

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
AUGUST 7, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW

6:00 PM

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. **CONSENT AGENDA** - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes – July 17, 2017
 - B. Acknowledge EDA Minutes – July 17, 2017
 - C. Acknowledge the MN Lawful Gambling Permit for the SFHS Dance Team Park Boosters to conduct a raffle at the St. Francis High School on September 12, 2017 with no waiting period
 - D. Retention Schedule
 - E. DNR Agreement
 - F. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC Maximum time of five minutes per person***
6. **SPECIAL BUSINESS**
 - A.
7. **PUBLIC HEARINGS**
 - A. 2018-2022 Capital Improvement Plan
8. **OLD BUSINESS**
 - A. ISD #15 Ordinance 227, Second Series (Second Reading) Amending the St. Francis Zoning Ordinance Regarding the Surfacing of Event Parking Areas and CUP Request Res. 2017-08
9. **NEW BUSINESS**
 - A. Fire Department Job Description – Assistant Chief
 - B. Anoka County HRA Request – Resolution 2017-20
10. **MEETING OPEN TO THE PUBLIC Maximum time of five minutes per person***
11. **REPORTS**
 - A. Police Department Report
 - B. Councilmember Reports -
 - C. Upcoming Events - August 16 Planning Commission Meeting @ 7:00 pm
August 21 City Council Meeting @ 6:00 pm
12. Closed Session pursuant to Minn. Stat. 13D.05, subd. 3 (b), attorney client privilege to discuss pending litigation in matter of Gennaro v. City of St. Francis and strategy relating to same.
13. **ADJOURNMENT**

*For individuals who wish to address the Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – June 19th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – July 17th, 2017
- b. EDA Minutes – July 17th, 2017
- c. Acknowledge Lawful Gambling Permit– SFHS dance team – at SF High School – on September 12, 2107
- d. Retention Schedule – Adopt Retention Schedule to remain consistent with Anoka County PSDS management.
- e. DNR Wildlife Fire Suppression - Reimbursement agreement with DNR for Fire services.
- f. Payment of Claims –

6. **SPECIAL BUSINESS:**

- A. None

7. **PUBLIC HEARINGS**

- A. CIP Public Hearing - 2018 – 2022 CIP as discussed and provided direction at a previous Work Session. Available on the website.

8. **OLD BUSINESS**

- A. ISD Parking Lot – Updated information has been received. The stormwater management plan is being reviewed by the City Engineer. New information provided is the ISD #15 cover letter, lot combination, and site plan.

1) ROLL CALL VOTE Ordinance 227 Second Series – Section 10-19-8-E

2) CUP – Resolution – 2017-08

9. **NEW BUSINESS**

- A. Assistant Fire Chief – Updated job description and direct the Fire Chief and Administrator to bring back a recommendation for appointment. **Motion to revise the Fire Department Policy and Procedure Manual with the recommended job description changes and authorize the Fire Chief and City Administrator to bring back a recommendation for Assistant Fire Chief.**

- B. County HRA/EDA Funding – request money from the County for Economic Development purposes.

Adopt Resolution 2017- Requesting Funds

- C. Nixle Alert System – City Staff has reviewed mass alert systems to communicate with residents. Nixle offers ways to send mass messages through social media, email and text message. Of the companies that provided a Demo, Nixle was seemingly the best fit for St. Francis. The total cost is \$4,250 with a setup fee of \$500. The computer consulting budget line item is anticipated to have room to accommodate this. **Motion to subscribe to Nixle for mass communication system.**

11. Reports:

- A) City Administrator –
- B) Public Works Monthly Report
- B) Mayor and Council Reports

12. Closed Session – pursuant to MN Statute 13D.05 subd. 3(b), attorney client privilege to discussion pending litigation in the matter of Gennero v. City of St. Francis and strategy relating to same.

13. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JULY 17 2017

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 Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl

Also present; City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Sgt. Dan Allen, Fire Chief Dave Schmidt, 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 BAUER SECOND MUEHLBAUER TO APPROVE THE AGENDA AS PRESENTED. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY FELDMAN SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA ITEMS A-J AS FOLLOWS:

- A. City Council Minutes – June 19, 2017
- B. Work Session Notes – June 19, 2017
- C. Accept the Resignation from Fire Fighter Dan Thompson
- D. Accept the Resignation from Administrative Assistant Anna Anderson
- E. Acknowledge the MN Lawful Gambling Permit for the MN Waterfowl Assoc. Cedar Creek Chapter to conduct a raffle at the St. Francis American Legion #622 on September 14, 2017 with no waiting period
- F. Approve Dance Permits for the Patriot Lanes outdoor patio through September
- G. Pay Request No. 24 for \$80,000 to Gridor Construction for the Wastewater Treatment Improvements
- H. Routine Bobcat Buyback Program
- I. Resolution 2017-18 Firefighter (Dave Schmidt) Declaration into PERA
- J. Payment of Claims \$1,932,366.39 (ACH 199-200 & 204-205E \$167,700.54 and Checks #72714-72844 \$1,764,665.85)

5. **MEETING OPEN TO THE PUBLIC**

- A. Mike Rodger, 2770-232nd stated he lives in the Ponds area and cannot hear the sirens unless you are outside.

Rodger also commented on the roundabouts and how they are an eyesore with the long weeds. Discussion with the council on the ownership and the maintenance of the roundabouts and sidewalks along with the speed along Bridge Street. In regards to the speed limits, we would like consistency. Teicher stated he would relay the message to Anoka County.

6. **SPECIAL BUSINESS**

- A. Tobacco License Application – River Country Cooperative 22945 Lake George Blvd –

MOTION BY TVEIT SECOND SKORDAHL APPROVING THE TOBACCO LICENSE FOR RIVER COUNTRY COOPERATIVE, 22945 LAKE GEORGE BLVD. Motion carried 5-0.

- A. Ehlers & Associates –

- Resolution 2017-19 Awarding the Sale of the General Obligation Capital Improvement:

Nick Anhut of Ehlers & Associates reported he is here to report on the bond sales they sold on behalf of the City this morning. A reduction in the interest and of a savings of approximately \$1,485,383 should occur with this transaction. That will reduce your payment by one year, so the payoff will be 2036. We were very pleased with the results. About a two point reduction in the interest rate compared to what you had.

The EDA met before this meeting approving the Redemption and Prepayment of the Authority's Outstanding Public Project Lease Revenue Bonds, Series 2012A.

MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-19 A RESOLUTION AWARDED THE SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$6,705,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; PROVIDING FOR THEIR PAYMENT' AND PROVIDING FOR THE ESCROWING AND INVESTMENT OF THE PROCEEDS THEREOF AND ENTER INTO AN ADVANCE REFUNDING ESCROW AGREEMENT. Motion carried 5-0.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

None

9. NEW BUSINESS

- A. Schedule Work Session - Kohlmann said the finance committee will be meeting tomorrow and again next Tuesday. We would like to bring the budget to the full council for discussion. A work session was set for August 3, 2017 starting at 5:30 at city hall.

10. MEETING OPEN TO THE PUBLIC
NONE.

11. REPORTS

- A. Public Works Department Monthly Reports –
Public Works Director Paul Teicher asked if there were any questions in regards to the report that was in the council packet.

Tveit stated he went to the URRWMO meeting. Anoka County Conservation District is getting an intern and they asked if St. Francis had any task for this person. Tveit asked if staff could we put a list together of what maybe the intern can do for us with regards to Stormwater.

Feldman said he likes the bobcat buyback program.

Tveit stated MnDOT has a snow plow simulator that offers courses so employees can learn how to plow snow. Tveit thought it was a good resource.

Feldman ask about Sunday liquor sales on. Liquor Store Manager John Schmidt stated after the first Sunday they have not been consistant.

Bauer asked if our employee passed the Class "A" test to operate our wastewater plant. Teicher stated yes at the end of June he passed and we have discontinued the contract the City had with Kluver Consulting.

- B. Councilmember Reports-

Skordahl reminded everyone of Night to Unite, Tuesday August 1st. Biweekly request of Thunstrom what about the property owner in my neighborhood. Thunstrom said he is making progress with the building permit. Feldman said I want him to get that hole filled in.

Bauer thanked fire fighter Dan Thompson for his service to the City as a fire fighter. I hate to see him move on but wish him the best. Night to Unite, hope to see a lot of people out there.

Muehlbauer thanked Fire Fighter Thompson and Administrative Assistant Anna Anderson for their employment with the City.

Tveit welcomed new Fire Chief Dave Schmidt. More on URRWMO, they have been discussing buffer zones next to waterways. There may be more requirements required when building permits are issued. Get out to Night to Unite. I will be out of town August 21, 2017.

Feldman welcomed new Fire Chief Dave Schmidt too. There is going to be a different Night to Unite this year, extra events going on that evening. Commend Lori Roberts for putting this together. I have been working on Poppy Street for three years; Pederson Drive is also a problem with people speeding. I did talk to the police department about doing more ticketing for speeding. The speeding dilemma has to stop. New website in the making looks great. Wish Dan Thompson and Anna Anderson the best.

How are we doing on the Feasibility Study on Riverbank Lane/Kings Hwy. City Engineer Jochum said we have been conducting surveys. Hope to have a preliminary report out in August.

Hope everyone enjoyed the Fourth of July, enjoy the outdoors. Questions on any issues, call the city.

Skordahl asked about the civil defense sirens. Can we take a look at what we have? Staff will look into the concern.

Tveit said there are a lot of comments on Facebook with questions, just call the city.

- C. Upcoming Events -
July 19 Planning Commission Meeting @ 7:00 pm – Was cancelled.
August 1 Night to Unite
August 7 City Council Meeting @ 6:00 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 6:48 pm.

Barbara I. Held, City Clerk

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

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

JULY 17, 2017

1. **Call to Order** The EDA meeting was called to order at 5:33 pm.
2. **Roll Call**
Members present Robert Bauer, Sarah Udvig and Mike Rodger. Members Brenda Pavelich-Beck Joe Muehlbauer absent.

Also present City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, City Attorney Scott Lepak, Nick Anhut of Ehlers and Associates, and City Clerk Barb Held.
3. **Approve Minutes of January 17, 2017**
Motion by Udvig second Rodger to approve the July 17, 2017 Economic Development Authority Minutes. Motion carried 3-0.
4. **Adopt Agenda**
Motion by Udvig second Bauer to adopt the July 17, 2017 EDA Agenda. Motion carried 3-0.
5. **Public Hearings/New Business**
 - A. **Appointment of Officers**
 1. President
 2. Vice President
 3. President Pro Tem
 4. Secretary
 5. Treasurer
 6. Executive Director

Motion by Bauer to nominate Sarah Udvig as president. Udvig declined the nomination.

Motion by Udvig second Bauer to nominate Mike Rodger as President. Rodger accepted the nomination. Motion carried 3-0.

Motion by Bauer second Rodger to nominate Sarah Udvig as Vice President. Udvig accepted the nomination. Motion carried 3-0.

Motion by Bauer second Rodger to nominate Joe Muehlbauer as President Pro Tem. Motion carried 3-0.

Motion by Rodger second Udvig to nominate Robert Bauer as Secretary. Bauer accepted the nomination. Motion carried 3-0.

Motion by Bauer second Udvig to nominate Brenda Pavelich-Beck as Treasurer. Motion carried 3-0.

Motion by Bauer second Udvig to appoint City Administrator Joe Kohlmann as Executive Director. Discussion was held on whether it was required to have the City Administrator be the Executive Director. Kohlmann said no, Kate Thunstrom, Community Development Director could also hold this position. Motion withdrawn. Motion by Bauer second Rodger to nominate Community Development Director Kate Thunstrom as the Executive Director. Motion carried 3-0.

B. Public Project Lease Revenue Bonds, Series 2012A

1. Resolution 2017-01 Providing for the Redemption and Prepayment of the Authority's Outstanding Public Project Lease Revenue Bonds, Series 2012A

Kohlmann reported the City has determined to exercise its option to prepay the Authority Bonds in order to acquire the Site and the Facilities. Section 8.2 of the Lease requires that the City give notice to the Authority of its intention to exercise its option to prepay the Lease Payments and acquire the Site and the Facilities at least forty-five (45) days in advance of the date of prepayment and purchase. In order to prepay the Lease Payments and acquire the Site and the Facilities from the Authority, the City will issue its General Obligation Capital Improvement Bonds, Series 2017A (the "City Bonds"), in the aggregate principal amount of approximately \$7,005,000. Proceeds of the City Bonds will be used to prepay the Lease Payments and acquire the Site and the Facilities, and the Authority will use the proceeds derived from the sale of the Site and the Facilities to the City to debase, redeem, and prepay the outstanding Authority Bonds.

Motion by Bauer second Udvig to adopt EDA Resolution 2017-01 a Resolution Providing for the Redemption and Prepayment of the Authority's Outstanding Public Project Lease Revenue Bonds, Series 2012A. Motion carried 3-0.

Question was raised about potential sale and purchase of properties.

6. **Adjournment**

Motion by Bauer second Udvig to adjourn the EDA meeting at 5:43 pm.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement to Conduct a Raffle
DATE: August 7, 2017

OVERVIEW:

The SFHS Dance Team Parent Boosters has applied for an exempt permit with the MN Gambling Control Board. The SFHS Dance Team would like to hold a raffle at the St. Francis High School on September 12, 2017. In order for the nonprofit to conduct a lawful raffle activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Permit from the SFHS Dance Team parent Boosters for a raffle to be held on September 12, 2017 at the St. Francis High School with no waiting period.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name:

SFHS Dance Team Parent Booster Club

Minnesota Tax ID Number, if any:

Federal Employer ID

Number (FEIN), if any:

20-1718874

Mailing Address:

3325 Bridge St. NW

City:

St Francis

State:

MN

Zip:

55070

County:

Anoka

Name of Chief Executive Officer (CEO):

Corallyn Wyman / Judy Kalbrud

Daytime Phone:

Karne Reitz 612 250 4459 reitzkk@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

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

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

☐

A current calendar year Certificate of Good Standing

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒

IRS income tax exemption (501(c)) letter in your organization's name

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

St. Francis High School

Physical Address (do not use P.O. box):

3325 Bridge St. NW

City or Township:

St Francis

Zip:

55070

County:

Anoka

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

Sept. 12, 2017

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

☐

Bingo

☐

Paddlewheels

☐

Pull-Tabs

☐

Tipboards

☒

Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ 5000 -)

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

9/12/17

220 Application for Exempt Permit

4/17
Page 2 of 2

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Corallyn Wignow Date: 7/11/17
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Retention Schedule
DATE: August 7th, 2017

OVERVIEW: The displayed retention schedule was adopted by the JLEC (Joint Law Enforcement Council) Data Standards Committee. These are the codes that are entered into our PSDS (Public Safety Data System). Law enforcement uses the PSDS to find police reports and the history of individuals law enforcement has had contacts with which include addresses and phone numbers. It is also used to find statistics of all level 1-5 incidents that have occurred in Anoka County. The St Francis Police Department staff would purge records from the PSDS system as well as destroy paper files according to this updated retention schedule. This updated retention schedule is also being followed by the Anoka County PSDS management personnel and has been approved by the Minnesota Historical Society.

ACTION TO BE CONSIDERED:

City Council to adopt the displayed retention schedule for the police department to remain consistent with Anoka County PSDS management.

BUDGET IMPLICATION:

There will be no additional effect on the budget. The records will be purged and destroyed according to the retention schedule as part of the regular duties of the administrative assistant and records clerk.

Attachments:

ATTACHMENT 5-1

RECORD SERIES CODE (POL)	RECORD SERIES TITLE	DATA PRACTICES CLASSIFICATION	STATE STATUE	RETENTION REQUIREMENT
00100	LOG SHEETS - officers, cso, reserves	PUBLIC/PRIVATE CONFIDENTIAL	MS 13.82	2 YRS
00200	ANIMAL IMPOUND/RELEASE	PUBLIC		1 YR
00300	DANGEROUS DOG LICENSE	PUBLIC/PRIVATE	MS 13.37	2 YRS after deceased
00400	ACCIDENT REPORTS automobile (State report) includes date, time, place of action, vehicles involved, drivers of vehicles, a brief factual reconstruction of events associated with the action, names and addresses of witnesses and addresses of any victims or casualties and response or report number	PUBLIC/PRIVATE CONFIDENTIAL	MS 13.82 SUBD 3a, ms 169.09	3 YRS
00500	ARREST REPORTS Adult/Juvenile - includes date, time, place of action, any resistance encountered, any pursuit engaged, whether any weapons were used, the charge, arrest or search warrants or legal basis for action, the identities of agencies, units with agencies and individual persons taking the action.....	PUBLIC/PRIVATE	MS 13.82, subd. 3a, 260B.171	7 YRS
00600	BAIL RECEIPTS	PUBLIC/PRIVATE	MS 13.82, subd. 31	7 YRS
00700	CASE FILES/OFFENSE REPORTS - ADULT includes individual's name, dob, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data	PUBLIC/PRIVATE	MS 13.82, subd. 3a	7 YRS - if homicide see POL 03700
00800	CASE FILES/OFFENSE REPORTS - JUV includes individual's name, dob, time of occurrence, date and place of action, description of what happened, location, whether any weapons were used, ICR's, statistical data, and other pertinent data	NON PUBLIC/PRIVATE CONFIDENTIAL	MS 13.82, MS 260B.171	7 YRS - if homicide see POL 03700
00900	CITATION TICKETS	PUBLIC		3 YRS
01000	EQUIPMENT TRAFFIC VIOLATION/WARNING	PUBLIC	MS 13.82, subd. 6	XX
01100	DEATH INVESTIGATION ny case file or any investigation involving a death under suspicious circumstances or an unidentified person	PRIVATE	MS 13.82	PERMANENT
01200	EVIDENCE PROPERTY INVENTORY LOGS	PUBLIC/PRIVATE	MS 13.82	1 YR
01300	EVIDENCE PROPERTY INVENTORY REPORTS - property which has been found, confiscated, seized, etc.	PRIVATE	MS 13.82	7 YRS
01400	FOREFEITURE FORMS			3 YRS
01500	FIREARM APPLICATION - includes application to purchase and a copy of the firearm permit to carry	PRIVATE	MS 13.87, subd. 2	6 YRS
01600	FIREARM TRANSFER	PRIVATE	MS 13.87, subd. 2	6 YRS
01700 - THOSE NOT INCLUDED IN CASE FILE	ICR'S - initial complaint reports NOT IN A CASE FILE - THIS WILL COVER THE 9000 CODE ICR'S	PUBLIC/PRIVATE	MS 13.87	7 YRS
01800	MASTER NAME FILE - ADULT	PUBLIC/PRIVATE CONFIDENTIAL	MS 13.82	7 YRS - after last contact
01900	MASTER NAME FILE - JUVENILE	PRIVATE	MS 260B.171	7 YRS - after last contact

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Assistance to DNR for Wildland Fire Suppression Contract
DATE: 8-2-2017

OVERVIEW:

Historically the fire department and the DNR have contractually entered in to an agreement for support services in regards to the suppression of wildland fires. This agreement is no different than any other aid agreement with our surrounding communities. The one caveat to this agreement with the DNR is that the DNR will reimburse the City of St. Francis for the use of any apparatus and labor cost associated with the suppression of wildland fires.

This contract is for a term of five (5) years and either party maintains the ability to terminate said agreement with thirty (30) days' notice.

The fee schedule for reimbursement is included in the contract.

Action to be considered:

Motion to accept the terms of the contract with the DNR and the City of St. Francis Fire Department for assistance and reimbursement in regards to wildland fire suppression aid agreement.



Minnesota Department of Natural Resources
Division of Forestry and the St Francis Fire Department
Anoka County Cooperative Fire Protection Agreement
Agreement Number: (YY RAN FDID#)

THIS COOPERATIVE FIRE PROTECTION AGREEMENT, is made and entered into by and between the State of Minnesota acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "DNR" and the St Francis Fire Department, hereinafter referred to as the "Fire Department," as authorized by M.S. 88.04 subd. 4; 88.11 subd. 1; and 89.01 subd. 4

I. PURPOSE

The purpose of this Cooperative Fire Protection Agreement is to cooperate in the prevention and suppression of wildland fires as authorized under M.S. 88.04. Assistance will only be provided when requested, when resources are available, and can be committed without diminishing either party's ability to protect its own jurisdiction.

II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The DNR, *Division of Forestry*, is responsible for the prevention and suppression of wildland fire within the state. The Fire Department is responsible to prevent and extinguish all unwanted fires within its fire protection area.

It is mutually advantageous and in the public's interest for the parties to this instrument to coordinate and assist in each other's efforts in prevention, detection, and suppression of wildland fires and to cooperate in fire hazard reduction in and adjacent to areas of mutual responsibility.

III. THE FIRE DEPARTMENT SHALL:

1. Provide fully staffed and equipped fire fighting resources, when available for wildland fire suppression, as listed on the attached rate schedule.
2. Indemnify, save and hold the State, its representatives and employees, harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State, arising from the performance of this Agreement by the Fire Department or Fire Department's employees, agents or subcontractors. This clause shall not be construed to bar any legal remedies the Fire Department may have for the State's failure to fulfill its obligations pursuant to this Agreement.
3. Assume full responsibility, including legally required insurance and Workers' Compensation for all Fire Department personnel provided under this agreement.
4. Respond to all calls for wildland fires within the Fire Department's fire protection area when requested by the DNR.
5. Respond to additional wildland fire calls outside the Fire Department's fire protection area at the request of the DNR and at the discretion of the Fire Chief.
6. Submit a report to the DNR within 24 hours of any wildland fire on which the Fire Department takes independent action. Reporting can be in the form a DNR Fire Report Card, fax, e-mail, fire report form, DNR wildland fire invoice form, or other written communication that provides the same information as the Fire Report Card.



7. **Submit an invoice to the DNR within 30 days of an incident for which the fire department is requesting reimbursement. Invoices beyond 30 days may not be honored if the fire was not reported timely to the DNR.**
8. Stay with all wildland fires until out, or released by a DNR incident commander, or until called to another incident within the Fire Department's protection area, provided the wildland fire is considered safely contained.
9. Be committed to protection of lives and buildings as its first consideration.
10. Through the Fire Department officers, determine its capabilities and assume final decision authority on commitment of its vehicles and personnel into any area of operation that is requested by DNR personnel.
11. Furnish all tools, equipment, supplies, fuels, and lubricants, except for those items furnished by the DNR, as stated in this Agreement.
12. Assist the DNR with distribution of fire prevention materials and wildland fire prevention presentations.
13. Bill the DNR for wildland fire runs at the agreed upon rate per run. When additional resources are requested by DNR Forestry, *beyond the first 2 hours (the "run")* hourly rates for specific requested equipment, as described in the attached Rate Schedule, will apply. **Invoices must be submitted within thirty (30) days of the fire(s).**

IV. THE DNR SHALL:

1. Respond with specialized equipment for wildfire response, when possible, at the request of the Fire Chief or designate. This equipment includes, but is not limited to dozers, all terrain tracked vehicles, engines and aircraft.
2. Investigate violations of the burning laws of the State. (M.S. 88.01 to 88.22 and 88.75) This includes billing the responsible party for all wildland fire suppression costs of the DNR, and the Fire Department if the DNR pays the Fire Department for responding to the fire.
3. Assist the Fire Department in obtaining Federal Excess Property, specialized equipment, or grants for improving their firefighting capabilities.
4. Assist the Fire Department with procuring and distributing fire prevention materials.
5. Provide wildland fire suppression training to the Fire Department as workload permits.
6. Reimburse the Fire Department for wildland fire runs, according to the terms of this agreement.
7. Make reasonable effort to release the Fire Department as soon as possible to ensure that the Fire Department is available for other emergency response calls.

V. REIMBURSEMENT POLICIES:

1. Lower rates may be negotiated for extended use at the Fire Department's discretion.
2. When the Fire Department is dispatched through its normal dispatch procedures, and not specifically requested by the DNR, the Fire Department shall only bill for a Wildland fire run. *(A Wildland Fire Run is described as the fire department's response to a wildland fire that takes up to two (2) hours to suppress.)*
3. For hourly billing of *equipment requested by DNR Forestry, after the wildland fire run (first 2 hours)*, time will be rounded to the nearest half hour. Billable time should begin when the Fire Department leaves its station and continue until it returns to its station. Time spent refurbishing and readying equipment for the next call shall not be included as billable time.
4. The fire chief and local DNR forester may discuss charges that are in question prior to submitting a final invoice for payment.



NA-01966-06

4-8-2013

5. If the Fire Department is released by the DNR before the Fire Department has taken any suppression action on the fire, the Fire Department shall not submit a bill for the run.
6. Attached rates shall be reviewed annually and may be changed with signature of the parties to this Agreement, or their successors in position.

This Agreement is effective on the date of the last signature and is to continue in force for five (5) years or until terminated by either party giving thirty (30) days written notice to the other. Both parties should review this Agreement annually.

Fire Department: St. Francis

/s/ Dave Schmidt

Date: 07/20/2017

Title: Fire Chief

State of Minnesota

Department of Natural Resources:

/s/ _____
Area Forester

Date: _____



NA-01966-06

4-8-2013

Fire Department Cooperative Agreement Rate Schedule

ITEM DESCRIPTION <i>(include NWCG type, make, model, year, serial number and special features, such as 4X4, CAF or foam proportioners)</i>	NUMBER OF PERSONNEL W/ EQUIPMENT	WORK RATE		* STANDBY RATE	
		a. rate (includes personnel)	b. per unit (hour, etc.)	a. rate*	b. unit (hour, etc.)
a. 2000 Spartan Structrue Engine	5	275			
b. 2015 Tanker/Engine	5	275			
c. 1993 Spartan Engine	5	275			
d. 2006 Polaris Ranger w/ 100 gallon tank	2	60			
e. 1998 Chevrolet Tanker	2	140			
f.					
i. Additional Requested firefighters	Each		Per hour per firefighter	Same as work rate	Per hour per firefighter

*Standby rates shall be equal to ½ of the work rate, and shall apply only if equipment and personnel are ordered by the DNR to be staged and available for immediate action.

Special Rates:

- In Anoka County, fire departments agreed that only fires lasting over 2 hours shall be billable. The first 2 hours on a billable fire would be at the \$350 rate. After that time, with DNR Forestry's approval, the per piece of equipment per hour rates would apply. On DNR administered lands, bills may be submitted from the time of initial response.**

The above rates have been agreed upon by:

_____ Fire Department

_____ DNR Area

/s/ _____
Area Forester

Date: _____

/s/ Dave Schmidt _____
Fire Chief

Date: 07/20/2017

/s/ _____
Regional Forest Manager (if required)

Date: _____

Fire Department Cooperative Agreement



4/2013

Suggested Equipment Standards and Hourly Rates for Fire Departments
That have an agreement with the Division of Forestry MN/DNR

After the first two hour rate has expired, needed equipment will be placed on an hourly rate. Equipment standard and rates include personnel; fuel will be furnished by the Fire Department. The rate will be reduced by 10% for Engines and Water Tenders older than 25 years.

Engines

COMPONENTS	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
Pump Rating							
Min. Flow (GPM)	1000	500	150	50	50	50	10
At rated pressure (PSI)	150	150	250	100	100	100	100
Tank Capacity (Gallons)	300	300	500	750	400	150	50
Hose 2 1/2" (Feet)	1200	1000					
Hose 1 1/2" (Feet)	500	500	1000	300	300	300	
Hose 1" (Feet)			500	300	300	300	200
Personnel	4	3	3	2	2	2	2
Equipment Rate /Hour	\$275	\$200	\$185	\$165	\$140	\$125	\$85

**Engines equipped with Compressed Air Foam Systems will be paid an additional \$20 an hour if CAFS is used on the incident.*

Water Tenders

Requirements	Water Tender Types				
	Support			Tactical	
COMPONENTS	S1	S2	S3	T1	T2
Tank Capacity (Gallons)	4000	2500	1000	2000	1000
Pump Minimum Flow (GPM)*	300	200	200	250	250
@ Rated Pressure (PSI)	50	50	50	150	150
Max Refill times (Min.)	30	20	15	-	-
Pump & Roll	-	-	-	yes	yes
Personnel	1	1	1	2	2
Equipment Rate /Hour	\$200	\$160	\$140	\$230	\$190

*Portable Pump Acceptable with tenders

* Water tenders come with folding tanks

Additional Firefighters use a rate of \$15.00/hr

Minimum Requirements for Personnel Responding to Incidents on National Forest System Lands

All firefighting personnel are required to wear and utilize the following Personal Protective Equipment: Nomex shirt and pants, hard hat, leather gloves, 8 inch boots with a lugged sole and an approved fire shelter. All personnel will be required to meet NWCG training requirements for a wildland firefighter, and attend an annual wildland refresher. Fire Chiefs will ensure Departments meet training requirements and are responsible for the upkeep of Department personnel training records. Physical fitness levels are established by each agency. Departments will meet their own physical fitness standards.

When responding to Federal Lands Engines and Water tenders will need to meet the NWCG component standards and are recommended to meet NWCG stocking standards (appendix M). Appendix M is located at <http://www.nifc.gov/PUBLICATIONS/redbook/2013/AppendixM.pdf>

Other Resources

- Non-Vehicle Items used for support missions will be based on a daily rate

MODEL/DESCRIPTION	Min. # of Operators	Rate		
Tracked Vehicles	2	based on size		Use rate charts from Engine typing
UTV w/tank (tactical) *ROPS required	1	\$50/hr +		based on tank size 31-50 gal= \$50 hr 51-75+ gal= \$60 hr
ATV (support)	1	\$100/day		
Boat (must have pump and roll capabilities and used for tactical missions)	2	negotiated		based on size and pumping capabilities
Boat (support)	1	\$75/day +		based on size 14'=\$75/day 16-17'=\$150/day 18+=\$175/day
Portable Pump (high volume or pressure)	0	\$200/day		
Folding Tank	0	\$75/day+		*based on size 1000-2000= \$75/day 2000+= \$100/day
Thermal Camera	1	\$300/day		

Rates for non-vehicle equipment (such as boats, ATV's and folding tanks, etc.) will be based on a daily rate. Boats capable of tactical missions (pump and roll capabilities) are an exception and will be based on an hourly rate.

Tracked vehicles should use a rate for capacities based on Engine type.

**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: 08-03-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$199,674.97 plus any additional bills that are handed out on Monday night. There are 3 manual checks to be approved that total \$39,665.88.

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:

- 08-07-2017 Packet List
- 08-07-2017 Other Checks



08/03/2017 1:16 pm

PAYMENT BATCH AP 08/07/17

ACE SOLID WASTE, INC.

08/01/2017	3005098	E 101-42110-384	Refuse/Garbage Disposal	GARBAGE	78.12
08/01/2017	3005098	E 101-42210-384	Refuse/Garbage Disposal	GARBAGE	38.56
08/01/2017	3005098	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	19.53
08/01/2017	3005098	E 101-43100-384	Refuse/Garbage Disposal	GARBAGE	49.97
08/01/2017	3005098	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	47.08
08/01/2017	3005098	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	19.53
08/01/2017	3005098	E 101-45200-384	Refuse/Garbage Disposal	GARBAGE	49.97
08/01/2017	3005098	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	19.53
08/01/2017	3005098	E 601-49440-384	Refuse/Garbage Disposal	GARBAGE	59.31
08/01/2017	3005098	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	59.30
08/01/2017	3005098	E 602-49490-384	Refuse/Garbage Disposal	GARBAGE	19.53
08/01/2017	3005098	E 609-49750-384	Refuse/Garbage Disposal	GARBAGE	153.35
					\$613.78

AHO HOMES INC

07/11/2017	.0717	G 803-22000	Deposits	REFUND ESCROW 2909 239TH /	4,000.00
					\$4,000.00

ALERT-ALL

07/21/2017	217070236	E 101-42210-209	Fire Prevention Supplies	FIRE AWARENESS ITEMS	366.50
					\$366.50

ALEX AIR APPARATUS INC.

07/27/2017	33571	E 101-42210-218	Equipment Repair & Maintenance	HOSE SERVICING	186.00
					\$186.00

ANOKA COUNTY

E 101-41400-441	Miscellaneous	RECORD 2015-36 WJM ENTERPI	46.00
			\$46.00

AQUAFIX, INC

06/09/2017	21531	E 602-49490-216	Chemicals and Chem Products	MOSQUITO CONTROL	690.80
					\$690.80

ASPEN MILLS

07/13/2017	200671	E 101-42110-437	Uniform Allowance	RADIO HOLDER	45.35
07/13/2017	200672	E 101-42110-437	Uniform Allowance	UNIFORMS-URBANO	103.60
07/21/2017	201158	E 101-42210-437	Uniform Allowance	UNIFORM-HUGHES	52.95
07/21/2017	201159	E 101-42210-437	Uniform Allowance	UNIFORM-GOERS	81.45
07/21/2017	201160	E 101-42210-437	Uniform Allowance	UNIFORM-KIZER	60.80
07/21/2017	201161	E 101-42210-437	Uniform Allowance	UNIFORM-WENTWORTH	81.45
					\$425.60

BANYON DATA SYSTEMS, INC

07/19/2017	00156150	E 101-41540-301	Auditing and Acct g Services	SUPPORT	408.00
07/19/2017	00156150	E 601-49440-301	Auditing and Acct g Services	SUPPORT	68.00
07/19/2017	00156150	E 602-49490-301	Auditing and Acct g Services	SUPPORT	68.00
07/19/2017	00156150	E 609-49750-301	Auditing and Acct g Services	SUPPORT	136.00
					\$680.00

BARGEN INC.

08/01/2017	217355-1	E 101-43100-406	Asphalt Repair & Maint	CRACK REPAIR	18,187.00
08/02/2017	217293-1	E 101-43100-406	Asphalt Repair & Maint	SKIN PATCHING	2,850.00
					\$21,037.00

BELLBOY CORPORATION

07/18/2017	59797300	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.25
07/18/2017	59797300	E 609-49751-251	Liquor For Resale	LIQUOR	2,301.70
07/18/2017	96150400	E 609-49750-210	Operating Supplies	OP SUPPLIES	137.95
07/18/2017	96150400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.94
07/18/2017	96150400	E 609-49751-254	Miscellaneous Merchandise	MISC	62.60
07/18/2017	96150800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.24
07/18/2017	96150800	E 609-49751-254	Miscellaneous Merchandise	MISC	54.00
					\$2,584.68

BERNICK COMPANIES, THE

07/14/2017	370259	E 609-49751-254	Miscellaneous Merchandise	MISC	14.00
07/14/2017	370260	E 609-49751-252	Beer For Resale	BEER	331.60
07/14/2017	370260	E 609-49751-255	N/A Products	NA	20.00
07/28/2017	372780	E 609-49751-252	Beer For Resale	BEER	151.20
07/28/2017	372780	E 609-49751-255	N/A Products	NA	20.00
					\$536.80

BORGESON, BARRY

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 5018	55.17
					\$55.17

BREAKTHRU BEVERAGE

07/13/2017	1080661503	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.32
07/13/2017	1080661503	E 609-49751-251	Liquor For Resale	LIQUOR	378.98
07/13/2017	1080661503	E 609-49751-253	Wine For Resale	WINE	380.00
07/13/2017	1080661503	E 609-49751-254	Miscellaneous Merchandise	MISC	37.50
07/13/2017	1080661574	E 609-49751-252	Beer For Resale	BEER	130.50
07/14/2017	1080662250	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.65
07/14/2017	1080662250	E 609-49751-251	Liquor For Resale	LIQUOR	121.50
07/20/2017	1080664559	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.57
07/20/2017	1080664559	E 609-49751-251	Liquor For Resale	LIQUOR	7,336.20
07/27/2017	1080667795	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.40
07/27/2017	1080667795	E 609-49751-251	Liquor For Resale	LIQUOR	876.84
07/27/2017	1080667795	E 609-49751-253	Wine For Resale	WINE	260.00
07/27/2017	1080667796	E 609-49751-252	Beer For Resale	BEER	64.50
					\$9,689.96

BROTHERS FIRE PROTECTION CO

07/13/2017	104185	E 101-42110-401	Repairs/Maint Buildings	WARRANTY REPAIR	20.00
					\$20.00

CENTERPOINT ENERGY

06/16/2017	.06170	E 101-41940-383	Gas Utilities	CITY HALL #4	16.07
06/16/2017	.06170	E 101-41940-383	Gas Utilities	CITY HALL #1	15.00
06/16/2017	.06170	E 101-41940-383	Gas Utilities	CITY HALL #3	15.00
06/16/2017	.06170	E 101-41940-383	Gas Utilities	CITY HALL #2	15.00
06/16/2017	.06170	E 101-42110-383	Gas Utilities	POLICE/PW	141.49
06/16/2017	.06170	E 101-42210-383	Gas Utilities	FIRE GENERATOR	20.28
06/16/2017	.06170	E 101-42210-383	Gas Utilities	FIRE	51.57
06/16/2017	.06170	E 101-43100-383	Gas Utilities	POLICE/PW	35.37
06/16/2017	.06170	E 101-45200-383	Gas Utilities	POLICE/PW	35.37
06/16/2017	.06170	E 101-45200-383	Gas Utilities	WARMING HOUSE	21.00
06/16/2017	.06170	E 601-49440-383	Gas Utilities	WATER PLANT	330.85
06/16/2017	.06170	E 601-49440-383	Gas Utilities	POLICE/PW	35.37
06/16/2017	.06170	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	10.50
06/16/2017	.06170	E 602-49490-383	Gas Utilities	POLICE/PW	35.38
06/16/2017	.06170	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	18.93
06/16/2017	.06170	E 602-49490-383	Gas Utilities	WWTP	69.86
06/16/2017	.06170	E 602-49490-383	Gas Utilities	WWTP	21.00
06/16/2017	.06170	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	10.50
06/16/2017	.06170	E 609-49750-383	Gas Utilities	LIQUOR	22.49
					\$921.03

CITY EMPLOYEES UNION, LOCAL #3

07/20/2017	.0817	G 101-21707	Union Dues	AUGUST UNION DUES	206.80
					\$206.80

COLONIAL INSURANCE

07/25/2017	7129661-0805239	G 101-21712	Colonial Insurance	AUGUST PREMIUMS	328.72
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						\$328.72
CONNEXUS ENERGY						
07/21/2017	.0717	E 101-41940-381	Electric Utilities	SIGN	101.29	
07/21/2017	.0717	E 101-41940-381	Electric Utilities	CITY HALL	454.76	
07/21/2017	.0717	E 101-42110-381	Electric Utilities	POLICE/PW	949.58	
07/21/2017	.0717	E 101-42110-381	Electric Utilities	SIREN	5.00	
07/21/2017	.0717	E 101-42110-381	Electric Utilities	SIREN	5.00	
07/21/2017	.0717	E 101-42210-381	Electric Utilities	FIRE	514.91	
07/21/2017	.0717	E 101-43100-381	Electric Utilities	POLICE/PW	237.39	
07/21/2017	.0717	E 101-43100-386	Street Lighting	STREET LIGHTS	2,525.05	
07/21/2017	.0717	E 101-45200-381	Electric Utilities	POLICE/PW	237.39	
07/21/2017	.0717	E 101-45200-381	Electric Utilities	PARKS	414.42	
07/21/2017	.0717	E 601-49440-380	Electric-System	WATER	5,018.84	
07/21/2017	.0717	E 601-49440-381	Electric Utilities	POLICE/PW	237.39	
07/21/2017	.0717	E 602-49490-381	Electric Utilities	POLICE/PW	237.39	
07/21/2017	.0717	E 602-49490-381	Electric Utilities	WWTP	7,454.85	
07/21/2017	.0717	E 602-49490-381	Electric Utilities	LIFT STATIONS	1,072.12	
07/21/2017	.0717	E 609-49750-381	Electric Utilities	LIQUOR STORE	1,266.11	
						\$20,731.49
COUNTY MARKET - CITY ACCOUNT						
08/01/2017	.0717	E 101-42210-212	Motor Fuels	FUEL	241.58	
						\$241.58
COURIER, THE						
07/10/2017	93097	E 101-43210-439	Recycling Days	RECYCLE AD	118.00	
						\$118.00
CRYSTAL SPRINGS ICE						
07/15/2017	003.B004888	E 609-49751-254	Miscellaneous Merchandise	MISC	132.56	
07/18/2017	003.B004939	E 609-49751-254	Miscellaneous Merchandise	MISC	103.54	
07/22/2017	003.B005015	E 609-49751-254	Miscellaneous Merchandise	MISC	127.12	
07/25/2017	003.B005074	E 609-49751-254	Miscellaneous Merchandise	MISC	113.08	
07/29/2017	003.B005144	E 609-49751-254	Miscellaneous Merchandise	MISC	146.14	
						\$622.44
DAHLHEIMER DIST. CO. INC.						
07/12/2017	152966	E 609-49751-252	Beer For Resale	BEER	9,573.30	
07/19/2017	1288384	E 609-49751-252	Beer For Resale	BEER	9,731.05	
07/19/2017	1288384	E 609-49751-255	N/A Products	NA	25.10	
07/26/2017	154436	E 609-49751-252	Beer For Resale	BEER	9,681.60	
07/26/2017	154436	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00	
						\$29,053.05
DELTA DENTAL						
07/15/2017	6975745	G 101-21711	Dental Insurance	AUGUST PREMIUM	625.35	
						\$625.35
DISRUD, CHRISTINE						
06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 3718	170.57	
						\$170.57
ECM PUBLISHERS, INC.						
07/28/2017	513418	E 101-41400-351	Legal Notices Publishing	CIP HEARING NOTICE	43.00	
07/28/2017	513419	E 101-41400-351	Legal Notices Publishing	TIF DISCLOSURE	64.50	
						\$107.50
ELITE SANITATION						
07/17/2017	24151	E 101-45200-311	Contract	TOILET RENTAL	678.00	
						\$678.00
EMERALD FENCE						
07/23/2017	17046	E 101-45200-411	Trail Repair & Maint	POPPY ST FENCE REPAIR	925.00	
						\$925.00
FERGUSON WATERWORKS						
07/17/2017	0250257	E 601-49440-229	Project Repair & Maintenance	SUPPLIES	80.20	

					\$80.20
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FILTRATION SYSTEMS, INC.

07/12/2017	79953	E 602-49490-229	Project Repair & Maintenance	PARTS	689.04
					\$689.04

FRISCHMON, JENNA

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 3309	246.33
					\$246.33

G&K SERVICES, INC

07/18/2017	6043822268	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
07/25/2017	6043827937	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
07/25/2017	6043827938	E 601-49440-402	Janitorial Service	RUGS	23.04
07/25/2017	6043827939	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
08/01/2017	6043833578	E 101-42110-402	Janitorial Service	RUGS AND MISC-PW/POLICE	24.04
08/01/2017	6043833578	E 101-43100-402	Janitorial Service	RUGS AND MISC-PW/POLICE	6.01
08/01/2017	6043833578	E 101-45200-402	Janitorial Service	RUGS AND MISC-PW/POLICE	6.01
08/01/2017	6043833578	E 601-49440-402	Janitorial Service	RUGS AND MISC-PW/POLICE	6.01
08/01/2017	6043833578	E 602-49490-402	Janitorial Service	RUGS AND MISC-PW/POLICE	6.01
					\$100.97

GERDIN AUTO SERVICE, INC.

07/24/2017	87325	E 101-42110-441	Miscellaneous	POLICE TOW 2003 HONDA 250E	136.00
					\$136.00

GOPHER STATE ONE-CALL

07/31/2017	7070737	E 601-49440-442	Gopher State	JULY TICKETS	62.10
07/31/2017	7070737	E 602-49490-442	Gopher State	JULY TICKETS	62.10
					\$124.20

GRANITE CITY JOBBING CO.

07/18/2017	55558	E 609-49750-210	Operating Supplies	OP SUPPLIES	7.40
07/18/2017	55558	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/18/2017	55558	E 609-49751-254	Miscellaneous Merchandise	MISC	48.29
07/18/2017	55558	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,119.03
07/18/2017	55558	G 101-20810	Sales Tax Payable	USE TAX	(0.49)
07/25/2017	56479	E 609-49750-210	Operating Supplies	OP SUPPLIES	14.80
07/25/2017	56479	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/25/2017	56479	E 609-49751-254	Miscellaneous Merchandise	MISC	42.94
07/25/2017	56479	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,194.78
07/25/2017	56479	G 101-20810	Sales Tax Payable	USE TAX	(0.98)
					\$2,434.27

GRATITUDE FARMS

07/31/2017	.0717	E 101-42700-311	Contract	JULY SERVICES	350.00
					\$350.00

GREAT LAKES COCA-COLA

07/25/2017	3597202157	E 609-49751-254	Miscellaneous Merchandise	MISC	379.73
					\$379.73

HAKANSON ANDERSON ASSOC., INC.

06/30/2017	38295	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	386.25
06/30/2017	38295	G 803-22147	ESC-WILKINSON PLAT	ESCROW	540.75
06/30/2017	38296	E 101-41910-303	Engineering Fees	ROUTINE SERVICES	133.33
06/30/2017	38296	E 101-43100-303	Engineering Fees	ROUTINE SERVICES	133.33
06/30/2017	38296	E 101-45200-303	Engineering Fees	ROUTINE SERVICES	133.33
06/30/2017	38296	E 601-49440-303	Engineering Fees	ROUTINE SERVICES	133.34
06/30/2017	38296	E 602-49490-303	Engineering Fees	ROUTINE SERVICES	133.33
06/30/2017	38296	E 603-49490-303	Engineering Fees	ROUTINE SERVICES	133.34
06/30/2017	38297	E 101-42400-303	Engineering Fees	BUILDING PERMIT REVIEWS	489.25
06/30/2017	38298	E 101-43100-309	ROW-Engineering	ROW PERMIT REVIEW	154.50
					\$2,370.75

HOFFMAN, JOHN & TRACY

08/01/2017	.0817	G 803-22144	ESC-HOFFMAN REZONING	REFUND ESCROW	650.00
					\$650.00

INNOVATIVE OFFICE SOLUTIONS, L

07/18/2017	IN1681175	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	116.60
07/19/2017	IN1683390	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	6.43
07/19/2017	IN1683390	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	52.67
07/20/2017	IN1683628	E 101-42110-200	Office Supplies	SUPPLIES	3.01
07/25/2017	IN1688661	E 101-42110-200	Office Supplies	SUPPLIES	67.72
					\$246.43

INTERNAT L INST OF MUNI CLERKS

07/06/2017	.0717	E 101-41400-433	Dues and Subscriptions	ANNUAL MEMBERSHIP	160.00
					\$160.00

ISD #15

07/18/2017	3228	E 101-43100-221	Vehicle Repair & Maintenance	2017 DODGE	80.90
07/18/2017	3228	E 101-45200-221	Vehicle Repair & Maintenance	2017 DODGE	80.91
07/24/2017	3234	E 101-43100-221	Vehicle Repair & Maintenance	2004 INTERNATIONAL	661.53
07/24/2017	3235	E 601-49440-221	Vehicle Repair & Maintenance	2012 FORD F250	67.70
07/24/2017	3235	E 602-49490-221	Vehicle Repair & Maintenance	2012 FORD F250	67.71
07/25/2017	3236	E 101-42110-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	52.30
07/25/2017	3236	E 101-43100-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	52.27
07/25/2017	3236	E 101-45200-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	52.27
07/25/2017	3236	E 601-49440-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	52.27
07/25/2017	3236	E 602-49490-221	Vehicle Repair & Maintenance	2010 FORD ESCAPE	52.27
07/25/2017	3237	E 101-43100-221	Vehicle Repair & Maintenance	2007 INTERNATIONAL	558.45
07/25/2017	3238	E 101-43100-221	Vehicle Repair & Maintenance	2014 RAM	104.17
07/25/2017	3238	E 101-45200-221	Vehicle Repair & Maintenance	2014 RAM	104.17
07/25/2017	3239	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE	179.18
07/25/2017	3239	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE	179.18
07/26/2017	3241	E 101-43100-221	Vehicle Repair & Maintenance	2012 FORD	85.50
07/26/2017	3241	E 101-45200-221	Vehicle Repair & Maintenance	2012 FORD	85.51
07/26/2017	3242	E 601-49440-221	Vehicle Repair & Maintenance	2011 RAM	68.29
07/26/2017	3242	E 602-49490-221	Vehicle Repair & Maintenance	2011 RAM	68.29
07/26/2017	3243	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE	133.73
07/26/2017	3243	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE	133.74
07/27/2017	3245	E 101-43100-221	Vehicle Repair & Maintenance	2007 DODGE CALIBER	90.79
07/27/2017	3245	E 101-43210-221	Vehicle Repair & Maintenance	2007 DODGE CALIBER	90.79
07/27/2017	3245	E 101-45200-221	Vehicle Repair & Maintenance	2007 DODGE CALIBER	90.79
07/27/2017	3245	E 601-49440-221	Vehicle Repair & Maintenance	2007 DODGE CALIBER	90.79
07/27/2017	3245	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE CALIBER	90.80
07/27/2017	3246	E 101-43100-221	Vehicle Repair & Maintenance	2007 FORD CROWN VIC	12.53
07/27/2017	3246	E 101-45200-221	Vehicle Repair & Maintenance	2007 FORD CROWN VIC	12.53
07/27/2017	3246	E 601-49440-221	Vehicle Repair & Maintenance	2007 FORD CROWN VIC	12.53
07/27/2017	3246	E 602-49490-221	Vehicle Repair & Maintenance	2007 FORD CROWN VIC	12.53
07/27/2017	3247	E 101-43100-221	Vehicle Repair & Maintenance	2012 TOOLCAT	46.98
07/27/2017	3247	E 101-43210-221	Vehicle Repair & Maintenance	2012 TOOLCAT	46.98
07/27/2017	3247	E 101-45200-221	Vehicle Repair & Maintenance	2012 TOOLCAT	46.98
07/27/2017	3247	E 601-49440-228	Equipment Maintenance	2012 TOOLCAT	46.98
07/27/2017	3247	E 602-49490-228	Equipment Maintenance	2012 TOOLCAT	46.99
					\$3,659.33

JJ TAYLOR DISTRIBUTING

07/12/2017	2714557	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/12/2017	2714557	E 609-49751-252	Beer For Resale	BEER	2,081.25
07/12/2017	2714557	E 609-49751-255	N/A Products	NA	43.00
07/19/2017	2726217	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/19/2017	2726217	E 609-49751-252	Beer For Resale	BEER	1,931.95
07/26/2017	2726278	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
07/26/2017	2726278	E 609-49751-252	Beer For Resale	BEER	1,370.15
					\$5,435.35

JOHNSON BROS WHLSE LIQUOR

07/07/2017	633789	E 609-49751-251	Liquor For Resale	LIQUOR	(10.17)
07/07/2017	633791	E 609-49751-253	Wine For Resale	WINE	(9.71)
07/07/2017	633792	E 609-49751-253	Wine For Resale	WINE	(26.30)
07/12/2017	5772798	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
07/12/2017	634247	E 609-49751-251	Liquor For Resale	LIQUOR	(23.00)
07/13/2017	5773030	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.12
07/13/2017	5773030	E 609-49751-251	Liquor For Resale	LIQUOR	553.25

07/13/2017	5773031	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.28
07/13/2017	5773031	E 609-49751-253	Wine For Resale	WINE	614.35
07/19/2017	5777761	E 609-49751-206	Freight and Fuel Charges	FREIGHT	54.72
07/19/2017	5777761	E 609-49751-251	Liquor For Resale	LIQUOR	3,582.25
07/19/2017	5777762	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.76
07/19/2017	5777762	E 609-49751-253	Wine For Resale	WINE	954.90
07/19/2017	5777763	E 609-49751-252	Beer For Resale	BEER	336.75
07/21/2017	636023	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
07/21/2017	636023	E 609-49751-253	Wine For Resale	WINE	(40.50)
07/26/2017	5783488	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.42
07/26/2017	5783488	E 609-49751-251	Liquor For Resale	LIQUOR	2,601.66
07/26/2017	5783489	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
07/26/2017	5783489	E 609-49751-253	Wine For Resale	WINE	527.65
07/28/2017	636994	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
07/28/2017	636994	E 609-49751-253	Wine For Resale	WINE	(72.00)
07/28/2017	636995	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
07/28/2017	636995	E 609-49751-253	Wine For Resale	WINE	(70.50)
					\$9,078.61

KIMS KLEANING

07/27/2017	4583	E 101-41940-402	Janitorial Service	CLEANING	150.00
07/27/2017	4584	E 101-45000-402	Janitorial Service	CLEANING	150.00
07/27/2017	4585	E 101-43100-402	Janitorial Service	CLEANING	190.00
07/27/2017	4585	E 101-45200-402	Janitorial Service	CLEANING	190.00
07/27/2017	4585	E 601-49440-402	Janitorial Service	CLEANING	190.00
07/27/2017	4585	E 602-49490-402	Janitorial Service	CLEANING	190.00
07/27/2017	4586	E 601-49440-402	Janitorial Service	CLEANING	200.00
07/27/2017	4588	E 101-42110-402	Janitorial Service	CLEANING	900.00
07/27/2017	4589	E 101-45000-402	Janitorial Service	CLEANING	125.00
					\$2,285.00

LAW ENFORCEMENT LABOR SVCS.

07/20/2017	.0817	G 101-21707	Union Dues	AUGUST POLICE UNION DUES	343.00
					\$343.00

LMC INSURANCE TRUST

03/29/2017	2122	E 101-42110-360	Insurance	DEDUCTIBLE-SHERNO	500.00
					\$500.00

LOFFLER

07/24/2017	2574545	E 101-42110-237	Small Equipment	DIGITAL RECORDER	503.00
					\$503.00

LONSKY SERVICES

08/02/2017	L000126	E 101-41910-441	Miscellaneous	MOWING-23035 JIVARO ST	225.00
					\$225.00

MARKS, ANTHONY

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 4444	97.88
					\$97.88

MARTIES FARM SERVICE

07/12/2017	.0717	E 101-45200-419	Turf/Fertilizer/Weed Control	CROSSBOW	252.00
07/17/2017	.0717	E 602-49490-419	Turf/Fertilizer/Weed Control	GLYSTAR	112.86
					\$364.86

MCDONALD DIST CO.

07/13/2017	394401	E 609-49751-252	Beer For Resale	BEER	4,073.40
07/20/2017	396495	E 609-49751-252	Beer For Resale	BEER	4,410.70
07/20/2017	396495	E 609-49751-255	N/A Products	NA	40.90
07/24/2017	398022	E 609-49751-252	Beer For Resale	BEER	4,242.00
07/27/2017	110-65	E 609-49751-252	Beer For Resale	BEER	(2.44)
07/27/2017	398536	E 609-49751-252	Beer For Resale	BEER	7,333.75
07/27/2017	398536	E 609-49751-254	Miscellaneous Merchandise	MISC	36.00
07/27/2017	398536	E 609-49751-255	N/A Products	NA	76.25
					\$20,210.56

MEADE, HEIDI

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 3891	61.66
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						\$61.66
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METRO SALES, INC.

07/20/2017	INV846219	E 101-41400-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 101-42110-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 101-42400-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 101-43100-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 101-45200-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 601-49440-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 602-49490-200	Office Supplies	COPIES	68.62
07/20/2017	INV846219	E 609-49750-200	Office Supplies	COPIES	68.69
					\$549.03

MN MUNICIPAL BEVERAGE ASSN.

07/01/2017	.0717	E 609-49750-433	Dues and Subscriptions	ANNUAL DUES	1,700.00
					\$1,700.00

MN NCPERS LIFE INSURANCE

07/21/2017	.0717	G 101-21713	MN Life	AUGUST PREMIUM	32.00
					\$32.00

NORTH METRO TREE SERVICE INC.

07/17/2017	.0717	E 101-45200-311	Contract	TREE & BRUSH REMOVAL	975.00
07/17/2017	.0717	E 101-45200-311	Contract	TREE MAINTENANCE & REMOV/	1,175.00
					\$2,150.00

PACE ANALYTICAL SERVICES

07/20/2017	171282258	E 602-49490-313	Sample Testing	SAMPLE TESTING	61.00
07/24/2017	171282406	E 602-49490-313	Sample Testing	TESTING	148.00
					\$209.00

PHILLIPS WINE & SPIRITS CO.

07/12/2017	2197861	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.80
07/12/2017	2197861	E 609-49751-251	Liquor For Resale	LIQUOR	2,712.83
07/12/2017	2197862	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
07/12/2017	2197862	E 609-49751-253	Wine For Resale	WINE	609.25
07/19/2017	2201215	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.68
07/19/2017	2201215	E 609-49751-251	Liquor For Resale	LIQUOR	2,446.89
07/19/2017	2201216	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
07/19/2017	2201216	E 609-49751-254	Miscellaneous Merchandise	MISC	42.50
07/26/2017	2204920	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.76
07/26/2017	2204920	E 609-49751-251	Liquor For Resale	LIQUOR	1,019.30
07/26/2017	2204921	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
07/26/2017	2204921	E 609-49751-253	Wine For Resale	WINE	28.00
					\$6,993.29

POSTMASTER - ST. FRANCIS

07/20/2017	.0717	E 101-41400-322	Postage	PRESORT PERMIT	225.00
					\$225.00

POWERS, BRANDON

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 1882	153.89
					\$153.89

QUILL CORPORATION

07/18/2017	8302064	E 101-41400-200	Office Supplies	NAME PLATE	21.98
					\$21.98

ROSEVILLE, CITY OF

07/27/2017	223137	E 101-42110-310	Computer Consulting Fees	DAMAGED FROM WATER	599.04
07/27/2017	223138	E 101-42110-310	Computer Consulting Fees	ARBITRATOR LOSS	6,822.00
07/27/2017	223154	E 101-41110-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	54.33
07/27/2017	223154	E 101-41400-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	176.57
07/27/2017	223154	E 101-42110-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	624.82
07/27/2017	223154	E 101-42210-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	100.51
07/27/2017	223154	E 101-42400-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	50.29
07/27/2017	223154	E 101-43100-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	54.33
07/27/2017	223154	E 101-45200-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	54.33
07/27/2017	223154	E 601-49440-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	54.33

07/27/2017	223154	E 602-49490-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	54.33
07/27/2017	223154	E 609-49750-310	Computer Consulting Fees	ADOBE SUBSCRIPTION	27.16
					\$8,672.04

ROYAL SUPPLY

07/20/2017	21467	E 101-41940-210	Operating Supplies	SUPPLIES	3.92
07/20/2017	21467	E 101-42110-217	Other Operating Supplies	SUPPLIES	15.69
07/20/2017	21467	E 101-43100-217	Other Operating Supplies	SUPPLIES	7.84
07/20/2017	21467	E 101-45200-217	Other Operating Supplies	SUPPLIES	7.84
07/20/2017	21467	E 601-49440-217	Other Operating Supplies	SUPPLIES	7.84
07/20/2017	21467	E 602-49490-217	Other Operating Supplies	SUPPLIES	7.87
07/28/2017	21509	E 101-41940-210	Operating Supplies	SUPPLIES	6.46
07/28/2017	21509	E 101-42110-217	Other Operating Supplies	SUPPLIES	25.84
07/28/2017	21509	E 101-43100-217	Other Operating Supplies	SUPPLIES	12.92
07/28/2017	21509	E 101-45200-217	Other Operating Supplies	SUPPLIES	12.92
07/28/2017	21509	E 601-49440-217	Other Operating Supplies	SUPPLIES	12.92
07/28/2017	21509	E 602-49490-217	Other Operating Supplies	SUPPLIES	12.94
					\$135.00

RUSSELL SECURITY RESOURCE INC.

07/17/2017	130146	E 609-49750-401	Repairs/Maint Buildings	KEYS	86.00
					\$86.00

SEMLER HOMES

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 5013	44.83
					\$44.83

SOUTHERN GLAZERS OF MN

07/13/2017	1566901	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
07/13/2017	1566901	E 609-49751-251	Liquor For Resale	LIQUOR	802.64
07/20/2017	1569469	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.57
07/20/2017	1569469	E 609-49751-251	Liquor For Resale	LIQUOR	1,184.19
07/27/2017	1572082	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.48
07/27/2017	1572082	E 609-49751-253	Wine For Resale	WINE	1,344.00
07/27/2017	1572083	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.85
07/27/2017	1572083	E 609-49751-251	Liquor For Resale	LIQUOR	3,260.23
					\$6,665.08

ST. FRANCIS AREA CHAMBER OF

04/27/2017	2017-0030	E 609-49750-340	Advertising	COUPON BOOK	25.00
08/01/2017	.0817	E 609-49750-340	Advertising	GOLF SPONSORSHIP	100.00
					\$125.00

STUEVEN, TONYA

07/11/2017	.0717	R 225-34730	Park Rental Fees	REFUND PARK RENTAL	50.00
					\$50.00

SUN LIFE FINANCIAL

07/21/2017	.0717	E 101-41400-130	Employer Paid Insurance	INSURANCE	256.01
07/21/2017	.0717	E 101-41500-130	Employer Paid Insurance	INSURANCE	75.67
07/21/2017	.0717	E 101-41910-130	Employer Paid Insurance	INSURANCE	71.66
07/21/2017	.0717	E 101-42110-130	Employer Paid Insurance	INSURANCE	739.25
07/21/2017	.0717	E 101-42400-130	Employer Paid Insurance	INSURANCE	62.65
07/21/2017	.0717	E 101-43100-130	Employer Paid Insurance	INSURANCE	184.81
07/21/2017	.0717	E 101-43210-130	Employer Paid Insurance	INSURANCE	41.07
07/21/2017	.0717	E 101-45200-130	Employer Paid Insurance	INSURANCE	184.81
07/21/2017	.0717	E 601-49440-130	Employer Paid Insurance	INSURANCE	60.41
07/21/2017	.0717	E 602-49490-130	Employer Paid Insurance	INSURANCE	60.40
07/21/2017	.0717	E 609-49750-130	Employer Paid Insurance	INSURANCE	126.35
					\$1,863.09

SYNOVIA SOLUTIONS

07/13/2017	103589	E 101-43100-311	Contract	LEASE ON GPS	45.79
07/13/2017	103589	E 101-45200-311	Contract	LEASE ON GPS	45.80
07/13/2017	103589	E 601-49440-311	Contract	LEASE ON GPS	45.80
07/13/2017	103589	E 602-49490-311	Contract	LEASE ON GPS	45.80
					\$183.19

TH CONSTRUCTION

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 5088	100.00
					<u>\$100.00</u>

THE AMERICAN BOTTLING COMPANY

07/27/2017	8257841406	E 609-49751-254	Miscellaneous Merchandise	MISC	176.86
					<u>\$176.86</u>

THELEN, DAVID

07/24/2017	.0717	E 602-49490-433	Dues and Subscriptions	EXAM & LICENSE FEE	100.00
					<u>\$100.00</u>

TJ ASSOCIATES

07/14/2017	223912	E 101-42110-208	Training and Instruction	TRAINING SIGNS	18.00
07/19/2017	223943	E 101-41400-200	Office Supplies	WINDOW ENVELOPES	59.95
07/20/2017	223961	E 603-49490-418	Storm Water Management	ENVELOPES	59.95
07/26/2017	224027	E 101-42210-200	Office Supplies	BUSINESS CARDS - DAVE SCHM	39.00
					<u>\$176.90</u>

TOTAL REGISTER SYSTEMS, INC

07/13/2017	55470	E 609-49750-240	Office Equip	OFFICE EQUIP	617.03
					<u>\$617.03</u>

UBL, THERESA

06/20/2017	.0617	G 601-22200	Deferred Revenues	REFUND ACCT 2350	103.92
					<u>\$103.92</u>

UTILITY SERVICE CO., INC.

08/01/2017	427234	E 601-49440-234	Water Tower Maintenance	QTRLY-WATER TOWER	8,496.32
					<u>\$8,496.32</u>

VALLEY-RICH CO., INC

05/24/2017	24388	E 601-49440-229	Project Repair & Maintenance	RELOCATE HYDRANT	7,700.00
07/13/2017	24380	E 602-49490-229	Project Repair & Maintenance	REPAIR RINGS ON MANHOLE	4,900.00
					<u>\$12,600.00</u>

VERIZON WIRELESS

07/10/2017	9789010127	E 101-42210-321	Telephone	FIRE DATA	210.06
08/21/2017	9789990755	E 101-42110-321	Telephone	PHONE	315.09
08/21/2017	9789990755	E 601-49440-321	Telephone	PHONE	22.12
08/21/2017	9789990755	E 602-49490-321	Telephone	PHONE	35.01
					<u>\$582.28</u>

VINOCOPIA, INC.

07/28/2017	0185426-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.00
07/28/2017	0185426-IN	E 609-49751-251	Liquor For Resale	LIQUOR	171.25
07/28/2017	0185426-IN	E 609-49751-253	Wine For Resale	WINE	160.00
07/28/2017	0185426-IN	E 609-49751-254	Miscellaneous Merchandise	MISC	120.00
					<u>\$469.25</u>

FUND SUMMARY
\$199,674.97

101 GENERAL FUND	\$54,184.82
225 PARK FUND	\$50.00
601 WATER FUND	\$24,449.38
602 SEWER FUND	\$16,935.92
603 STORM WATER	\$193.29
609 MUNICIPAL LIQUOR FUND	\$98,670.81
803 ESCROW	\$5,190.75
Total	<u><u>199,674.97</u></u>

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

7 A

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: CIP 2018-2022 Hearing and Approval
DATE: 08/03/2017

OVERVIEW:

Each year the city must approve the CIP for the next 5 years by August 15th. The proposed CIP was put out on the website back in June. Please go to departments then finance on the city's website. It is 2018-2022 Capital Improvement Plan-Proposed.

This plan also shows the years of 2023 to 2027. This is for informational purposes only. This will hopefully allow us to better plan for future equipment needs. In 2015, the city combined the fire truck replacement fund with the capital equipment fund. Amounts are designated for the replacement of fire trucks and other fire equipment. With this change we are hoping to level out the amount needed each year going into this fund and any monies not spent would be left in the fund to build up reserves for following years.

Funding for the capital equipment is coming from transfers from Water and Sewer of \$10,000 each per year and for 2017, \$223,150 from the general tax levy.

ACTION TO BE CONSIDERED:

Council needs to have the public hearing on the CIP for 2018-2022. After the hearing has been concluded, the 2018-2022 Capital Improvement Plan would need to be approved.

BUDGET IMPLICATION:

Capital equipment purchases will be added to the budget in the year they are to be purchased. Other projects will need to be brought to council when the project is scheduled to move forward.



-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Ad Proof

Enlarged

**CITY OF ST. FRANCIS
COUNTY OF ANOKA
STATE OF MINNESOTA
NOTICE OF
PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the St. Francis City Council will hold a Public Hearing at 6:00 pm, or as soon thereafter as can be heard, on Monday, August 7, 2017 at Independent School District #15 Central Services Office, 4115 Ambassador Blvd. NW, St. Francis, MN 55070.

The purpose of the Public Hearing is to consider the 2018-2022 Capital Improvement Plan for the City of St. Francis.

All interested parties are encouraged to attend this Public Hearing. Verbal and written testimony regarding the request will be accepted during this Hearing. Additional information regarding the request can be obtained by contacting the City of St. Francis, 23340 Cree Street NW, St. Francis, MN 55070 or by calling (763) 753-2630.

Barbara I. Held
City Clerk

Published in the
Anoka County UnionHerald
July 28, 2017
714700

Date: 07/24/17

Account #: 367257

Customer: CITY ST FRANCIS/BARB HELD ~

Address: 23340 CREE ST NW
ST FRANCIS

Telephone: (763) 753-2630
Fax:

Publications:

Anoka County Union Herald

Ad ID: 714700

Copy Line: 2018-2022 Cap. Improvement Pla

PO Number: 8.7.17PH

Start: 07/28/17

Stop: 07/28/2017

Total Cost: \$43.00

of Lines: 34

Total Depth: 3.778

of Inserts: 1

Ad Class: 150

Phone # (763) 691-6000

Email: publicnotice@ecm-inc.com

Rep No: CA700

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

8A

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **ISD #15 Ordinance Amendment and CUP Request**
DATE: 8-2-2017

OVERVIEW:

The City has received updated site plans, lot combination request, and a stormwater plan from the ISD #15.

Included in your packet are copies of their cover letter, lot combination request, and site plans. The Stormwater Management Plan is being reviewed by Hakanson Anderson and comments will be available on Monday night. In addition, a turn lane was scheduled to be installed with the County project in this location.

Also included in your packet is the previous Staff Report.

Action to be considered:

- 1) Amend Ordinance Section 10-19-8-E as proposed
- 2) Conditional Use Permit Approval of Resolution 207-08

MEMORANDUM

TO: Joe Kohlmann, City Administrator
FROM: Craig J. Jochum, City Engineer
DATE: August 7, 2017
RE: Application Review
ISD #15 Soccer Complex Parking Lot

We have reviewed the application for the above referenced project. A stormwater management plan (SWMP) dated August 2, 2017 and construction plans dated August 3, 2017 have been submitted with the application. The SWMP and construction plans have been prepared by Design Tree Engineering and Land Surveying.

1. The applicant has worked with the county regarding access improvements on Rum River Boulevard specifically at the driveway entrance to the existing maintenance facility. This driveway will be used to access the new parking lot. A right turn lane was recently constructed as part of the county overly project. The county and the applicant have an agreement for the construction of a bypass lane at the time the improvements are made to the intersection of Rum River Boulevard and 235th Avenue.
2. Based on a site visit the proposed parking lot and driveway discharge to existing wetlands. The MPCA NPDES Construction Stormwater Permit and City Ordinance require permanent storm water treatment prior to discharging to the wetlands. This project requires infiltration of 1 inch of runoff from the impervious surface prior to discharging to the wetlands.
3. The applicant shall complete a MnRAM classification if proposed improvements cannot be constructed without encroaching on the maximum required wetland buffer of 25 feet.
4. The SWMP narrative indicates Atlas 14 rainfall amounts were used. The 2, 10, and 100 year rainfall amounts are 2.84", 4.22", and 6.92", respectively. Revise the SWMP as necessary.
5. On the engineering drawings show the proposed parking stall layout.
6. The applicant has submitted a completed MPCA NPDES Construction Stormwater Permit. The applicant shall secure the permit prior to the start of construction.
7. On the engineering drawings show the location and details for the fence proposed at the north end of the parking lot.



INDEPENDENT SCHOOL
DISTRICT 15

MAINTENANCE DEPARTMENT

23397 Rum River Boulevard NW
St. Francis, Minnesota 55070

Phone 763-213-1881 • Fax 763-753-0444 • www.stfrancis.k12.mn.us

Joe Kohlmann
City of St. Francis

Joe,
Attached are the documents for the ISD 15 parking lot by the soccer fields. All recommendations and needs should be covered. If you have any questions, you can contact me. If you want to talk directly with the civil engineering firm that helped us out, you can contact Chris Anderson from Design Tree Engineering Civil Group at 320-815-9300.

I have enclosed one (1) copy of the Stormwater Management Plan, (6) sets of Blueprints, and the set of letters and recommendations by the city of St. Francis.

Thanks,
Chris Wirz
ISD 15
763-213-1883 (office)
612-221-6485 (cell)



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Respectful, Innovative, Fiscally Responsible

Date: 7-17-17

Taxes Certified: _____

DIVISION/COMBINATION REQUEST FORM

☐ Division

☒ Combination

Municipality: ST FRANCIS

For Taxes payable in: 2018

Fee Owner: INDEPENDENT SCHOOL DISTRICT 15

Contract Purchaser: _____

Taxpayer Name: INDEPENDENT SCHOOL DISTRICT 15

Address: 4115 AMBASSADOR BLVD NW

ST. FRANCIS, MN 55070-0000, UNITED STATES

Pin #'s	Legal Description	TCA
32-34-24-14-0005	THAT PRT OF OUTLOT 27 VILLAGE OF ST FRANCIS	43015-
33-34-24-23-0001	THE W1/2 OF SW1/4 OF NW1/4 OF SEC 33 T34 R24	43015-

Note: If this is a request for a division of a tax parcel, without transferring title, the legal descriptions of the new parcels and copy of survey must be attached and stamped with city approval.

Daytime Phone: 763-753-7040

X

☒ Fee Owner

☐ Contract Purchaser

Is combination required for building permit? ☐ Yes ☒ No

Note: If the request is by a Contract Purchaser, the applicant must already appear as the contract purchaser in the county tax records or a copy of the contract for deed must be attached.

NOTE: REQUEST WILL NOT BE PROCESSED UNTIL BOTH CURRENT AND DELINQUENT TAXES ARE PAID IN FULL

Combination Form

1 message

Molly L. Meyer <Molly.Meyer@co.anoka.mn.us>
To: "vicki.guzik@isd15.org" <vicki.guzik@isd15.org>

Thu, Jul 13, 2017 at 9:17 AM

Hello,

The following combination form will need to be signed and mailed to the address listed below.

Anoka County Property Records & Taxation

2100 3rd Avenue Suite 119

Anoka, MN 55303

Thank you,

Molly L. Meyer

Property Specialist II

Anoka County Property Records & Taxation

763-323-5454

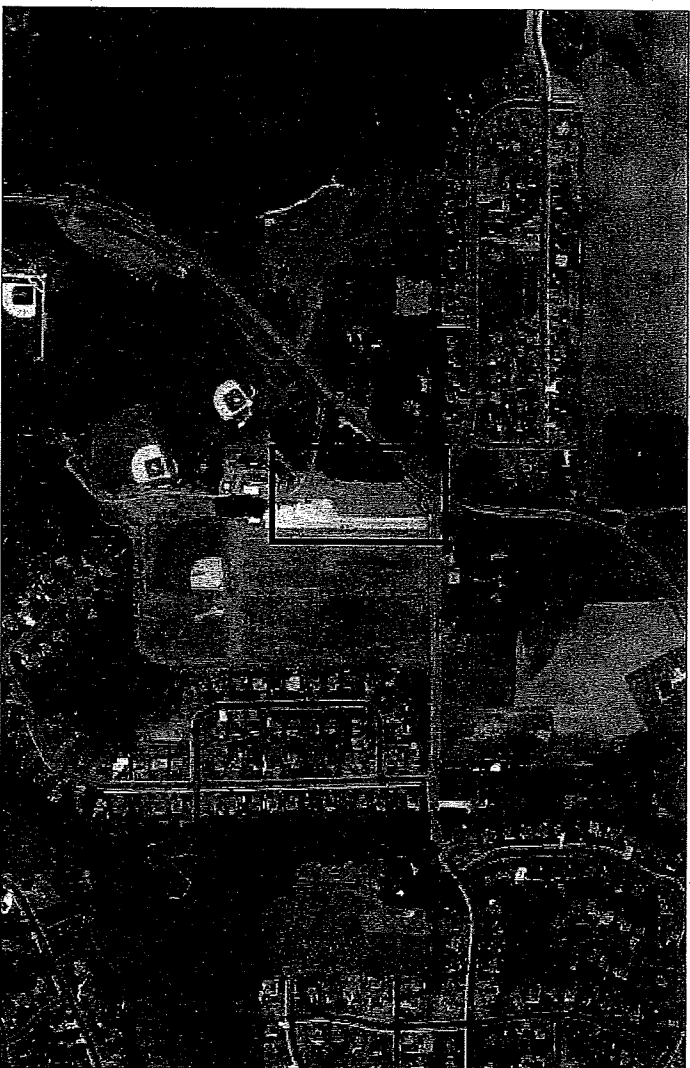
NOTICE: Unless restricted by law, email correspondence to and from Anoka County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.



Combination Request Form.ind schooldistrict15.docx
112K

INDEPENDENT SCHOOL DISTRICT #15
23397 RUM RIVER BLVD NW
ST. FRANCIS, MN 55070

PROJECT LOCATION:



INDEX OF SHEETS:

C0001	COVER SHEET
C101	EXISTING CONDITIONS & REMOVALS PLAN
C201	GRADING, DRAINAGE & EROSION CONTROL PLAN
C301	DETAILS

GENERAL NOTES:

1. TOPOGRAPHIC SURVEY, INCLUDING TOPOGRAPHY WITH SPOT ELEVATIONS AND PHYSICAL FEATURES WAS PROVIDED BY:

DESIGN TREE ENGINEERING & LAND SURVEYING
3339 W. ST. GERMAIN ST.
SUITE 250
ST. CLOUD, MN 56301
2. CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION OF THIS PROJECT

PROJECT CONTACTS

CIVIL ENGINEER
DANIEL J. POLSOI
DESIGN TREE ENGINEERING AND
LAND SURVEYING
3339 W. ST. GERMAN ST.
SUITE 250
ST. CLOUD, MN 56301
TEL : 920.317.4457
FAX : 920.317.4457

Design Tree
LANDSCAPING AND
MAINTENANCE

120 17th Avenue W.
Alpharetta, GA 30009
(404) 762-1209

3339 W. St. Germain, Suite 100
St. Cloud, MN 56301
(320) 217-5557 (phone)
(1-800-217-5592 (toll-free)

1 HEREBY CERTIFY THAT THIS PLAN, SPECIFICA
ON REPORT WAS PREPARED BY ME OR UNDER
DIRECT SUPERVISION AND THAT I AM A DUL
LICENSED PROFESSIONAL ENGINEER UNDER T
LAWS OF THE STATE OF MINNESOTA.

Daniel Johnson

PRINTED NAME: DANIEL J. JOHNSON

DATE: 08-03-17

LICENSE #: 239

ISD 15 - ST.
FRANCIS SCHOOL
PARKING LOT

23397 RUM RIVER
BLVD NW, ST.
FRANCIS, MN
55070

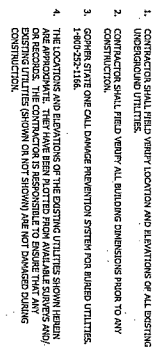
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NO.	DATE	DESCRIPTION
1		

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CHECKED BY: JH
PROJECT NO.: 0007069

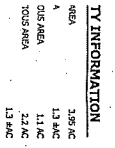
TITLE SHEET
C001



- 
Design-It
 (PRINTING AND REPRODUCTION)
- 7300 W. 12th Ave., Suite 200, Greenwood Village, CO 80120
 (303) 755-1300
 (303) 755-1390
 (303) 755-0721 FAX
- I HEREBY CERTIFY THAT THIS SUBSCRIPTION
 OR REPORT HAS BEEN MADE BY AN INDIVIDUAL
 LICENSED PROFESSIONAL ENGINEER UNDER
 LAWS OF THE STATE OF MINNESOTA.
- B. Paul Horn*
- PRINTED NAME: DANIEL J. HORN
- LICENSE #: 2362

23397 RUM RIVER
BLVD NW, ST.
FRANCIS, MN
55070

DRAWING NO.



TV INFORMATION	
AREA	3.95 AC
A	1.3 #AC
OUS AREA	1.1 AC
TOUT AREA	2.2 AC
	1.3 #AC

ROADWAY LEGEND

— — — — —	■ EXISTING MAJOR CONTOUR
- - - - -	■ EXISTING MINOR CONTOUR
- - - 100 - - -	■ EXISTING CONTOUR LABEL

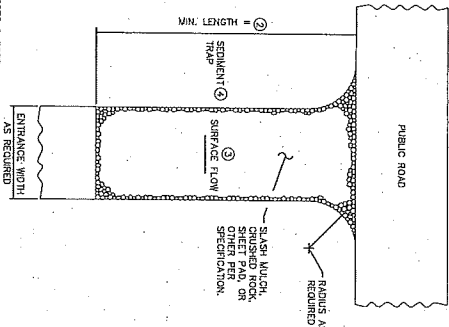
EROSION CONTROL LEGEND:

1. CONSTRUCTION SHALL FIELD TRIP/ TRAIL LOCATION AND ELEVATIONS OF ALL CONSTRUCTION SHALL FIELD TRIP/ TRAIL INDICATORS PRIOR TO ANY CONSTRUCTION.
2. CONSTRUCTION SHALL FIELD TRIP/ TRAIL INDICATORS PRIOR TO ANY CONSTRUCTION. 1-16-09-252-116.
3. CONSTRUCTION SHALL FIELD TRIP/ TRAIL INDICATORS PRIOR TO ANY CONSTRUCTION. 1-16-09-252-116.
4. ALL DITCHED AREAS SHALL BE REFORCED AND GRADED WITH SEED MIX, 20-25 SILOES PER ACRE, OR SOIL.
5. PROTECT SLOPE PROPERTIES, CONTROL EROSION, AND PREVENT CONSTRUCTION ACTIVITY, AND ALL APPROPRIATE STOPGAPS.
6. TEMPORARY RAILWAY ENTRANCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE DURATION OF CONSTRUCTION.
7. NO OPERATIVE VEHICLE TRACKING IS PERMITTED. STREETERS SHALL BE GRADDED AND REPAIRED IMMEDIATELY AFTER CONSTRUCTION. ROADWAY SHALL BE REPAIRED IMMEDIATELY AFTER CONSTRUCTION AND REPAIRED TO ORIGINAL CONDITION.
8. CONSTRUCTION SHALL FIELD TRIP/ TRAIL INDICATORS PRIOR TO ANY CONSTRUCTION. 1-16-09-252-116.

PRINTED NAME: DANIEL J. FOLSON
DATE: 08-03-17 LICENSE #: 2389

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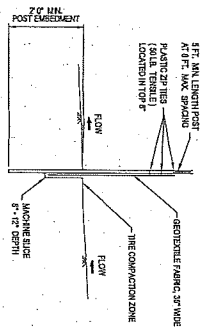
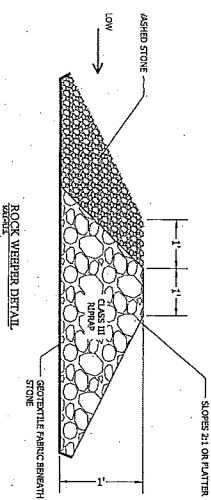


NOTES:

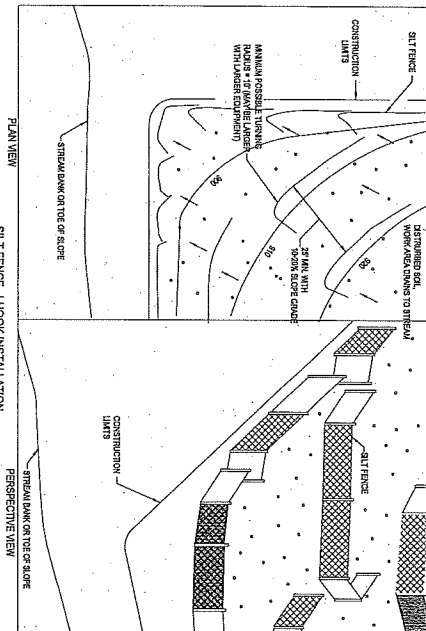
SEE SPECS. 2973 & 2982.

- 1 MINIMUM LENGTH SHALL BE THE GREATER OF 50 FEET OR A LENGTH SUFFICIENT TO ALLOW A MINIMUM OF 10 SECONDS OF RETENTION TIME FOR THE SEDIMENT TO SETTLE.
- 2 PROVIDE RADUS OR WORK PAD SUFFICIENTLY TO PREVENT VEHICLE TIRES FROM TRACKING OFF OF PAD WHEN LEAVING SITE.
- 3 IF RUNOFF FROM DISTURBED AREAS FLOWS TOWARD CONSTRUCTION EXITS, PREVENT RUNOFF FROM ENTERING EXITS BY PROVIDING A SEDIMENT TRAP WITH STABILIZED CONSTRUCTION EXITS AND SLOPING TO ONE SIDE. IF SURFACE DRAINAGE IS INSUFFICIENT, PROVIDE OTHER MEANS OF INTERCEPTING RUNOFF.
- 4 MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT TRAP HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND RESTORING MULCH TO ORIGINAL CONDITION. MAINTENANCE SHALL BE DONE IMMEDIATELY AFTER EACH RAIN EVENT.
- 5 MAINTENANCE OF CONSTRUCTION EXITS SHALL OCCUR WHEN THE EFFECTIVENESS OF SEDIMENT TRAP HAS BEEN REDUCED. MAINTENANCE SHALL CONSIST OF REMOVING SEDIMENT AND RESTORING MULCH TO ORIGINAL CONDITION. MAINTENANCE SHALL BE DONE IMMEDIATELY AFTER EACH RAIN EVENT.

SLASH MULCH, CRUSHED ROCK, OR SHEET PAD CONSTRUCTION EXIT DETAIL ① ⑤



SILT FENCE, MACHINE SLICED DESIGN GUIDELINES TO PROTECT AREAS FROM RUNOFF MATERIAL CONTAINING MORE THAN 1% CLAY NOTES: SEE SPECS. 2973, 2984 & 2986.



SILT FENCE, HOOK INSTALLATION DETAIL

23397 RUM RIVER
BLVD NW, ST.
FRANCIS, MN
55070

ISD 15 - ST.
FRANCIS SCHOOL
PARKING LOT

DATE: 04-09-17 LICENSE # 2389

PRINTED NAME: DANIEL J. TOLSON

DESIGNED BY: *Daniel Tolson*

I HEREBY CERTIFY THAT THIS SEAL, SIGNATURE, AND REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A duly LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

Design Tree
1000 W. LAMAR AVE.
ST. LOUIS, MO 63103
TEL: 314.241.1200
FAX: 314.241.1201
WWW.DESIGN-TREE.COM

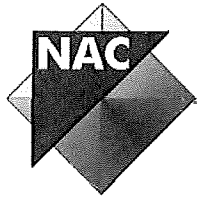
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DRAWN BY: *DT*
CHECKED BY: *DT*
PROJECT NO.: 23397
NO. DATE DESCRIPTION

DETAILS

C 301

FRANCIS, MN



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council

FROM: Nate Sparks, Consulting Planner

DATE: February 28, 2017

RE: ISD #15 – Ordinance Amendment, Conditional Use Permit, and Site Plan Review: Event Parking Lot

Background

ISD #15 has made an application for an ordinance amendment, conditional use permit, and site plan review. The applications are to place a gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Boulevard. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant is proposing an ordinance amendment to allow for such parking areas under certain conditions as a conditional use. The gravel parking area has already been installed.

Parking Lot

The parking lot is intended to be overflow parking that's used when the Junior Varsity, Freshmen, and Middle School football teams are playing. It is adjacent to another gravel parking area that is the primary parking area for the fields in this portion of the School's property. During times of football games, there is substantial overlap of users on the site and when the main parking areas are filled, people resort to parking along the access drives and on the street. This lot is intended to provide a more safe parking area for when the existing parking areas are full. It is intended to only be used three days a week from August until winter. The School District does not intend to maintain it during the winter and there is no planned use in the Spring and Summer months. Due to its limited use, the School District does not wish to pave it. If it were to expand into a more regular, year round use it would be paved. Some tree and brush removal was done when installing the lot. There is a fence separating the new parking lot from the main parking lot with access points for pedestrians.

Parking Ordinance

Section 10-19-8-E of the City's Zoning Ordinance states:

"All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated."

Section 10-19-8-C also requires:

“Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.”

The parking area does not meet City standards for surfacing and curbing. Therefore, the applicant is requesting an ordinance amendment to allow for this type of surfacing to be used.

Ordinance Amendment

The proposed ordinance amendment is specific to the situation at hand. The School District is attempting to allow for gravel overflow parking areas related to athletic fields. The following clause could be added to the Code (underlined text is proposed to be added):

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

Site Plan Review

The parking lot is located on a parcel of land on the southeast corner of 235th Ave and Rum River Blvd. It is accessed by a current driveway from Rum River Blvd. No other accesses are proposed. The applicant intends to put fencing along the parking lot to prevent uncontrolled access. There is existing vegetation in between the parking area and the adjacent rights-of-way to provide the requisite screening. Dust control does not appear to be an issue, as there are no residential properties immediately adjacent to the site.

The main parking area is accessed by driveways off both streets. This lot is intended to be used by people who either enter off Rum River Blvd or cannot find parking after entering off of 235th. All drives are of adequate width to handle two-way traffic. The County has expressed a preference that the parking lot not be accessed off of Rum River Blvd.

The City's parking ordinance requires a 5 foot setback to all rights-of-way. The applicant measured the parking areas to be 51 feet from the centerline of 235th Avenue and 71 feet from the centerline of Rum River Blvd. This equates to about 15-20 feet from the property line to Rum River Blvd and 10-15 feet from 235th Ave.

The parking area may require storm water management. The applicant should work with the City Engineer to determine if any permits are required.

The property on which the parking area is placed is a separate lot than the fields and other parking areas. This lot should be combined with other property to ensure it is not separately conveyed.

The applicant is also considering adding a park area next to the parking lot in order to provide some picnic tables and benches for users of the site.

Conditional Use Permit Review Criteria

The proposed ordinance amendment establishes this use as a conditional use permit. This would allow for the Commission and Council to review any future similar use and to seek input from neighboring property owners at a public hearing. The applicant would like to be granted the CUP concurrent with the amendment, if the amendment is deemed acceptable. When considering a conditional use, the following criteria are required by ordinance to be met:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

The above criteria would appear to be met, if the ordinance amendment is approved.

Planning Commission Recommendation

The Planning Commission reviewed the request and held a public hearing. The Commissioners found that the ordinance amendment was reasonable. The conditional use was found to be acceptable because the proposed parking area is intended for seasonal use on a limited basis. The Planning Commission recommended approval of the ordinance amendment and the granting of the conditional use with the following conditions:

- 1. All comments from the City Engineer shall be addressed.
- 2. The applicant shall install fencing to control access.
- 3. The parking area shall be maintained free of weeds and vegetative growth.
- 4. Handicapped parking stalls and signage shall be provided.
- 5. The parking lot shall have signage indicating it is for event parking only.
- 6. The parking lot shall only be used from August 1st to November 1st.
- 7. Barriers preventing entry shall be placed when the parking lot is not in use.
- 8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
- 9. The parcel shall be combined with an adjacent school owned property.

Requested Action

If the Council concurs with the Planning Commission's recommendation, it would be appropriate to first consider the ordinance amendment. By charter, ordinance amendments require a 4/5ths majority

vote. If the ordinance amendment is approved, it would be acceptable to take action on the resolution approving the conditional use permit.

Attached:

Engineer's Letter

Aerial Photo

Applicant's Submission

Ordinance No. 227, Second Series

Resolution 2017-08



**BOLTON
& MENK**

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

February 7, 2017

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: ISD #15 Soccer Complex Parking Lot
City of St. Francis
Project No.: R18.113082

Dear Nate,

I have reviewed the application submitted for the above-referenced project. It is my understanding that ISD #15 has applied for an Ordinance Amendment associated with the proposed gravel parking area since improved parking surfaces with concrete curb and gutter around the perimeter are required according to the City Ordinances. I also understand that some of the work described within the application has already been completed. I offer the following comments:

1. The applicant shall satisfy all comments received from Anoka County.
2. The applicant shall submit a survey for the property illustrating the location of the proposed improvements with respect to property lines and existing natural features such as trees, drainage ways, and if applicable, wetlands.
3. The applicant shall submit a grading plan for the review of the City of St. Francis.
4. The applicant shall verify that wetlands do not exist on the site and if wetlands do exist, the applicant shall submit a wetland delineation report and comply with all Wetland Conservation Act (WCA) requirements.
5. If wetlands exist on the property, the applicant shall complete a MnRAM classification if the proposed improvements cannot be constructed without encroaching on the maximum required wetland buffer of 25 feet.
6. The applicant shall submit pre and post construction drainage area maps and calculations complete with impervious surface areas for review by the City of St. Francis.
7. The applicant shall prepare a stormwater management plan for the review of the City of St. Francis.
8. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit and satisfying all permit requirements. A copy of the permit shall be submitted to the city for our files.
9. The applicant shall submit a Stormwater Pollution Prevention Plan for the review of the City of St. Francis.
10. All erosion control measures shall be in-place prior to construction and shall be maintained until final turf establishment has been completed.

Nate Sparks
February 7, 2017
Page 2

11. The applicant shall submit a plan illustrating the proposed parking lot layout and identify the anticipated number of parking stalls.

If you have any questions, please call.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read 'J. Voge', is written over the printed name.

Jared Voge, P.E.
City Engineer



Anoka County

TRANSPORTATION DIVISION

Highway

Douglas W. Fischer, PE
County Engineer

February 9, 2017

Jared Voge, PE
City of St Francis
23340 Cree Street NW
St Francis, MN 55070

Re: Proposed Parking Lot Expansion -
ISD #15 St. Francis High School

Dear Jared:

We have reviewed the site plan for the proposed parking lot expansion for ISD #15 St Francis High School, to be located east of CR 72 (Rum River Boulevard) and south of 235th Avenue NW within the City of St. Francis, and I offer the following comments:

The parking lot expansion is proposed to utilize the existing maintenance driveway located south of 235th Avenue NW, which we do not recommend. Instead, for safety reasons, we recommend that the access for the parking lot expansion be made via 235th Avenue NW, which will have NB and SB CR 72 right and left turn lanes constructed in conjunction with the Rum River Bluffs Development.

It should be noted that it appears there are deficiencies for the Case I, Case IIIB and Case IIIC intersection sight distance requirements in this area of CR 72, with the obstructions being trees and the existing horizontal alignment of CR 72. Due to the alignment of CR 72, the sight distance deficiencies are considered non-correctable, and that is why the construction of NB and SB right and left turn lanes is critical for any access point in this area. Please note that no plantings or business signs will be permitted within the county right of way, and care should be exercised when locating private signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any additional sight obstructions for this section of CR 72.

If there will be any work that will occur in the county right of way, a permit is required and must be obtained prior to the commencement of any construction (permit fee = \$150.00). License Permit Bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact the ACHD Permit Office at 763.862.4224 for further information regarding the permit process as applicable.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions.

Sincerely,

Jane K. Rose
Traffic Engineering Manager

xc: File - CR 72/Plats + Developments/2017
Randy Bettinger, Traffic Engineering Coordinator
Terri Vaughan, Traffic Engineering Technician III
ACHD Permit Office

Our passion is your safe way home!

1440 Bunker Lake Blvd. NW ▲ Andover, MN 55304-4005
Office: 763-862-4200 ▲ Fax: 763-862-4201 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer



School Parking Lot

Property Site



Aerial Photo: Flown Spring of 2014



Independent School District 15

A K-12 public school district serving the communities of Athens Township, Andover, Bethel, East Bethel, Linwood Township, Nowthen, Oak Grove, St. Francis and Stanford Township

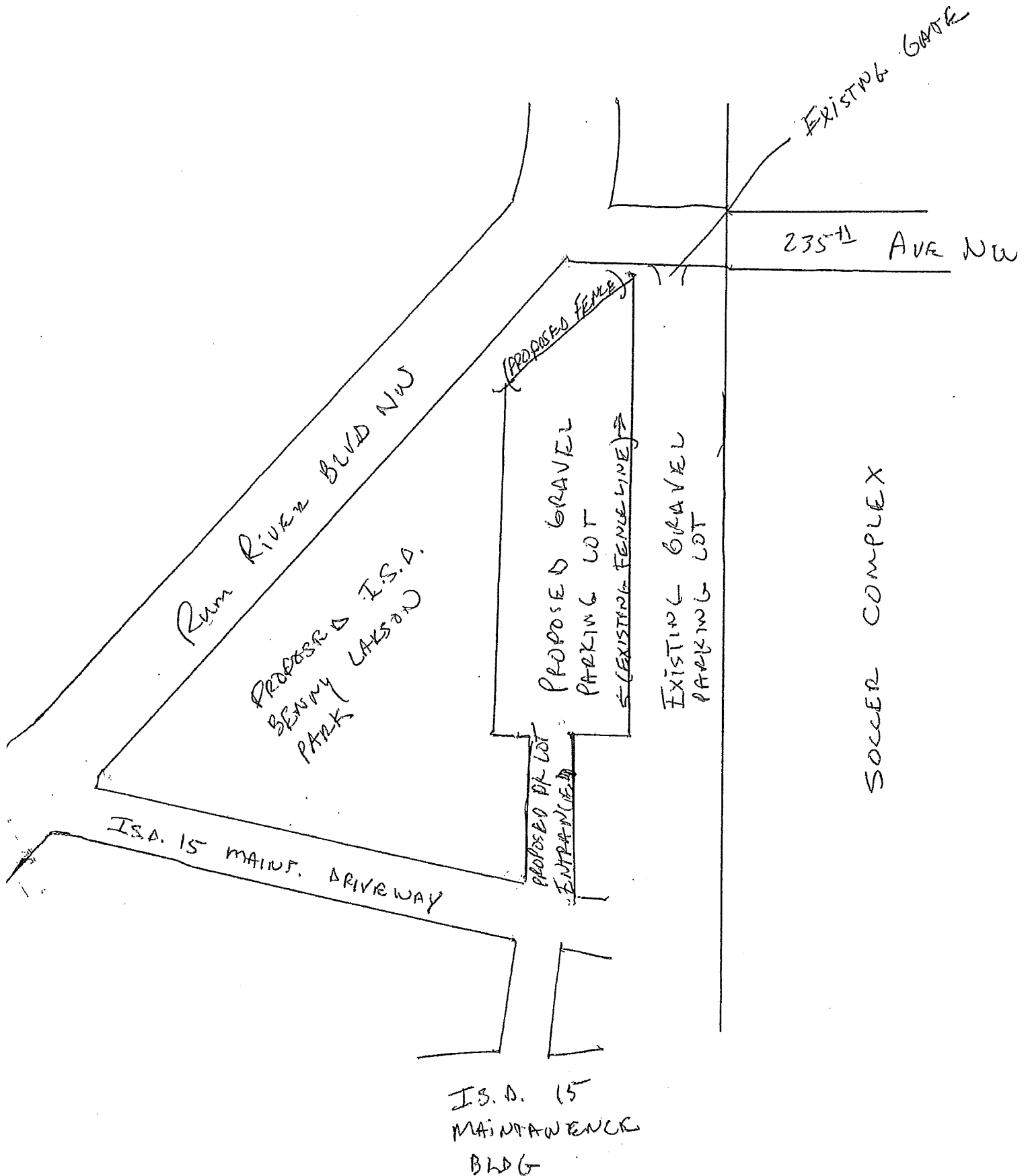
We are seeking an ordinance amendment to allow for a gravel parking lot as an accessory for our school athletic facility on conditional use only during events. The events generate short term, infrequent parking needs that could be exempt from the general paving requirements for permanent parking lots that have use every day. We are seeking to have the amendment approved as well as the conditional use.

The event parking lot is designed to alleviate our patrons parking on the city street (235th) or the county road (Rum River Blvd). The main concern is safety as well as traffic congestion and emergency vehicle entry. The events that will use this parking lot are normally in the fall during football and soccer season. The days of use are normally Tuesday/Thursdays from 2:30-10:00pm and Saturdays from 8:00am to 5:00pm. The event parking lot will not be used during the winter months and will not be plowed.

The only entrance to the lot will be on our property across from our maintenance facility. The north edge of the lot, by Rum River Blvd., will be fenced off. The driveway for the lot will be approximately 50' wide and 150' long. The size of the lot will be approximately 300' by 150'.

Thank you for your consideration.

SET BACK FROM RUM RIVER BLVD - 70'
SET BACK FROM 235TH AVE NW - 51'



ISD
MAIN
BLVD

MAIN DRIVEWAY

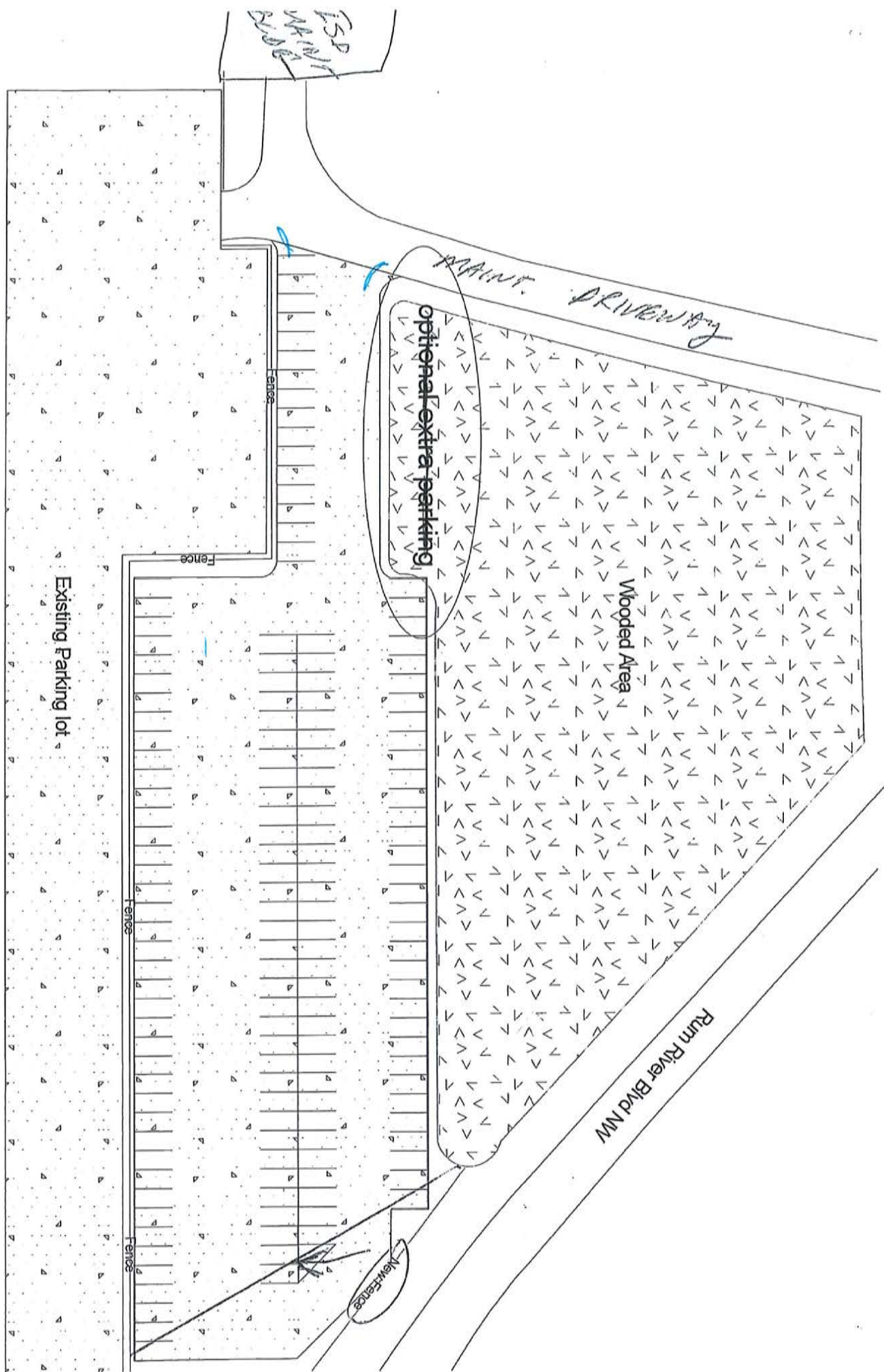
optional extra parking

Wooded Area

Rum River Blvd NW

Existing Parking lot

New Fence





BLVD ST Francis



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

ORDINANCE 227, SECOND SERIES

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE
REGARDING THE SURFACING OF EVENT PARKING AREAS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-19-8-E of the Zoning Ordinance shall hereby be amended to read as follows:

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS _____ DAY OF _____, 2017.

APPROVED:

ATTEST:

Steven D. Feldman
Mayor of St. Francis

Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2017-08

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR A GRAVEL EVENT PARKING LOT FOR ISD #15**

WHEREAS, Independent School District #15 ("the Applicant") have made a request for a conditional use permit for a gravel surfaced, limited use event parking lot to be located within the City of St. Francis ("the City"); and

WHEREAS, the subject site ("the Property") is located on the southeast corner of Rum River Boulevard and 235th Avenue and is legally described as:

That part of Outlot 27, Village of St. Francis, according to the recorded plat thereof, described as follows: Beginning at the northeast corner of said Outlot 27; thence South 0 degrees 01 minutes 28 seconds, West, assumed bearing, along the east line of said Outlot 27, a distance of 429 feet to the southeast corner thereof; thence North 89 degrees 36 minutes 50 seconds West, along the south line of said Outlot 27, a distance of 480.52 feet; thence North 43 degrees 46 minutes 40 seconds East a distance of 590.35 feet to the north line of said Outlot 27; thence South 89 degrees 36 minutes 50 seconds East, along the north line of said Outlot 27 a distance of 72.25 feet to the point of beginning; and

WHEREAS, the site is zoned R-2, Single Family Residential and the school and accessory uses are permitted within this District; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing during on February 15, 2017 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit based on the following findings of fact:

- A. The proposed action has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is and will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.

- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the conditional use permit with the following conditions:

1. All comments from the City Engineer shall be addressed.
2. The applicant shall install fencing to control access.
3. The parking area shall be maintained free of weeds and vegetative growth.
4. Handicapped parking stalls and signage shall be provided.
5. The parking lot shall have signage indicating it is for event parking only.
6. The parking lot shall only be used from August 1st to November 1st.
7. Barriers preventing entry shall be placed when the parking lot is not in use.
8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
9. The parcel shall be combined with an adjacent school owned property.
10. Ordinance No. 227, Second Series shall be placed into effect.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6TH DAY OF MARCH, 2017.

APPROVED

Steven D. Feldman
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Exhibit A – Site Plan

ISD
W/INT
BLDG

PAINT. DRIVEWAY

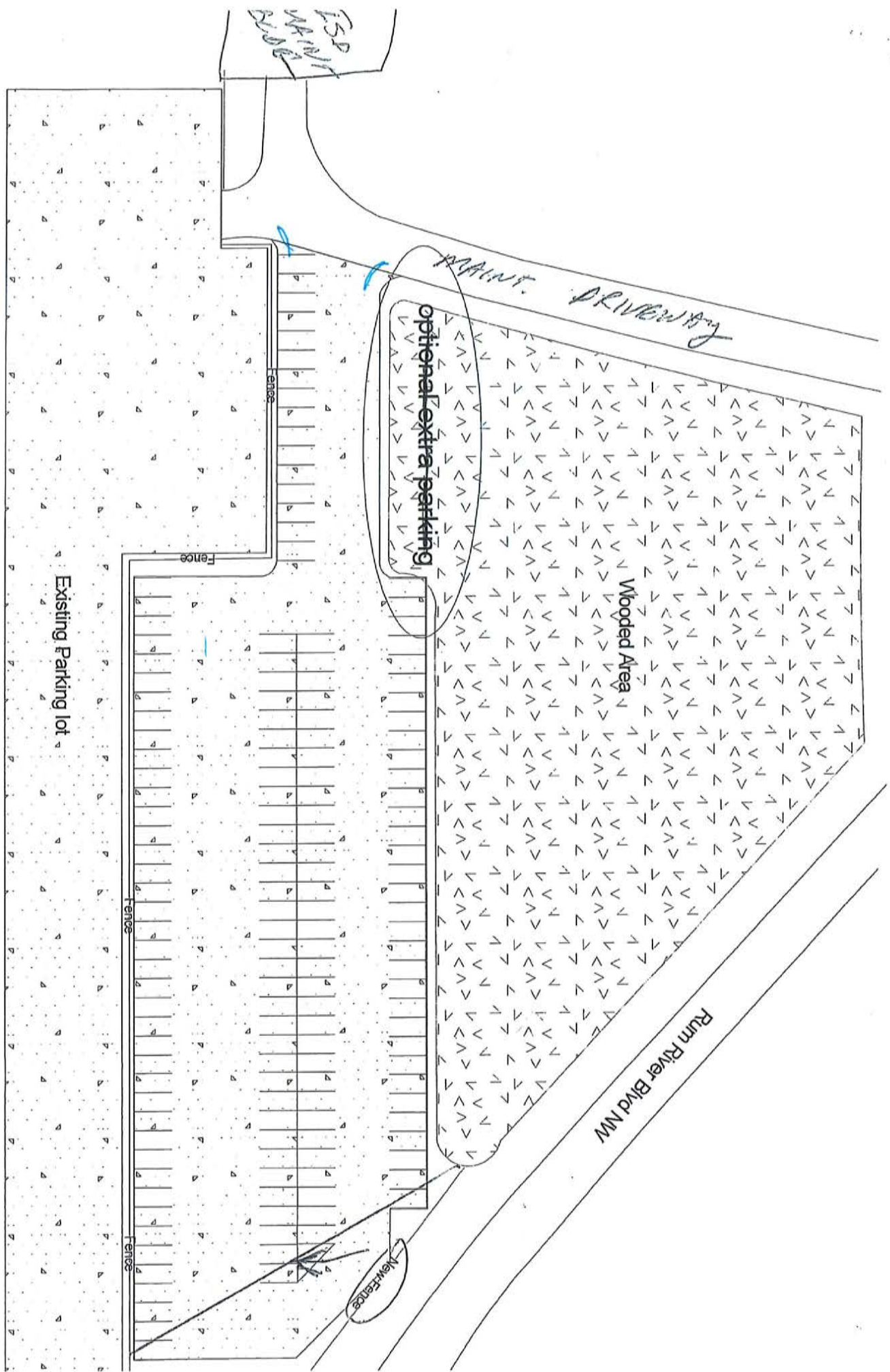
optional extra parking

Wooded Area

Rum River Blvd NW

Existing Parking lot

New Fence



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9A

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Assistant Fire Chief
DATE: 8-2-2017

OVERVIEW:

On April 20th, 2015 the City Council appointed Barry McDonough as the Assistant Fire Chief and Jon Faanes to Captain on an interim basis. Since that time, the City appointed Dave Schmidt to Fire Chief.

The Fire Chief has made updates to the Assistant Fire Chief position description (*attached*). The Fire Chief is recommending updating the position description and taking applications for the Assistant Fire Chief positions. The process is outlined in the Fire Department Policy and Procedure Manual:

The Chief and Assistant Chief are appointed by the City Administrator with concurrence of the City Council. All other positions are awarded via an application process and Accepted officers serve a two-year term.

The Chief will administratively outline the process for the Assistant Chief selection in coordination with the City Administrator and a formal recommendation will be brought back to the City Council. Generally, applications can be accepted and interviews conducted. However, it appears the Fire Chief and City Administrator have the ability to accept letters of interest and resumes then determine if interviews are necessary and make a recommended appointment. Staff will continue to evaluate the process once approved.

Action to be considered:

Motion to revise the Fire Department Policy and Procedure Manual with the recommended job description changes and authorize the City Administrator and Fire Chief to bring back a recommendation for the Assistant Fire Chief appointment.

POSITION TITLE:

ASSISTANT CHIEF

DEPARTMENT:

Fire Department

POSITION TITLE OF IMMEDIATE SUPERVISOR: Fire Chief

SUMMARY:

Work is performed under the managerial direction of the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Serves as second in command over entire Fire Department.

ESSENTIAL JOB FUNCTIONS:

Assists Fire Chief in planning and directing the activities of the department, including hiring, termination, and discipline; assumes the duties of the Fire Chief in the latter's absence. Manages the day-to-day operation of the Fire Department through subordinate division managers. May act as Fire Chief during absence of Fire Chief, as assigned. Supervises all ~~volunteer~~ officers and firefighter/EMT positions, either directly or through other subordinate officers. Reviews, evaluates, develops and implements programs, policies and procedures for various departmental operations including training, department technology, station and equipment maintenance, PPE and uniforms, and fire prevention. Directs and participates in major departmental programs. Responds to general alarm fire as needed; assumes command in the absence of Fire Chief. Carries out duties in conformance with Federal, State, County and City laws and ordinances. Assists in the planning and implementation of Fire and EMS programs for the City in order to better carry out the policies and goals of the City. Directs the operation of departmental in-service training activities.

Handles grievances from ~~volunteer~~ officers and firefighters, maintains Departmental discipline and the conduct and general behavior of ~~volunteer~~ personnel. Prepares and submits periodic reports to the Fire Chief regarding the Department's activities. Assigns personnel and equipment to such duties and uses as the service requires.

PERIPHERAL DUTIES

Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Departments' activities. Attends conferences and meetings to keep abreast of current trends in the field; represents the City Fire/EMS Departments in a variety of local, county, state and other meetings. Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks. Serves as a member of various employee committees.

KNOWLEDGE SKILLS AND ABILITIES

Considerable knowledge of modern fire suppression and prevention and emergency medical services principles, procedures, techniques, and equipment; Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification; Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations; Skill in the operation of listed tools and equipment. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to effectively give and receive verbal and written instructions; Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

ABILITY TO

Supervise company teams including its personnel, apparatus, and equipment. Plan, organize, direct and coordinate the work of firefighters. Train and evaluate firefighters. Be assertive yet not demeaning. Communicate clearly and concisely, both orally and in writing. Operate computer equipment and be proficient completing fire and EMS reports. Work harmoniously with groups, organize and guide members' participation, and promote positive motivation. Operate assigned equipment including vehicles. To make good judgments under emotionally strenuous emergency conditions; consistently displays a calm professional demeanor.

QUALIFICATIONS

Meets all qualifications of St. Francis Paid-on-call Firefighter. ~~Two~~ Six (6) years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. ~~Two Years serving as a Fire Captain on the St. Francis Fire Department.~~ At least 3 years of fire service experience in leadership and management as approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II. Fire Apparatus Operator. Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations. Course work related to Fire Service Instructor, Fire Ground Tactics, Incident Command, and Supervision and Leadership

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Request for Anoka County HRA/EDA Funding
DATE: 08/02/2017

OVERVIEW:

The City of St. Francis participates with the Anoka County HRA/EDA. As a participating city, funds are available for qualified HRA/EDA projects and activities. Per Statute, HRA/EDA funds may be used for acquisition and redevelopment projects. The city has utilized ACHRA funds in the past for site acquisitions, plans and studies. Funds accumulate on an annual basis.

In preparation for tonight's EDA meeting and the likely approval of property acquisition, the following Resolution was created for the request of Anoka County HRA/EDA funds. It is anticipated that this will be the funding moved forward to complete the acquisition of the property. The property will be purchased through a voluntary sale.

ACTION TO BE CONSIDERED:

Staff is requesting approval of the attached resolution to request Anoka County HRA/EDA funds for the St. Francis EDA acquisition of real property located on Bridge Street for redevelopment purposes

BUDGET IMPLICATION:

Attachments: Resolution 2017- 20

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

RESOLUTION 2017-20

**A RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HRA/EDA
FOR THE COMPLETION OF A REAL PROPERTY ACQUISITION FOR
REDEVELOPMENT**

WHEREAS, the City of St. Francis is an existing participant of Anoka County Housing and Redevelopment Authority and Economic Development Authority; and

WHEREAS, the City of St. Francis is reviewing opportunities for redevelopment of properties; and

WHEREAS, the Anoka County Housing and Redevelopment Authority (“the HRA”) and Anoka County EDA Authority has funds available that may be used for the development and implementation of a redevelopment project including real property acquisition for economic development purposes; and

WHEREAS, the City Council is seeking \$200,000 from the HRA/ EDA in order to complete redevelopment at the property located at 3757 Bridge Street. This includes the anticipated acquisition cost of the property at \$162,500, legal and title and demolition of two existing structures; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby requests \$200,000 from the Anoka County HRA/EDA in order to complete acquisition for redevelopment.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF AUGUST, 2017.

APPROVED

Steven D. Feldman
Mayor

Attest:

Barbara I. Held
City Clerk

To: City Council/City Administrator

From: Todd Schwieger, Chief of Police

Date: August 7, 2017

RE: 2nd Quarter Report

2nd Quarter 2017 Training: Officers are required to complete a certain amount of continuing education training hours to maintain their peace officer license. Some trainings are made mandatory by the MN Peace Officer Standards and Training Board (POST) and the department head. Other trainings are suggested but not mandatory. There are many other training courses officers request to attend to increase their knowledge and understanding in certain areas. Officers also do many of their trainings online through a program called PATROL. PATROL allows officers to complete mandatory and optional courses online while also receiving POST continuing education credits. Officers and staff attended a variety of trainings in the 2nd quarter. Service to the community is not sacrificed when an officer is at training. If the officer attends the training on that officers scheduled day to work the shift is covered by another officer.

Courses attended by the officers in the 2nd quarter included:

First Aid/CPR
SFST (Standardized Field Sobriety Training)
ARIDE (Advanced Roadside Impaired Driving Enforcement)
DMT (Machine used to process DWI suspects).
Street Survival
Lidar certification (Handheld radar)
EMR certification (Emergency Medical Responder)
Forensic DNA (How to collect DNA from a scene for analysis)

2nd Quarter Stats Report (attached):

The types of calls officers respond to are broken down into Part 1 and 2 offenses and Part 3, 4, 5 offenses. Examples of the offenses are shown as well as how many offenses officers responded to and completed incident reports on in the 2nd quarter of 2017.

Investigations:

In the 2nd quarter there were 53 cases assigned to the department investigator which included motor vehicle theft, theft, burglary, forgery, fraud, assault and financial transaction card fraud. In the 2nd quarter the department investigator was also busy performing background investigations on police officer candidates. The investigator also prepared DNA collection kits which are now in each St Francis squad car. The kits can be used to collect DNA from the scene of a crime such as from an object a

suspect may have touched. The collection kit is then taken to the Midwest Regional Lab in Andover for testing. All officers have been trained in the collection of DNA by a representative of the Midwest Regional Lab who attended one of our department meetings and conducted the training.

Enforcement:

The police department received a Stalker handheld laser in the 2nd quarter as well as an additional speed sign. Both the handheld laser and the speed sign were paid for out of the police department forfeiture fund. Officers have performed several handheld laser details on Pederson Drive, Bridge St, Poppy St. and Navajo St. The speed signs will continue to be moved around to different areas of the city and additional speed sign locations have been added. The police department is aware of driving concerns in the city and officers spend a lot of their time patrolling the city looking for violations. Several officers did advise that they are not seeing as many excessive speeds as in previous years although traffic volume in the city is substantially increasing.

Community Outreach:

One of the goals for the police department in 2017 was to increase positive ways the police department staff interacts with the community. The police department launched the Bike Rodeo in June and it was a great success. Many children and their families participated in the event and had their bike helmets fitted, navigated the obstacle course and enjoyed free food. The police department plans on making the Bike Rodeo an annual event. The Car Seat Clinic also took place at the police department in June. This event allowed citizens to come and have their child safety seats installed or inspected by our 2 child safety seat technicians. The police department also launched the city's first Neighborhood Watch program in May. There are now more than 15 residents who have volunteered to be block captains for their neighborhoods in the city. Watch signs have been placed in neighborhoods that are participating in the program and officers have been assigned to areas. The police department is looking forward to working more closely with St Francis residents to combat and deter crime. The police department will continue to strive to promote community outreach programs and believe that crime prevention is a collaborative effort between public safety and citizens.

BIKE RODEO







2017 2nd Quarter Statistics

Offense Type	Description Examples	Number of Calls- 2 nd Quarter
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	112
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	997
<u>Total Calls For Service</u>		1109
<u>Investigations</u>		37

Calls for service breakdown: Part 1 & 2 offenses

	2nd Quarter
Thefts	29 (Which include 7 gas drive offs, 3 shopliftings and 2 taking place in schools while in session).
Burglaries	2
Assaults	9
DWIs	3
Citations	77
Fraud	4

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

	2nd Quarter
Suspicious Activity	89
Vehicle lockouts	25
Medicals	75
Alarms	43
Vehicle Accidents	37
Agency Assists	85
Domestic situations	59
Juvenile Activity	4
Civil disputes/Landlord-tenant/Child Custody	17