679	E 101-45200-311	Contract	BOILER CONTROL BOARD REPL	357.54
02/07/2019	11679	E 601-49440-311	Contract	BOILER CONTROL BOARD REPL	357.54
					<u>\$1,787.70</u>

UTILITY SERVICE CO., INC.

02/01/2019	468543	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER	9,430.92
					<u>\$9,430.92</u>

VESSCO, INC.

02/08/2019	75602	E 602-49490-384	Refuse/Garbage Disposal	BAGGER MAGAZINE	899.93
					<u>\$899.93</u>

W W GOETSCH

01/10/2019	101532	E 602-49490-229	Project Repair & Maintenance	CHECK VALVE	3,930.00
					<u>\$3,930.00</u>

FUND SUMMARY

\$107,174.31

101 GENERAL FUND	\$27,552.12
311 2013 Debt Service	\$76.78
402 CAPITAL EQUIPMENT	\$4,787.91
404 Building Improvement Fund	\$705.61
415 Aztec Street Improvements	\$32.84
416 2015-KERRY & 232ND	\$79.83
505 CREEKVIEW EST, STORM/STREETS	\$43.56
507 IVYWOOD ST & 230TH LANE	\$52.92
601 WATER FUND	\$13,532.37
602 SEWER FUND	\$7,559.40
603 STORM WATER	\$1,205.00
609 LIQUOR FUND	\$49,800.28
803 ESCROW	\$1,745.69
Total	<u><u>107,174.31</u></u>



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9A

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Outdoor Warning Sirens
DATE: February 19, 2019

OVERVIEW: Adding an additional outdoor warning siren in the City of St Francis was discussed at the June 18, 2018 City Council meeting and at a work session on October 9, 2018. After discussion the general consensus was to move forward with adding an additional outdoor warning siren in St Francis near the intersection of 237th Ave and Nightingale St. Also at the October 9th work session an inquiry was made in regard to solar capability. I consulted with Federal Signal Corporation who confirmed that solar is available for the Federal 2001 outdoor warning siren. The solar panel would be used to charge the siren batteries and would eliminate the need to connect the siren to a power source. The cost of a siren with solar capability is \$13,875 compared to a siren without solar capability priced at \$11,348 or an additional cost of \$2,527. Installation costs for a typical siren is approximately \$12,000 and there would be an additional \$400 - \$500 installation fee for the solar siren. With the solar charging system a cost savings of \$1,316 would be seen by eliminating the Connexus Energy service fee to hook up to their power source and the \$5.00 per month flat fee for the cost of power.

Also discussed at the October 9, 2018 work session was the conversion of the two existing St Francis warning sirens to DC (battery) power from AC (electric) power. Currently, both existing warning sirens in the area of Roanoke St/Ambassador Blvd and Woodbine St/232 Ave operate solely on electricity or AC power. If the power went out in these areas the sirens wouldn't operate. By converting these existing sirens to DC power they would continue to operate even if the power went out. The cost of converting each siren is \$5716.42 which includes batteries, aluminum battery box and labor. The total conversion cost for both sirens would be approximately \$11,432.84.

Anoka County Emergency Management along with Anoka County Central Communications (dispatch) will also be performing upgrades to the activation system for all Anoka County warning sirens. The main upgrade will be converting warning sirens to digital activation systems from analog activation systems. This upgrade will take place both at warning siren sites and at Anoka County Central Communications who activate the sirens. Emergency management along with Federal Warning Systems will soon be conducting a siren study in Anoka County to determine the significance of the upgrade. Emergency management is also looking at funding options for the upgrade which could be several thousand dollars per siren site depending on various factors. There is no specific timeline for these upgrades and it's recommended that funding be allocated in the capital budget for these upgrades in the coming years.

It's my recommendation that the City of St Francis move forward with purchasing and installing the additional warning siren in the area of 237th Ave and Nightingale St. It's also recommended that the 2 existing warning sirens be converted to DC power to avoid operation of the sirens being dependent on electricity.



ACTION TO BE CONSIDERED: City Council to provide direction on what type of siren the City would like to add as well as direction on converting 2 existing sirens to DC power.

BUDGET IMPLICATION: The onetime payment from American Tower for the renewal of an antenna lease has been identified as a funding source for the projects with the funds totaling \$80,000 being held in the capital equipment fund. The remaining funds from the lease renewal would remain in the capital budget for future warning siren projects and maintenance of existing sirens.



Attachments:



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS 6118216
Reference 3 your order

Name City of St. Francis
Co. Name Police Chief Todd Schwieger
Address 23340 Cree Street
City, State, Zip St. Francis, MN 55070
Phone No. 763-235-2330
Fax No. TSchwieger@stfrancismn.org



Date 6/1/2018
Reference DC Siren

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$7,300.00
2	1	DCB	DC Control/Battery Cabinet/Charger/Two		3,520.00
3			48VDC Contactors/No Control Board or		
4			Receiver/NEMA Aluminum Cabinets		
5	1	MISC.	Shipping from Factory		528.00
6	1	TOTAL	Equipment & Shipping		\$11,348.00
7					
8			<i>*Does not include Healy Ruff Radio Control</i>		
9			<i>allowing activation from Anoka County Sheriff</i>		
10			<i>Dispatch</i>		
11					
12			OPTION		
13	1	HTR4	4 Battery Warming Blankets Per Siren		\$320.00
14					
15					
16					
17					
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for _____ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT. _____

DELIVERY 6 - 8 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

FREIGHT TERMS See Line Item Above

BY: [Signature]

FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.
1708 3rd Avenue SE
Rochester, MN 55904

BY: _____
Federal Signal / Countersigned

TITLE: _____

Pro:

- Slightly cheaper

Con:

- Additional initial service fee to Connexus Energy for power connection (\$1,316.00)
- Connexus flat fee of \$5.00 per month for power use



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS 102518435
Reference 3 your order

Name City of St. Francis
Co. Name Police Chief Todd Schweiger
Address 23340 Cree Street
City, State, Zip St. Francis, MN 55070
Phone No. 763-235-2330
Fax No. TSchwieger@stfrancismn.org

Date 10/25/2018
Reference DC Solar

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		
2	1	DCB	DC Control/Battery Cabinet/Charger/Two		
3			48VDC Contactors/NEMA Aluminum		
4			Cabinets. No Control Board or Receiver -		
5	1	PVS220W-48	Photovoltaic Charging System - 220W		
6			Solar Panels/Regulator to charge batteries.		
7			Aluminum Pole Mount Bracket		
8	1	MISC.	Shipping from Factory		
9	1	TOTAL	Equipment & Shipping		\$13,875.00
10					
11					
12			<i>*Does not include Healy Ruff Radio Control</i>		
13			<i>allowing activation from Anoka County Sheriff</i>		
14			<i>Dispatch</i>		
15					
16			<i>*Does not include installation on Class 2 Wood</i>		
17			<i>Pole with 4 Deep Cycle Batteries</i>		
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for _____ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT. _____

DELIVERY 6 - 8 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

FREIGHT TERMS See Line Item Above

BY: Don Goldman
FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.
2070 Hart Drive SW
Rochester, MN 55902

BY: _____
Federal Signal / Countersigned

TITLE: _____

Pro:

- Would not need connection to power source so no Connexus service fee and no monthly fee.

Con:

- More expensive
- May need to periodically clear snow and debris from solar panels. More parts to maintain on the siren and/or replace if damaged.
- Additional installation costs of \$400-500.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9B

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: St. Francis Area Schools – Agreement
DATE: February 19th, 2019

OVERVIEW:

In April of 2018, the school district met with the City to have a preliminary meeting about their planned improvements for the elementary/middle school site. They formally submitted their application in November. Due to the closure of access points to the site and rerouting of traffic planned in the improvements, they were required to conduct a traffic study. Since this time, MnDOT has committed to reexamining the entire corridor, which would directly impact the school district site. In light of this new development, the school district has agreed to hold off on the site improvements but wishes to proceed with the building expansions.

Staff has prepared the attached agreement for the St. Francis Area Schools and the City of St. Francis. The agreement allows the school district to proceed with the building expansions for their elementary and middle schools. The agreement still preserves the City's process and approval for site plan review in relation to stormwater, hardcover, closing off accesses, enhancing access, etc.

Recommended Motion:

Motion to approve the agreement with St. Francis Area Schools.

BUILDING PERMIT RELEASE AGREEMENT

This contract and agreement (hereinafter "Agreement") is entered into this ____ day of _____, 2019 between the City of St. Francis, a Minnesota municipal corporation under the laws of the State of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

1. The City and District agree that the building expansions identified on Permit No. 2018-00377 have not been currently issued to the District due to:

- A. the magnitude of site improvements identified on the site plan project, and
- B. the proximity of the site plan project to Highway 47 as submitted to the City.

This review and comment period by the City through its staff, Planning Commission, and City Council is consistent with City Code and State Statute.

2. The City has agreed to approve the building expansion portion of the site plans to the St. Francis Middle School and St. Francis Elementary School with the understanding that any and all other site modifications will be placed on hold and no other site improvements shall be undertaken until Minnesota Department of Transportation ("MnDOT") has decided upon a transportation plan and presented to the City and District said plan for the reconfiguration of State Highway 47. The process for MnDOT to study, devise, engineer, and present the plans to the City and District anticipated to take 18 – 24 months from the date of this Agreement.

3. As a result of the approval of the building expansions, and the issuance of building permits for the improvements to St. Francis Middle School and St. Francis Elementary School, the Parties agree that no other site work will be initiated, undertaken, constructed, or completed until the City and District have the opportunity review the plans and recommendations resulting from the MnDOT study and the City has been able to review all traffic related impacts and operations to the District site plan.

4. The District expressly agrees to follow all City and MnDOT comments, policies, ordinances, and all other applicable rules during the construction of the building additions to St. Francis Middle School and St. Francis Elementary School, and for all future site improvements contemplated in the site plan application.

5. All comments attached in the responses from the City dated February 12, 2019 to a letter from Wold Architects and Engineers dated January 18, 2019, which are expressly incorporated into this Agreement, as well as any other comments that may arise in regard to the site plan application, will be addressed cooperatively between the Parties. The City reserves the right to deny the site plan application if the application does not meet the standards set out in the City's Zoning Code.

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

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

8. The District expressly grants, agrees to extend indefinitely, the rights under Minnesota State Statute 15.99, and that no deadline for automatic approval of the site plan application shall exist.

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

General Provisions.

1. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
2. Assignment. The District may not assign this Agreement to any other person unless written consent is obtained from the City.
3. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
4. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Anoka County, Minnesota.
5. Waiver. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
6. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

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

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

7. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.
8. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the City and District have entered into this Building Permit Release Agreement as of the date first above written.

Mayor Steve Feldman

Chairwoman Jill Anderson

City Clerk Barb Held

Superintendent Troy Fergusson



January 18, 2019

Kate Thunstrom
Community Development Director
City of St. Francis
23340 Cree Street Northwest
St. Francis, Minnesota 55070

Re: Independent School District #15
St Francis Elementary School Addition and Renovation
Commission No. 172301

Dear Kate:

Our comments are noted below in italics:

Engineering:

1. **Comment:** The site improvements are predicated upon the expansion of the access to State Highway 47. As per the items discussed at the January 10, 2019 meeting, the access expansion is pending review. Please incorporate revisions as necessary based on addressing Mn/DOTs comments and as per the traffic study recommendations.

Response: *We will wait for MnDOT's comments.*

2. **Comment:** The survey indicates a trail easement (document 2021844.001) that was granted to the City of St Francis in 2011. The trail that is within that trail easement is proposed to be removed. Please clearly describe the proposal in relation to the trail easement and associated trail. Is the school district planning to remove the trail and request vacation of the easement?

Response: *We are anticipating a new easement would need to be written.*

The trail within the easement was constructed under a City Contract using State Funds. Prior to a determining whether or not the trail can be removed or relocated, additional research must be performed to ensure that there are no implications with removing or relocating the trail.

3. **Comment:** We recommend adding a bar scale to all sheets.

Response: *These will be added to the plans.*

4. **Comment:** The existing location of the water service to the elementary is not depicted on the survey. Please depict the location of the existing connection throughout the plans.

Response: *We have not been able to locate any information on the location of the water main. The drawings the District has shows a well. Perhaps the City may have information when water mains were installed?*

City of St. Francis: *Please see attached.*



5. **Comment:** A Stormwater Management Plan shall be prepared and submitted in accordance with City Code (10-93-4) and MPCA requirements, including:

- Rate control for the 2-yr, 10-yr, and 100-yr events
- Volume, total suspended solids, and total phosphorous control on an average annual basis
- Abstraction of an instantaneous volume calculated as one inch of runoff from the new impervious surface
- As required by the MPCA General Construction Permit (MN 100001) pretreatment of stormwater is required prior to discharging into an infiltration basin. Please clearly depict the pre-treatment on the plans.

Response: *This is complete and will be submitted for review.*

- As required by the MPCA General Construction Permit (MN 100001), at least one soil boring, test pit, or infiltrometer test in the location of the infiltration practice is required for determining infiltration rates. Please submit for review.
- Please ensure that the required 3' of separation from the bottom of the infiltration practice to the seasonally saturated soils is provided. Please provide geotechnical information for review.

Response: *The soil boring report was in the Specification (Section 00 31 32) sent to your attention for the building permit in September 2019 (both in digital and printed format). Do we need to send another copy?*

City of St. Francis: Thank you, they have been identified and are under review.

6. **Comment:** Consider routing the stormwater from the courtyard in the elementary school to one of the infiltration basins, if possible.

Response: *We were unable to make the inverts work to accomplish this. We routed to the pond since it was clean water from the roof.*

7. **Comment:** At this time the Wetland Delineation has not been reviewed/approved and is therefore unofficial. The applicant is advised that proceeding with construction prior to wetland boundary and type concurrence is at their own risk (see 9-18-18 email string with wetland consultant, Pinnacle Engineering)

Response: *This was submitted to Shane Nelson in September 2019. Do we need to forward another copy?*

The wetland delineations will be reviewed in the spring. On a related note, please ensure

that the wetland delineations include all proposed areas of work, including the TH 47 right-of-way to accommodate the turn lane construction. It appears from driving the road that there are cattails / wetland vegetation in the TH 47 ditch.

8. **Comment:** City Code (10-91-3) and URRWMO rules require treatment of stormwater from new impervious surfaces prior to discharging to a wetland. The plan is depicting a new impervious discharging to the existing wetland without water quality treatment in the area of the new internal street connection.

Response: *Due to the groundwater and street elevation, this was not feasible.*

City of St. Francis:

Per URRWMO Requirements, discharge to wetlands without treatment is prohibited. Please refer to the URRWMO Comprehensive Watershed Management Plan - Section IV, Goals and Policies, C. Regulation / Policy No. 7 available here:

http://www.urrwmo.org/images/URRWMO/Plans_Reports/watershed_management_plan_Text.pdf

and City Code, section 10-91-3 here:

https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S91WEIM_10-91-3GEWERE

Please also refer to the MPCA Construction Permit (MNR100001), section I.B.5.c.

The applicant could consider applying for a variance from City Code. However, we have not received this type of variance request before and staff is not able to recommend approval without receiving positive recommendations from the MPCA and URRWMO. We advise that the applicant consult with MPCA staff and the URRWMO to determine if a variance request is worthwhile.

9. **Comment:** Sewer and Water Access and Trunk Charges to be calculated and collected at time of Building Permit issuance.

Response: *So noted.*

10. **Comment:** Please provide engineering estimates of the site improvements for purposes of determining the financial surety.

Response: *We will forward on the actual bid costs for this work.*

Planning:

1. **Comment:** A 15-foot buffer is required around the edges of delineated wetlands. Please provide a wetland buffer establishment plan in accordance with section 10-91-4 of the City Code. Please depict the proposed locations of the wetland buffer signs on the plans.

Response: *We are not doing any work in this zone and the buffer will be noted.*

2. **Comment:** Provide impervious surface calculations for both existing and proposed hardcover on the site. A maximum of 35% of the site's total area can consist of impervious surface.

Response: *This will be calculated and submitted.*

Proposed impervious surface: 1.081 acres.

3. **Comment:** If any new exterior lighting is being added, this should be shown on plans. Any

lighting added should be compliant with City Code section 10-16-8 Exterior Lighting. Landscaping plans say "refer to electrical plans" for lighting; however, lighting isn't mentioned in the "utility plans."

Response: *Lighting poles will be shown on Civil Drawings and Photometric Plans submitted.*

4. **Comment:** Consider the addition of trees and other vegetation to replace those that are proposed to be removed.

Response: *We are adding 20 trees. How many more are you requesting?*

City of St. Francis: The City is not requesting any more than the 20 trees you are proposing. Please show or highlight the proposed trees on the landscaping plan along with information regarding the location, type, quantity, and size of trees you will be planting. Currently, no additional trees are shown on the landscaping plan. Any shrubs that are proposed to be planted should be specified individually on the landscaping plan as well as the type and quantity. Section 10-9-6D of the City Code lists the information that should be shown on the landscaping plan while sections 10-20-4 and 10-20-5 provide information on the required landscaping and screening, including the types of plants allowed to be used. Please refer to these Code sections for more information about landscaping plan requirements:

Sections 10-20-4 and 10-20-5:

https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S20FESCLA_10-20-4RELA

Section 10-9-6D:

https://library.municode.com/mn/st._francis/codes/code_of_ordinances?nodeId=CD_CH10ZO_S9ADITBUPLRE_10-9-6INRE

Beth has the most recent version of the landscaping and is completing the review. There will be a few comments and minor changes but nothing that should hold up the overall review process.

5. **Comment:** City Code requires that all parking, loading, service, and storage areas must be screened from different land uses and public roads. Please show on landscaping plan all plans to screen the delivery entrance from 229th Avenue and the elementary school parking area from Highway 47.

Response: *We can add shrubs in addition to the trees at the service entrance at 229th. The landscaping west of the parking lot would have to be in the MnDOT right of way, so we can ask them for permission.*

City of St. Francis: Adding shrubs in addition to trees will help screen the service entrance at 229th. Any shrubs you will be adding must be shown on the landscaping plans with the information described above.

Beth will review as part of the landscaping plan.

6. **Comment:** Clearly show how pedestrian traffic will circulate around the site.
 - o Plans do not show a pedestrian connection between the middle and elementary schools. Show how the schools will be connected via pedestrian means.

Response: *The School District does not see a reason to make this connection.*

City of St. Francis: It is the City's understanding that it is fairly common for children to travel

between the two schools for various reasons, creating a need for some kind of pedestrian connection to keep them out of the roadway/driveway.

Sounds like the ISD team is working on addressing this comment (2/5 email).

- Show any plans to enhance pedestrian circulation around the ball field areas to the north.

Response: *The new trails are shown on drawing C1.43.*

- Show any plans to improve pedestrian access to the school's property from adjacent neighborhoods to the north.

Response: *We can extend the trail in the northeast corner to connect to the City sidewalk. Is that what you are looking for?*

City of St. Francis: Yes, the City would be interested in seeing the trail connect to the City sidewalk. This will improve pedestrian connectivity to the school from the adjacent neighborhoods.

7. **Comment:** Consider the installation of a gate and/or signage at the elementary school delivery entrance on 229th Ave to prevent public access at this entrance.

Response: *We will get a price from the Contractor.*

Fire

1. **Comment:** Provide a turning radius exhibit for fire trucks for the elementary school.

Response: *This will be shown on the plans for the south end of the parking lot.*

2. **Comment:** Show any new signage that will be used to mark fire lanes and no parking areas on plans.

Response: *We will add signage along the building stating "No Parking Fire Lane / Parent Pickup / Drop Off Only".*

Please give me a call to discuss any questions you may have.

Sincerely,

Wold Architects and Engineers



Eric B. Linner | AIA, LEED AP BD+C
Associate

cc: Chris Wirz, ISD #15
Chris Rear, ICS
Karl Lee, ICS
Jeff Besel, ONE

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LW/ISD_15/172301/crsp/jan19

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	26	Hours
Streets	Snowplowing	Plowing City Streets	173.6	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	192	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	33.48	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	52	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	94.8	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	54	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	54	Inspections
Parks	Events	Preparation and Inspection	20	Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	1	Water
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	12	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	52	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	0	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	49,000	Gallons
Parks	Vandalism	Damage to City Property	0	Times or Hours?
Recycling	Meeting		1	



**Water and Sewer Monthly
Report – January 2019**

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at facility	42	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	66	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	12.7	Million Gallons
		Total Finished water	12.3	Million Gallons
		Oak Grove water use	.957	Million Gallons
		Average Daily Flow	.396	Million Gallons
		Average Chlorine	.45	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.087	Mg/l
		Average Fluoride	.30	Mg/l
		Iron Removal	97	%
		Manganese Removal	87	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 22 Constituents; 8 Effluent (27 Constituents:	49	Constituents

Wastewater	Operational Hours	Hours spent at facility.	168	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	10.01	Million Gallons
		Total Effluent	10.12	Million Gallons
		Reuse effluent	.327	Million Gallons
		Influent TSS	568	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	288	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	6.2	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	27.3	Mg/l
	<i>Limit: (Seasonal) 5.5 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	15	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	17	Work Orders
Water/Sewer	Monthly Projects			
WWTP	UV System Cleaning	Drain, clean and inspect UV System.	120	Bulbs

WWTP	Spray Irrigation and Reuse Report	Complete both reports that are due January 31 st .	2	Reports
WWTP	Repair Aeration Blower	A pressure relief valve failed. Has been repaired.	1	Valve
WWTP	Fine Screen Cleaning and Inspection	Wash down channels and inspect screens for wear.	2	Screens/Channels
WWTP	Oak Grove JPA Meeting	Meet with Oak Grove to discuss connecting to St. Francis.	1	Meeting
Lift Station	Deer Creek Wash Out	Wash Out Grease	1	Lift Station
Lift Station	Turtle Run Lift Station	Pulled Pumps Due to Rags	2	Pumps
Lift Station	Turtle Run Wash Out	Wash Out Grease	1	Lift Station

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