

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
TUESDAY, JANUARY 16, 2018
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 – January 2, 2018
 - B. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo March 17th @ Am. Legion
 - C. Annual City Charter Report to Chief Judge Tenth Judicial District
 - D. St. Francis Transitional Care Facility-Assisted Living/Planned Unit Development - Continuance
 - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Appointments of Fire Department Captains; Carl Johnson, Chad Schroeder and Evan Sturzl and Lieutenant; Sam Strassburg (Terms expiring 12/31/19)
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
11. REPORTS
 - A. Public Works – Monthly and Annual Report
 - B. Police Department – Annual Report
 - C. Councilmember Reports -
 - D. Upcoming Events –
Jan 17 Planning Comm. Meeting @ ISD #15 Central Services Center 7:00 pm
Jan 26 SFACOC Annual Dinner @ the Refuge Golf Course 6:00 pm
Feb 5 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JANUARY 2, 2018

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

The regular City Council meeting was called to order at 6:00 pm by Mayor Pro-Tem Joe Muehlbauer.

2. **ROLL CALL**

Members present: Mayor Pro-Tem Joe Muehlbauer, Councilmembers Jerry Tveit, Robert Bauer and Rich Skordahl. Mayor Steve Feldman excused.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Planner Ben Gozola (Sambatek), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief David Schmidt, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY BAUER SECOND SKORDAHL APPROVING THE AGENDA AS FOLLOWS. Motion carried 4-0.

4. **CONSENT AGENDA**

MOTION BY BAUER SECOND TVEIT TO APPROVE THE CONSENT AGENDA ITEMS A-D AS FOLLOWS;

A. City Council Minutes – December 4, 2017

B. Hire Michael Greelman as an Assistant Comm. Development Director at Grade 12, Step 2 on the St. Francis Non-Union Salary Scale.

C. MnDOT Agency Delegated Contracting Process Agreement #1030094 - Resolution 2018-07

D. Payment of Claims \$264,579.04 (Check #'s 73508-73636)
Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Appointments for 2018 – Resolution 2018-01
MOTION BY TVEIT SECOND BAUER TO ADOPT RESOLUTION 201-01 A
RESOLUTION APPROVING THE APPOINTMENTS FOR 2018.
Motion carried 4-0

B. St. Francis Transitional Care Facility – Planned Unit Development /Resolution 2018-02

City Planner Ben Gozola reported a request from Chau M. Le, d.b.a. GD1 LLC, the applicant to revise a previously approved PUD for the St. Francis Transitional Care Facility; an 89 unit assisted living facility with transitional and memory care units; proposed to be located on Lot 1, Block 1, Ponds Golf Course; PID; 33-34-24-34-0076. This request is similar to the facility that was previously approved in October 2015, but was never constructed. The revised application address changes to storm water management, improvements per city code and includes changes to the building layout including underground parking. Primary difference to the layout is proposing to have 24 underground parking stalls. This would limit the hard cover and addressing the new storm water requirements. Staff and the Planning Commission believe the PUD plan can be approved based on the fact that the provided plans subject to the recommended conditions, are in conformity to City standards required for planned unit development and senior living facilities. This is a PUD amendment and would need a 4/5 vote for approval.

Tveit asked does this share a driveway with the Ponds Golf Course. Gozola stated yes. Tveit said I like that idea.

Muehlbauer asked if Chau Le would come to the podium to answer some questions. Able Companies originally was the applicant and now Chau Le, d.b.a. GD1 LLC is the applicant. Why is it different? Le stated the property was purchased from Able Companies and has since been taken over by Chau Le, GD1, LLC.

Muehlbauer also stated Walker Methodist was listed as the operator in the previous application. Who will be the operator of this facility? Le said we are working with Ebenezer right now, so they will be number one and have been in the business over a hundred years. Walker Methodist still is on the table but do not have the capacity to handle the project at this time. They have a couple projects lined up at the same time.

Muehlbauer asked are you still asking for TIF? Yes, said Le. Has the TIF agreement been formally approved? Thunstrom stated the district has been established but have not entered into a TIF development agreement with them.

Muehlbauer said my concern is we initially approved this with Walker Methodist. I would like to do more research on the new operator, I have not heard of them.

MOTION BY MUEHLBAUER SECOND BAUER TO CONTINUE UNTIL NEXT COUNCIL MEETING. Motion carried 3-1. Skordahl voting nay.

C. Meridian Behavior Health –

Gozola stated Meridian is asking this to be table so they could have their architect have more information for the February 5, 2018 City Council meeting.

However, I would like you to take action on the resolution setting a public hearing to vacate existing easements. This is similar to the easement vacation we did with Kwik Trip. Also to modify the public hearing date from January 16 to February 5, 2018.

1. Conditional Use Permit/ Resolution 2018-03
Table until February 5, 2018 City Council meeting

2. Setting a Public Hearing on an Easement Vacation/Res 2018-04
MOTION TVEIT SECOND BAUER APPROVE RESOLUTION 2018-04
SETTING A PUBLIC HEARING ON AN EASEMENT VACATION ON
FEBRUARY 5, 2018.
Motion carried 4-0.

D. River's Edge Development – Planned Unit Development/Concept Plan Review

Gozola reported Laketown Homes LLC is seeking feedback on a two-hundred twenty (220) lot urban development on 93.6 acres to the west of County Road 72 and to the north of Rum River Bluffs. The development of this area is similar to the one that was approved by the City in 2006, but a combination of the economy and health of the previous landowner delayed that development, and the final plat has since become void. Gozola gave an overview of his memorandum, PUD Standard Review, Infrastructure, Environmental and other neighborhood impacts along with charges, fees and responsibilities. They would like the council to exam the proposed concept plan and provide feedback for consideration by the applicant.

Planning Commission's feedback:

- Encourage the senior townhome units to participate in local groups and meet ADA requirements;
- Sidewalks are needed throughout the whole development along with trails in the wooded land adjacent to the river,
- The need for a 2nd access point to County Road 72,
- To provide at least three levels of life-cycle housing (patio homes to the east, mid-level in the middle of the development, and high price point lots near the river),
- Like to have two access points but have a concern about the safety of the only location for a second entry, temporary access point could also be considered as a construction access to keep construction vehicles out of Rum River Bluffs.

Skordahl like the plan from the standpoint of mix of housing. We do a poor job of marketing the Rum River.

Developer said the lots next to the river are stunning. We may not get to that part of the development for a couple years. Really excited for this project and a need for a mix of lots. Other builders are running out of lots. Patio homes are a real need. We see many buyers of the patio homes come from within the city. Thanked the city staff for all their help. Would like to know if the city is in favor of the development and like to hear any feedback. Proud of this project.

Skordahl said I am torn about the second access, not in favor of the location or one access and really do not like the second access coming out to County Road 72. Skordahl asked Police Chief Schwieger do you see any concerns of getting back towards the river to keep people out of the wooded area? Schwieger stated the biggest help is to get the word out urging residents that they need to report any suspicious activity.

Bauer stated the only problem I see are with the two lots to the west and maybe put an easement through there so you can have access to them. I would like to see the park extended through whole development. The developer's engineer said we do plan to have a trail system up into the cul-de-sac. Not opposed to the additional access point, probably the best location.

Tveit I am a big trail connectivity person. I was in favor of the trail connection when Bridge Street was improved. I would be in favor of additional outlet if it meets the standards. Construction traffic was a problem in the Ponds development when the additional additions where put in. I would like the large construction vehicles to stay off the city streets, if possible. I believe our comp plan states there needs to be different price points in a development. I like it and in favor of it.

Muehlbauer's biggest concern is the second access point and agree with the construction traffic and preserve the wooded area.

E. Ordinance 236, Second Series – Amending Regulation of Peddlers, Solicitors and Transient Merchants (2nd Reading)

MOTION BY TVEIT SECOND BAUER TO APPROVE THE SECOND READING OF ORDINANCE 236, SECOND SERIES WITH AMENDMENTS TO CHAPTER 8 AND CHAPTER 6 RELATING TO THE REGULATION OF PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS.

Roll Call: Ayes: Bauer, Skordahl, Tveit and Muehlbauer.
Nays: None

Motion carried 4-0.

- F. Summary Publication for Ordinance 236, Second Series – Resolution 2018-05
MOTION BY SKORDAHL SECOND TVEIT TO ADOPT RESOLUTION 2018-05
A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 236, SECOND SERIES.
Motion carried 4-0.

- G. Fire Department – Joint Duty Crew Study
Fire Chief Dave Schmidt reported the fire chiefs from St. Francis, Oak Grove, Bethel, East Bethel and Linwood have been meeting and discussing the possibility of creating a joint Duty Crew Staffing program. Duty Crew staffing utilizes part-time/paid-on-call firefighters to staff the fire stations to cover calls and requests for services. Other communities already utilize some model of a Duty Crew system. Schmidt stated there is grant money available from the State Fire Marshall's office for fire departments to hire an outside consultant to review and evaluate new and creative ways for paid-on-call fire departments to cover requests for service quickly and efficiently. We would like to participate in a study. Should the group be successful in receiving the grant, there is no obligation on the part of the City of St. Francis to move forward with any agreement for budget dollars or staffing as a result. Regardless of the outcome we all recognize a joint effort is needed.

Tveit said I am in favor to create some efficiencies. If we do not get the grant, maybe look back in our notes of the Joint Study that was completed several years ago. The up side is huge in working together.

Muehlbauer said he is in favor of moving forward and apply for the grant.

MOTION BY BAUER SECOND TVEIT TO PARTICIPATE IN THE GRANT WRITING PROCESS FOR A JOINT DUTY CREW STUDY WITH OAK GROVE, EAST BETHEL, BETHEL AND LINWOOD FIRE DEPARTMENTS.
Motion carried 4-0.

- H. Declaring Surplus Property (Drager SCBA's) – Resolution 2018-06
Schmidt reported in November 2017, the Fire Department placed the new MSA SCBA's in to service on all Fire Department Apparatus. Our inventory of Drager SCBA's no longer have functional service to the Fire Department and request the inventory be deemed surplus equipment. Any proceeds from the sale, Schmidt asked they be placed back in to the Fire Department Capital Fund.

Tveit said maybe you could donate the old ones to the Fire Academy.

Bauer asked if we receive funds from the sale of the SCBA's, I would like it to be put back in the fire department budget.

Skordahl said didn't the general fund pay for them.

Kohlmann stated we will have staff review what fund the SCBA's were purchase from.

MOTION BY TVEIT SECOND BAUER TO ADOPT RESOLUTION 2018-06 A RESOLUTION DECLARING SURPLUS PROPERTY (DRAGER SCBA'S). AND HAVE STAFF DETERMINE WHERE FUND ALLOCATION CAME FROM.
Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

None

11. **REPORTS**

A. **Councilmember Reports-**

Tveit welcomed everyone back to the New Year. Thank the residents who have reached out to us this past year. Their concerns are being heard. Not much going on with the URRWMO. New grandpa again.

Bauer excited to see this past year come to an end, we have done a lot of good things. Look forward of another good year in 2018.

Skordahl thanked staff for dealing with the elements this time of the year.

Muehlbauer went to planning commission meeting, good learning experience. Thanked everyone as well, staff doing well. Happy New and hope more people get involved.

Skordahl stated I have one more comment; I really like the power point presentations really help bring the points forward.

B. **Upcoming Events -**

Jan 16 (Tues) City Council Meeting @ ISD #15 Central Services Center 6:00 pm

Jan 17 Planning Comm. Meeting @ ISD #15 Central Services Center 7:00 pm

Jan 26 SFACOC Annual Dinner @ Refuge Golf Course 6:00 pm

12. **ADJOURNMENT**

MOTION BY TVEIT SECOND BAUER TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 6:57 pm.

Motion carried 4-0.

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Acknowledgement to Conduct Excluded Bingo
DATE: January 16, 2018

OVERVIEW:

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post 622 on March 17, 2018. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on March 17, 2018 at the St. Francis American Legion.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: St. Francis Lions Club Previous Gambling Permit Number: XB 02688-17-010
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any:
Mailing Address: PO Box 173
City: St. Francis State: MN Zip: 55070 County: USA
Name of Chief Executive Officer (CEO):
CEO Daytime Phone: 763 753 1265 CEO Email: doxierex2@hotmail.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [X] Other Nonprofit Organization

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

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

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

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [X] Yes [] No

If yes, list the dates when bingo was conducted: 11-11-17 & 12-2-17 = last yr.

The proposed bingo event will be:

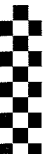
- [X] one of four or fewer bingo events held this year. Dates: 3-17-18 other dates not determined
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:

Person in charge of bingo event: Kristia Ferguson Daytime Phone: 763 753 1265

Name of premises where bingo will be conducted: St. Francis Am. Legion # 622

Premises street address: PO Box 336 St. Francis MN 55070

City: If township, township name: County: Anoka



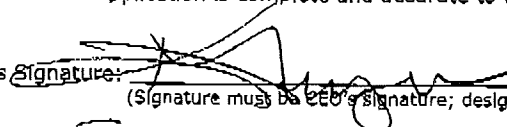
LG240B Application to Conduct Excluded Bingo

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
<p>TOWNSHIP (If required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-5-18

(Signature must be CEO's signature; designee may not sign)

Print Name: Kristin Ferguson

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="margin-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



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

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Annual Charter Commission Report
DATE: January 16, 2018

OVERVIEW:

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

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

None

Attachments:

- Letter to the Tenth Judicial District Judge

December 28, 2017

The Honorable Douglas Meslow
Chief Judge Tenth Judicial District
Anoka County Courthouse
325 East Main Street
Anoka, MN 55303

RE: Annual City Charter Report

Honorable Meslow:

Pursuant to the city of St. Francis' Charter, an annual report is to be submitted to the Chief Judge of the Tenth Judicial District. In 2017, the Annual Charter Commission meeting was held on January 26, 2017.

The City Attorney's office received a request from a newly elected council member asking for the Charter Commission to consider an amendment to the City's Charter; Section 2.04. City Attorney's Office noted due to a provision in the City Charter, it was their opinion that the councilmember could not serve as both a city councilmember and a paid per call fire department in the municipal Fire Department and the two positions were incompatible. The applicable City Charter sections states:

Section 2.04 Incompatible Offices. No member of the Council shall hold any paid appointive office or paid employment for the City other than that to which the member was elected, although the member may be appointed to the office of Mayor in case of a vacancy.

Attorney's office also stated in a memorandum to the Charter Commission; as a member of the Fire Department, the councilmember and all other members of the Fire Department receive paid employment in per call wages and contributions to the fire relief fund. This language has been utilized in the past to prevent sitting council members from serving on the fire department.

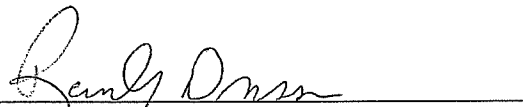
The Attorney General's Office also was contacted to seek an advisory opinion. Their office reported by back that they would not interpret a City Charter provision.

After a lengthy discussion during the January 26, 2017 meeting, it was moved to have the City Attorney's Office do more research on how other cities, charter and non-charter handle this situation.

The next meeting on April 27, 2017, the City Attorney's Office provided a survey of sixty (60) cities they had contacted. It was noted in the memo the clear "majority rule" for Minnesota Home Rule Charter cities is to include language that would work to prohibit a member of the Fire Department from serving on the City Council. After more discussion, the majority of the Charter Commission agreed not to move forward with a Charter Amendment.

No other business was discussed and this was the last meeting of the year.

Respectfully Submitted by,



Randy Dressen
Charter Commission Chair



Barb Held
City Clerk



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **Assisted Living**
DATE: January 16th, 2018

OVERVIEW:

Staff has been working with the developer of the Assisted Living and it was agreed to move the continuation to the February 5th Regular City Council Meeting.

Action to be considered:

Motion to continue the Assisted Living PUD agenda item to the February 5th City Council Meeting.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: **Bill List to be considered by Council**
DATE: 01/10/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$110,178.50 plus any additional bills that are handed out on Monday night. Also to be approved are the December transfers of \$143,282.30 and Debt service payments of \$955,882.97 which are due 2/1/2018.

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:

- 01-16-2018 Packet List
- 01-16-2018 Other Checks

CITY OF ST. FRANCIS
1/16/2018

Checks cut since last Council Meeting

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

Payee	Description	Amount
Bond Trust Services	2010A Bond Payments	83,959.38
Bond Trust Services	2013A Bond Payments	299,472.50
Bond Trust Services	2015A Bond Payments	76,480.00
Bond Trust Services	2016A Bond Payments	99,650.00
Bond Trust Services	2017A Bond Payments	396,321.09
TOTAL		<u><u>955,882.97</u></u>

Disbursements via Debits to Checking Account

Payee	Description	Amount
12/04/17 Cayan	Liquor CC Fee	2,704.09
12/07/17 Village Bank	Returned Check	49.00
12/11/17 Visa	CC Bill	7,945.08
12/12/17 Health Partners	December Insurance	14,547.25
12/14/17 Federal Tax	Payroll	19,596.09
	PERA	15,794.26
	VOYA	1,465.00
	ICMA	360.00
	State Tax	3,785.97
	MSRS	640.27
12/15/17 Health Savings	Payroll	321.25
12/19/17 Federal Tax	Payroll	1,007.90
	PERA	854.28
	State Tax	55.82
	Child support	66.49
12/20/17 Dept of Revenue	Sales Tax	17,022.00
	Cayan	Liquor cc Fee 39.90
12/27/17 Health Partners	January Insurance	14,547.25
12/28/17 Federal Tax	Payroll	19,721.95
	PERA	15,693.39
	VOYA	1,465.00
	ICMA	360.00
	State Tax	3,794.25
	MSRS	609.06
	Healthcare Savings	346.25
	Liquor Gift Card	Gift Card Fee 5.10
12/29/17 TASC	Cobra fee	45.00
	PSN	CC Fee 356.20
	Village Bank	Bank Fee 84.20
TOTAL		<u><u>143,282.30</u></u>



PAYMENT BATCH AP 01-16-18

AIRGAS NORTH CENTRAL

12/31/2017	9950055097	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.96
12/31/2017	9950055097	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.96
12/31/2017	9950055097	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.96
12/31/2017	9950055097	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.96
12/31/2017	9950055097	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.96
					\$59.80

ANOKA COUNTY CENTRAL COMM.

01/02/2018	2017-069	E 101-42110-311	Contract	OCT, NOV, DEC 2017	180.00
					\$180.00

BERNICK COMPANIES, THE

12/29/2017	400901	E 609-49751-252	Beer For Resale	BEER FOR RESALE	275.40
					\$275.40

BREAKTHRU BEVERAGE

12/28/2017	1080739271	E 609-49751-206	Freight and Fuel Charges	FREIGHT	104.36
12/28/2017	1080739271	E 609-49751-251	Liquor For Resale	LIQUOR	6,089.33
12/28/2017	1080739271	E 609-49751-253	Wine For Resale	WINE	798.00
12/28/2017	1080739271	E 609-49751-254	Miscellaneous Merchandise	MISC	174.09
12/28/2017	1080739271	E 609-49751-255	N/A Products	NA	72.00
12/28/2017	1080739272	E 609-49751-252	Beer For Resale	BEER FOR RESALE	246.00
01/04/2018	1080742276	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.30
01/04/2018	1080742276	E 609-49751-251	Liquor For Resale	LIQUOR	204.00
					\$7,691.08

COMPASS MINERALS AMERICA, INC

12/15/2017	140935	G 101-14100	Inventory of Material/Supply	SALT	12,188.37
					\$12,188.37

CRYSTAL SPRINGS ICE

01/02/2018	002.B002249	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	122.94
					\$122.94

DAHLHEIMER DIST. CO. INC.

12/28/2017	165842	E 609-49751-252	Beer For Resale	BEER FOR RESALE	10,968.90
12/28/2017	165842	E 609-49751-254	Miscellaneous Merchandise	MISC	384.00
12/28/2017	165842	E 609-49751-255	N/A Products	NA	26.05
01/04/2018	1320745	E 609-49751-252	Beer For Resale	BEER	3,212.33
01/04/2018	1320745	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
					\$14,625.28

FILTRATION SYSTEMS, INC.

12/19/2017	82876	E 602-49490-229	Project Repair & Maintenance	FILTERS	213.12
					\$213.12

G&K SERVICES, INC

12/12/2017	6043142153	E 101-42110-402	Janitorial Service	RUGS	23.04
12/26/2017	6043153652	E 101-41940-219	Rug Maintenance	RUGS	11.23
12/26/2017	6043153654	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS	2.33
12/26/2017	6043153654	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS	2.32
12/26/2017	6043153654	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	2.33
12/26/2017	6043153654	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	2.33
					\$43.58

GRANITE CITY JOBBING CO.

12/27/2017	74569	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	39.63
12/27/2017	74569	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.07
12/27/2017	74569	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,537.53
					<u>\$1,584.23</u>

GRATITUDE FARMS

12/01/2017	122017	E 101-42700-311	Contract	MONTHLY RATE FOR SERVICES	350.00
					<u>\$350.00</u>

HACH COMPANY

12/15/2017	10759837	E 601-49440-216	Chemicals and Chem Products	ACCUVAC	246.83
					<u>\$246.83</u>

INNOVATIVE OFFICE SOLUTIONS, L

01/04/2018	IN1883302	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	307.93
01/04/2018	IN1883548	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	1.52
					<u>\$309.45</u>

JJ TAYLOR DISTRIBUTING

12/27/2017	2785950	E 609-49751-206	Freight and Fuel Charges	LIQUOR	3.00
12/27/2017	2785950	E 609-49751-252	Beer For Resale	LIQUOR	1,397.05
01/03/2018	2785991	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
01/03/2018	2785991	E 609-49751-252	Beer For Resale	BEER	708.25
					<u>\$2,111.30</u>

JOHNSON BROS WHLSE LIQUOR

12/28/2017	5905823	E 609-49751-206	Freight and Fuel Charges	FREIGHT	91.05
12/28/2017	5905823	E 609-49751-251	Liquor For Resale	LIQUOR	4,268.00
12/28/2017	5905824	E 609-49751-206	Freight and Fuel Charges	FREIGHT	80.06
12/28/2017	5905824	E 609-49751-253	Wine For Resale	WINE	2,363.34
12/28/2017	5905825	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.98
12/28/2017	5905825	E 609-49751-253	Wine For Resale	WINE	720.00
12/28/2017	660217	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(4.71)
12/28/2017	660217	E 609-49751-253	Wine For Resale	WINE	(113.40)
01/04/2018	5910945	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.40
01/04/2018	5910945	E 609-49751-251	Liquor For Resale	LIQUOR	1,838.88
01/04/2018	5910946	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
01/04/2018	5910946	E 609-49751-253	Wine For Resale	WINE	134.85
					<u>\$9,434.59</u>

LMC INSURANCE TRUST

12/11/2017	10918	E 101-41400-160	Work Comp Insurance	WORKMANS COMP	322.50
12/11/2017	10918	E 101-41410-160	Work Comp Insurance	WORKMANS COMP	4.75
12/11/2017	10918	E 101-41500-160	Work Comp Insurance	WORKMANS COMP	116.00
12/11/2017	10918	E 101-41910-160	Work Comp Insurance	WORKMANS COMP	81.00
12/11/2017	10918	E 101-42110-160	Work Comp Insurance	WORKMANS COMP	5,852.00
12/11/2017	10918	E 101-42210-160	Work Comp Insurance	WORKMANS COMP	2,417.25
12/11/2017	10918	E 101-42400-160	Work Comp Insurance	WORKMANS COMP	62.50
12/11/2017	10918	E 101-43100-160	Work Comp Insurance	WORKMANS COMP	2,825.00
12/11/2017	10918	E 101-43210-160	Work Comp Insurance	WORKMANS COMP	195.25
12/11/2017	10918	E 101-45200-160	Work Comp Insurance	WORKMANS COMP	916.25
12/11/2017	10918	E 601-49440-160	Work Comp Insurance	WORKMANS COMP	1,132.50
12/11/2017	10918	E 602-49490-160	Work Comp Insurance	WORKMANS COMP	1,252.50
12/11/2017	10918	E 609-49750-160	Work Comp Insurance	WORKMANS COMP	1,407.50
					<u>\$16,585.00</u>

MCDONALD DIST CO.

12/22/2017	430026	E 609-49751-254	Miscellaneous Merchandise	HOLIDAY STEIN	40.50
12/28/2017	430272	E 609-49751-252	Beer For Resale	BEER	4,227.65
12/28/2017	430272	E 609-49751-255	N/A Products	NA	101.90
01/04/2018	431030	E 609-49751-252	Beer For Resale	BEER	7,315.25
					<u>\$11,685.30</u>

MEDTOX LABORATORIES, INC.

12/31/2017	12201795907	E 101-43100-441	Miscellaneous	MED TESTING	47.92
12/31/2017	12201795907	E 101-45200-441	Miscellaneous	MED TESTING	47.92
12/31/2017	12201795907	E 601-49440-441	Miscellaneous	MED TESTING	47.92
12/31/2017	12201795907	E 602-49490-441	Miscellaneous	MED TESTING	47.94

					\$191.70
METRO SALES, INC.					
01/03/2018	INV974429	E 101-41400-200	Office Supplies	COPIER SUPPLIES	104.50
					\$104.50
METRO WEST INSPECTIONS SERVICE					
12/21/2017	1330	E 101-42400-311	Contract	FINALED PERMITS	1,785.59
					\$1,785.59
MIDCONTINENT COMMUNICATIONS					
01/02/2018	1333271019168	E 101-41940-321	Telephone	TELEPHONE	37.12
01/02/2018	1333271019168	E 101-42110-321	Telephone	TELEPHONE	16.91
01/02/2018	1333271019168	E 101-43100-321	Telephone	TELEPHONE	16.92
01/02/2018	1333271019168	E 601-49440-321	Telephone	TELEPHONE	150.00
01/02/2018	1333271019168	E 601-49440-321	Telephone	TELEPHONE	150.00
01/02/2018	1333271019168	E 609-49750-321	Telephone	TELEPHONE	150.00
					\$520.95
MINNESOTA EQUIPMENT					
12/21/2017	R22659	E 101-43100-218	Equipment Repair & Maintenance	REPAIR FLEET#205958A BELOS	2,054.38
12/21/2017	R22659	E 101-45200-218	Equipment Repair & Maintenance	REPAIR FLEET#205958A BELOS	2,054.38
					\$4,108.76
MN FIRE CERTIFICATION BOARD					
01/04/2018	5271	E 101-42110-208	Training and Instruction	FF II CERT EXAM/HAZMAT OP-G	840.00
					\$840.00
MN MUNICIPAL UTILITIES ASSOC.					
01/02/2018	50526	E 601-49440-433	Dues and Subscriptions	2018 WATER UTILITY MEMBER I	452.00
01/03/2018	50638	E 101-41400-311	Contract	SAFETY MGMT PROGRAM	495.00
01/03/2018	50638	E 101-42110-311	Contract	SAFETY MGMT PROGRAM	495.00
01/03/2018	50638	E 101-42210-311	Contract	SAFETY MGMT PROGRAM	495.00
01/03/2018	50638	E 101-43100-311	Contract	SAFETY MGMT PROGRAM	742.50
01/03/2018	50638	E 101-45200-311	Contract	SAFETY MGMT PROGRAM	742.50
01/03/2018	50638	E 601-49440-311	Contract	SAFETY MGMT PROGRAM	742.50
01/03/2018	50638	E 602-49490-311	Contract	SAFETY MGMT PROGRAM	742.50
01/03/2018	50638	E 609-49750-311	Contract	SAFETY MGMT PROGRAM	495.00
					\$5,402.00
PACE ANALYTICAL SERVICES					
12/18/2017	171289358	E 602-49490-313	Sample Testing	WEEK 1 1ST EVENT 12/5/2017	197.50
12/19/2017	171289393	E 602-49490-313	Sample Testing	WEEK 3 12/12/17	133.00
12/19/2017	171289419	E 602-49490-313	Sample Testing	EFF EXTRA ANALYSIS	131.00
12/20/2017	171289441	E 602-49490-313	Sample Testing	TESTING	90.00
12/27/2017	171289612	E 602-49490-313	Sample Testing	WEEK 4-1ST EVENT 12/19/17	120.00
					\$671.50
PAUSTIS WINE COMPANY					
12/26/2017	8615789-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.25
12/26/2017	8615789-IN	E 609-49751-251	Liquor For Resale	LIQUOR	87.00
12/26/2017	8615789-IN	E 609-49751-253	Wine For Resale	WINE	288.00
					\$380.25
PHILLIPS WINE & SPIRITS CO.					
12/28/2017	2286781	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
12/28/2017	2286781	E 609-49751-251	Liquor For Resale	LIQUOR	2,406.35
12/28/2017	2286782	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
12/28/2017	2286782	E 609-49751-253	Wine For Resale	WINE	370.82
01/04/2018	2290148	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
01/04/2018	2290148	E 609-49751-251	Liquor For Resale	LIQUOR	740.25
01/04/2018	2290149	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
					\$3,570.80
SAMBATEK					
12/27/2016	11216	E 101-41910-311	Contract	GENERAL PLANNING	1,662.40
12/27/2016	11216	E 101-43100-311	Contract	GENERAL PLANNING	862.75
12/27/2016	11216	G 803-22149	BUJELL CONSULTING/VERIZON	GENERAL PLANNING	1,494.25
12/27/2016	11216	G 803-22151	KWIK TRIP CUP	GENERAL PLANNING	208.25

12/27/2017	11217	G 803-22137	Esc-TCO-Assited Living Facility	ST FRANCIS SENIOR LIVING	327.25
12/27/2017	11218	G 803-22153	BROOKSIDE CONST-VARIANCE	BROOKSIDE VARIANCE	238.00
12/27/2017	11219	G 803-22102	Esc-Meridian Beh Health	MERIDIAN BEHAVIORAL	297.50
12/27/2017	11220	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN	267.75
					<hr/>
					\$5,358.15

SOUTHERN GLAZERS OF MN

12/28/2017	1632167	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.21
12/28/2017	1632168	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.96
12/28/2017	1632168	E 609-49751-253	Wine For Resale	WINE	322.00
12/28/2017	1632169	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.66
12/28/2017	1632169	E 609-49751-251	Liquor For Resale	LIQUOR	3,342.42
01/04/2018	1634640	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.69
01/04/2018	1634640	E 609-49751-251	Liquor For Resale	LIQUOR	2,355.74
01/04/2018	1634641	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
01/04/2018	1634641	E 609-49751-251	Liquor For Resale	LIQUOR	89.91
					<hr/>
					\$6,170.87

SUSA

01/08/2017	010817	E 601-49440-433	Dues and Subscriptions	TEICHER MEMBERSHIP	62.50
01/08/2017	010817	E 601-49440-433	Dues and Subscriptions	BARTEN MEMBERSHIP	62.50
01/08/2017	010817	E 602-49490-433	Dues and Subscriptions	BARTEN MEMBERSHIP	62.50
01/08/2017	010817	E 602-49490-433	Dues and Subscriptions	TEICHER MEMBERSHIP	62.50
					<hr/>
					\$250.00

TJ ASSOCIATES

11/28/2017	225357	E 101-43100-441	Miscellaneous	PUBLIC WORKS BUSINESS CAR	48.95
12/26/2017	224464	E 101-42110-200	Office Supplies	FIRE EXTINGUISHER BOOKS	25.90
12/26/2017	224578	E 603-49490-418	Storm Water Management	STORM WATER ASSESS TRIFOL	266.13
12/26/2017	225057	E 101-42110-200	Office Supplies	EVIDENCE CONTROL LOG	98.75
12/26/2017	225176	E 101-42400-200	Office Supplies	SSTS MAINT RECORD	68.75
					<hr/>
					\$508.48

VERIZON WIRELESS

12/26/2017	9798843020	E 101-42110-321	Telephone	TELEPHONE	315.09
12/26/2017	9798843020	E 601-49440-321	Telephone	TELEPHONE	22.18
12/26/2017	9798843020	E 602-49490-321	Telephone	TELEPHONE	35.01
					<hr/>
					\$372.28

VINOCOPIA, INC.

12/29/2017	0197592-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
12/29/2017	0197592-IN	E 609-49751-253	Wine For Resale	WINE	160.00
					<hr/>
					\$165.00

WINE MERCHANTS

01/04/2018	7166336	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.12
01/04/2018	7166336	E 609-49751-253	Wine For Resale	WINE	1,410.00
					<hr/>
					\$1,435.12

ZEP VEHICLE CARE, INC

12/27/2017	9003192411	E 101-42110-221	Vehicle Repair & Maintenance	REPAIR & MAINT	127.24
12/27/2017	9003192411	E 101-43100-221	Vehicle Repair & Maintenance	REPAIR & MAINT	127.26
12/27/2017	9003192411	E 101-45200-221	Vehicle Repair & Maintenance	REPAIR & MAINT	127.26
12/27/2017	9003192411	E 601-49440-221	Vehicle Repair & Maintenance	REPAIR & MAINT	127.26
12/27/2017	9003192411	E 602-49490-221	Vehicle Repair & Maintenance	REPAIR & MAINT	127.26
					<hr/>
					\$636.28

FUND SUMMARY

\$110,178.50

101 GENERAL FUND	\$39,335.11
601 WATER FUND	\$3,210.48
602 SEWER FUND	\$3,229.12
603 STORM WATER	\$266.13
609 MUNICIPAL LIQUOR FUND	\$61,304.66

803 ESCROW

\$2,833.00

Total

110,178.50



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 A

TO: Mayor & City Council
FROM: Joe Lawrence, Assistant Fire Chief
SUBJECT: **Approve the Hiring of 3 Captains and 1 Lieutenant**
DATE: 01/16/2018

OVERVIEW:

In accordance with the approved Fire Department Policy Manual the Fire Department began the process of hiring Captains and a Lieutenant; the positions were posted for a period of 7 days and the department received 6 applicants. Applicants were interviewed by Assistant Chief Joe Lawrence, City Clerk Barb Held and 2 Peer members of the department. Candidates were scored and vetted by the interview panel, with the top candidates receiving offers for Officer Positions.

It is the recommendation that the City Council approve the hiring of Carl Johnson, Chad Schroeder, and Evan Sturzl as Captains and Sam Strassburg as the Lieutenant. The positions will serve a term of two (2) years in accordance with the Fire Department Policy Manual, with the term expiring 12/31/2019. Captains will be paid a monthly salary of 125.00 and the Lieutenant will be paid 75.00 monthly.

Action to be considered:

Motion and approval of the hiring of Carl Johnson, Chad Schroeder, Evan Sturzl to serve as Captains and Sam Strassburg to serve as Lieutenant until 12/31/2019.



Water and Sewer Monthly Report – December 2017

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	20	Inspections
Water	Operational Hours	Hours spent at the facility.	40	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	20	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	20	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	11.2	Million Gallons
		Total Raw Water	11.8	Million Gallons
		Average Daily Flow	.361	Million Gallons
		Average Chlorine	.57	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.129	Mg/l
		Average Fluoride	.33	Mg/l
		Iron Removal	98	%
		Manganese Removal	65	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform Required Monthly Sampling: 8 Influent (25 Constituents); 8 Effluent (39 Constituents):	64	Constituents
Wastewater	Operational Hours	Hours spent at facility.	180	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	20	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	30	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	20	pH Readings
Wastewater	Inspections	Inspect 9 lift stations daily and calculate pump runtimes.	180	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	70	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	9.8	Million Gallons
		Total Effluent	10.1	Million Gallons
		Influent TSS	282	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent TSS	0	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
		Influent CBOD	252	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	.1	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99.9	% Removal
		Influent Phosphorus	3.8	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	35.3	Mg/l
	<i>Limit: (Seasonal) 5.5 mg/l</i>	Effluent Ammonia Nitrogen	.1	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	15	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	30	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	4	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	21	Work Orders
Water/Sewer	Monthly Projects			
WWTP	Grit Removal Equipment Maintenance	Grease and Change Oil	3	Pieces of Grit Removal Equipment

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
WWTP	HVAC Maintenance	Change Filters	20	Filters
WWTP	Rapid Mix Repair	Replace Seal (Warranty)	1	Oil Seal
WWTP	Job Completion Meeting	Finalize Punch List/Repairs	4	Hours
Water/Sewer	Gas Station Demo - Utilities	Assist with Water and Sewer Termination/Disconnect	4	Utility Lines
Water/Sewer	Safety Training	Yearend Review	1	Hour
Water	School Water Main Shut Down	Assist School with Valve Repair for Bus Garage	1	Valve
Lift Stations	Wash Down Lifts	Wash Down Grease	2	Lift Stations
Lift Stations	Pull Pumps	Plugged Pumps	2	Pumps



**Water and Sewer
Annual Report – 2017**

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

TO Mayor & Council

JOB Water and Sewer Yearly Report

	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	236	Inspections
Water	Operational Hours	Hours spent at the facility.	485	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculations
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	236	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	236	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	60	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	168	Million Gallons
		Total Raw Water	174	Million Gallons
		Average Daily Flow	.460	Million Gallons
		Average Chlorine	.39	Mg/l
		Average Raw Iron	1.13	Mg/l
		Average Raw Manganese	.084	Mg/l
		Average Fluoride	.79	Mg/l
		Iron Removal	98	%
		Manganese Removal	80	%
Wastewater	Wastewater Treatment Report			
Wastewater	Operational Hours	Hours spent at facility.	1880	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	236	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	236	Inspections

	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Tertiary Building	Daily inspection of building.	236	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	1920	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	547	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	119.93	Million Gallons
		Total Effluent	118.35	Million Gallons
		Influent TSS	268	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent TSS	1.3	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	238	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	6.5	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	99	% Removal
		Influent Phosphorus	5.5	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.46	Mg/l
		Phosphorus % Removal	99	% Removal
		Influent Ammonia Nitrogen	29	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l, 5.5 mg/l (September- May)</i>	Effluent Ammonia Nitrogen	1.9	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	728	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	624	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	41	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	351	Work Orders
Sewer	Annual Projects completed - 2017			Units
Sewer	Lift Station Wash Downs	Wash Down Grease/Solids	60	Lift Stations
Sewer	Repair Bearing - Fine Screen	Bearing Failure – Fine Screen	2	Bearings

	TASK	DESCRIPTION	QUANTITY	UNITS
Sewer	Flushed Sanitary Line	Slow Moving Velocity	150	Feet
Sewer	Install Lifting Handles on Lift Pumps	Handle for Lifting Chain	3	Pumps
Sewer	Vacuum Out Lift Stations	Remove Grit, Grease	12	Lift Stations
Sewer	Manhole Rehab	Failing Manhole, Complete Rebuild	1	Manhole
Sewer	Lift Station Maintenance	Change Oil and Wear Rings	18	Pumps
Sewer	Lift Station Plugging	Pull Pumps - Remove Rags	20	Pumps
Sewer	Replace Air Release	Air Release Failure, Replace	1	Air Release
Sewer	Jetting	Sanitary Sewer Preventative Maintenance	23,000	Feet
Water	Annual Projects Completed - 2017			Units
Water	Complete Water Use Report (DNR)	Calculation of total water used for the year. Submit to Department of Natural Resources.	1	Report
Water	Replace Fluoride Line	Chemical Line for Fluoride	200	Feet
Water	Fluoride Pump Maintenance	Replace Pump Seals, Rings and Diaphragms	2	Pumps
Water	Replace Chlorine Injector	Replace Diaphragms	3	Injector
Water	4 th Grade Tours	4 th Grade Students Tour Facility	8	Classes
Water	Bearing Replacement Aeration Blower	Bad Bearing, Replace	1	Blower
Water	Load Out/Fill Station	Charge Fill Station - Spring, Drain Fill Station - Fall	2	Events
Water	Student Intern	Student Intern Training at WTP	1	Week
Water	Leaking Curb Stop	Resident had leaking curb stop, repaired.	3	Hours
Water	Semi-Annual Tower Maint.	Drain, Clean and Inspect Tower	2	Days
Water	High Service Maint, WTP	Changed Oil, Adjusted Packing and Greased	4	Pumps
Water	Flushing	Preventative Maintenance	360	Hydrant

	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Hydrant Maintenance	Grease and Repair Hydrants	360	Hydrants
Water	Clean Reclaim Tanks	Wash Out Reclaim Tanks	3	Tanks
Water	RPZ Testing	Yearly Inspection of RPZ	9	Units
Water	Pump Meter Pits	Preventative Maintenance	8	Meter Pits
Water	Hydrant Replacement - Bridge St.	Old Hydrant not closing and was leaking. Installed an isolation valve and a new hydrant.	1	Hydrant/Valve
Water	Paint Hydrants	Preventative Maintenance	20	Hydrants
Water	High Service Pumps/Wells Maintenance	Yearly Inspection of Motors	7	Motors
Wastewater	Annual Projects Completed - 2017			Units
Wastewater	Chloride Reduction Plan	Chloride Reduction - Submit to Minnesota Pollution Control Agency	1	Report
Wastewater	Spray Irrigation Report	Quantity Used - Submit to Minnesota Pollution Control Agency	1	Report
Wastewater	Discharge Monitoring Reports (DMR)	Monthly Wastewater Date-Submit to Minnesota Pollution Control Agency	12	Reports
Wastewater	Training on all new equipment.	Training on Equipment	3	Weeks
Wastewater	Asset Inventory of New Equipment	Maintenance Schedules	2	Weeks
Wastewater	Final Walk-through	Progress Inspection- Minnesota Pollution control Agency	4	Hours
Wastewater	Aeration Blower Maintenance	Change Oil and Grease Blowers	8	Blowers
Wastewater	Aeration Blower Filters	Change Filters	24	Filters
Wastewater	Clarifier #1 Maintenance	Change Oil, Grease Clarifier	2	Events
Wastewater	Clarifier # 2 Drain and Clean	Drain Clarifier #2 from Construction Phase	1	Clarifier
Wastewater	Wastewater Meter Calibration	Accuracy Compliance Check	3	Meters
Wastewater	Backwash Tank Maintenance	Vac Out and Clean Tank	6	Hours

	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Additional Black Top	Prep area around tertiary building for additional paving.	775	Square Yards
Wastewater	Garage Door Maintenance-Existing Buildings	Adjust Doors for Safety	2	Doors
Wastewater	UV System	Install UPS Unit	4	Hours
Wastewater	Influent Lift Station Cleaning	Vac and Clean New Lift Station	2	Cleaning
Wastewater	Rapid Mixer Oil, Seal	Replace Seal	1	Seal
Wastewater	Install and Assemble Racking and Shelving	Organization of New WWTP	8	Units
Safety Training	Monthly Safety Training	Continuing Safety-OSHA	12	Classes
Training	SUSA - Continuing Education Hours	Training For Licenses	1	Day



Streets and Parks Monthly Report – December 2017

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	22	Hours
Streets	Snowplowing	Plowing City Streets	86.8	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	128	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	153	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	26	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	48.6	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	38.7	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	92	Inspections
Parks	Events	Preparation and Inspection	5	5 warming house
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	0	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	0	
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	19	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	30	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	0	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Times
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	44,000	Gallons



**Streets and Parks
Annual Report – 2017**

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	197	Hours
Streets	Snowplowing	Plowing City Streets	423.8	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	384	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	384.1	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	57	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	57.7	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	51.12	Tons
Streets	Grading	Grading City Roads	222.85	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	1445	Inspections
Parks	Events	Preparation and Inspection	155	56 Warming House 1 Wedding 68 Baseball 30 Misc.
Parks	Fertilizing		108.1	Acres
Parks	Mowing	City Parks and Property	1248.5	Acres
Streets	Signs	Signs Installed or Repaired	70	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	35	9 Streets 2 Water 3 Recycle 7 Sewer 12 Parks 2 Misc.
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	109	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	218	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	285	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	210	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	6,045.5	Tons
Parks	Ball Fields	Dragging Ball Fields	64	Occurrences

Parks	Trail Mowing	Mowing Along Walking Trails	164.6	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	21	Occurrences
Streets	Ditch Mowing	Mowing Along Roadway	355.4	Miles
Parks	Ice Rinks	Flooding Ice Rinks	92,000	Gallons

St. Francis Police Department Annual Report

2017



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January 2018,

Mayor Feldman and City Council Members:

I am pleased to submit the 2017 St Francis Police Department Annual Report to you and the residents of St Francis. This report contains a summary of the events and operations the Police Department was involved with in 2017.

In 2017 one of the main initiatives of the police department was to expand our community outreach. The police department initiated several new programs including the 1st annual Bike Rodeo and the implementation of the Neighborhood Watch Program. We look forward to further expanding our community outreach efforts in 2018. The police department believes that having a good relationship with its citizens is essential to public safety and maintaining a safe and enjoyable community. We strive to continually improve upon this relationship each and every year and the strength of that relationship has never been more important than it is today.

The police department staff has been focusing on our mission statement by providing fair and impartial police service to all persons and providing a safer community through partnering with its citizens. Staff also strives to uphold our Core Values "Integrity", "Respect", "Courage" and "Trust" each and every day.

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

Chief of Police

Todd Schwieger

Mission Statement:

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

Our Core Values:

We pledge to uphold the core principles in the Police Officer's Code of Ethics. We utilize this code as our moral compass guiding us to make proper choices.

- **Integrity** – We will act with integrity, which means always doing the right thing legally, ethically and morally.
- **Respect** – We respect all people without personal prejudice, bias, or favoritism.
- **Courage** – We have moral courage and we do what is right even if the personal cost is high.
- **Trust** – We will work to be trusted in the community-we will set a standard for always being truthful and fair.



Chief Todd Schwieger



Sergeant Ryan Larson



Sergeant Dan Allen



Investigator Schwieger



Administrative Assistant Lori Roberts



Officer Heeren



Officer Bulera



Records Clerk Gulbrandson



Records Clerk Anderson



Officer Greene



Officer Black



Officer Hearn



Officer Dzuris

Officer Stemme



Reserve Captain Johnson



Reserve Sieber



Reserve Hill



Reserve Logan



Reserve Peterson

About our Team:

Sergeant Larson has worked with the department since 2006 and was promoted to Sergeant in 2017. He is the department's lead firearms instructor and coordinates the BCA registered predatory offender compliance checks.

Sergeant Allen has worked with the department since 2007 and was promoted to Sergeant in 2017. He is the department's lead Use of Force Instructor, a Field Training Officer, and a Certified Car Seat Technician.

Officer Heeren has been with the department since 2003 and is a Field Training Officer. Prior to working with the St. Francis Police Department Officer Heeren worked for Park Rapids and Blooming Prairie Police Departments.

Officer Black has worked with the department since 2014. She has prior experience with Northfield PD as a Patrol Officer and with the State of Minnesota as a Fraud Investigator. She is currently one of the department's School Resource Officers and is a certified car seat technician.

Officer Bulera has worked with the department since 2016. He has prior experience working part-time with Braham PD. He was a Reserve Officer with St. Francis PD since 2009 prior to being hired as a patrol officer. He is the department's Police Reserve Coordinator.

Officer Greene has worked with the department since 2016. He was a Reserve Officer with the St. Francis PD since 2011 prior to being hired as a Patrol Officer. He is part of the Mobile Field Force Team with Anoka County.

Officer Stemme has worked with the department since 2005. He is the department's Towards Zero Death (TZD) Coordinator and a Field Training Officer.

Officer Hearn has worked with the department since 2017. *He has 4 years of prior experience as a patrol officer with Breckenridge PD.*

Officer Dzuris has worked with the department since 2016. She is currently one of the department's School Resource Officers and is also a part of the Mobile Field Force Team with Anoka County.

Investigator Schwieger has worked with the department since 2008. He has been the department's investigator since 2015. He is also the department's evidence technician.

Summary of Various Functions:

Investigations:

The investigation unit continues to be a resource for the citizens of St. Francis. Investigations reviews reports submitted by the officers, Anoka County Child Protection and the Minnesota Adult Abuse Reporting Center. Other duties include conducting employment background checks for new police officers, conducting surveillance, compliance checks, managing evidence, preparing, and serving search warrants. Hundreds of criminal cases were investigated and processed through the investigation unit in 2017.

Out of the criminal cases investigated there were multiple convictions for all types of crimes, including felony forgery, felony counterfeiting, felony financial transaction card fraud and other crimes. The investigation unit also worked with other agency's on counterfeiting, forgery, identity theft and financial transaction card fraud cases where charges were filed.

In the spring, the investigation unit conducted compliance checks for tobacco and alcohol. All establishments where tobacco and alcohol is served within the city were compliant with no violations found.

All evidence collected is turned over to the investigation unit where it is recorded and placed into the secured evidence room. The investigation unit is also responsible for bringing items to the Tri County Regional Forensic Laboratory for testing, these items may include drugs, fingerprints and DNA found at the scene of crimes.

Records:

The records division provides essential assistance to the St. Francis Police Officers, other criminal justice agencies and the citizens of St. Francis. The Records Support Team takes great pride in providing excellent customer service while offering assistance with accurate crime data information. Police Record Techs are responsible for maintaining police records, citations and responding to various inquiries by phone, walk in, emails and direct mail from the public and other criminal justice agencies

Reserves:

The St. Francis Police Department Reserves are adult volunteers who assist sworn officers by performing community service tasks and help with non-criminal functions. Duties include patrolling neighborhoods, parks, traffic control at accidents, city events and riding with the officers. The Reserves play a vital role in helping with the Pioneer Days Festival by directing traffic during the parade and assisting with security. The St. Francis Police Department is proud to have reserve officers that are willing to volunteer their time to help better the community.

In 2017, the reserve unit volunteered over 570 hours of their time to the department and city. Many former reserve officers have moved onto careers in law enforcement. Some have remained with the St. Francis Police Dept. and others have been hired by other agencies.

Crime Statistics

Graph Comparison 2016 and 2017

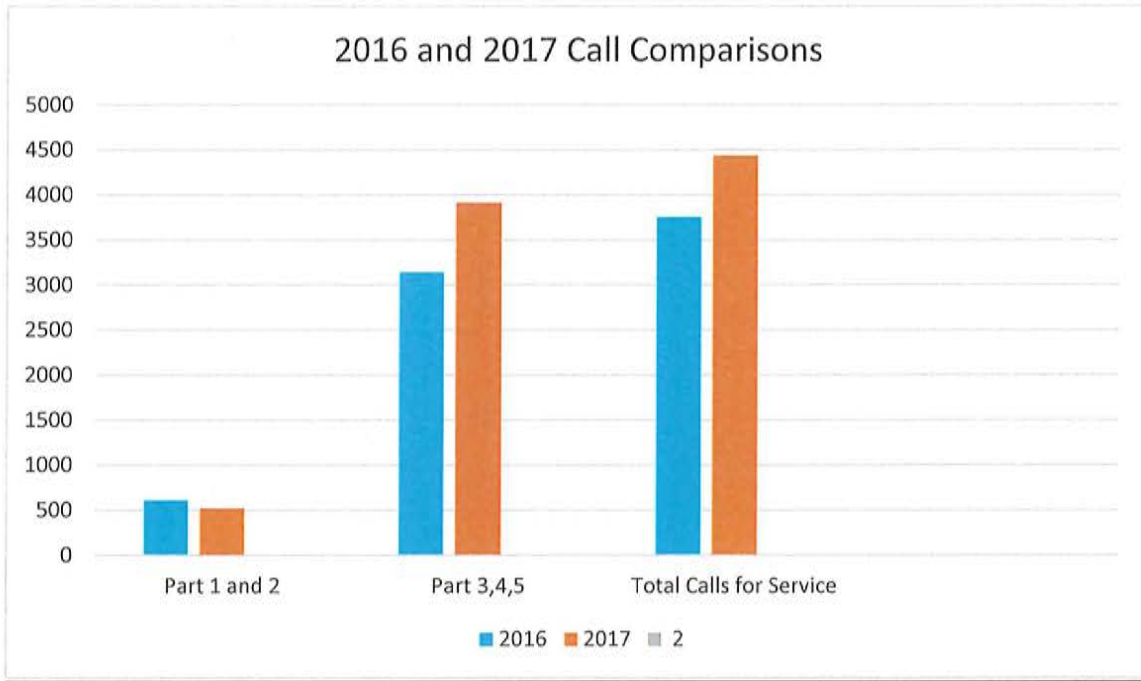


Chart Comparison 2016 and 2017

Offense Type	Description Examples	Number of Calls- 2016	Number of Calls-2017
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	611	522
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.	3140	3,912
<u>Total Calls For Service</u>		<u>3,751</u>	<u>4,434.00</u>

Calls for Service Breakdown Part 1 & 2 Offenses

Graph of Part 1 & 2 Offenses

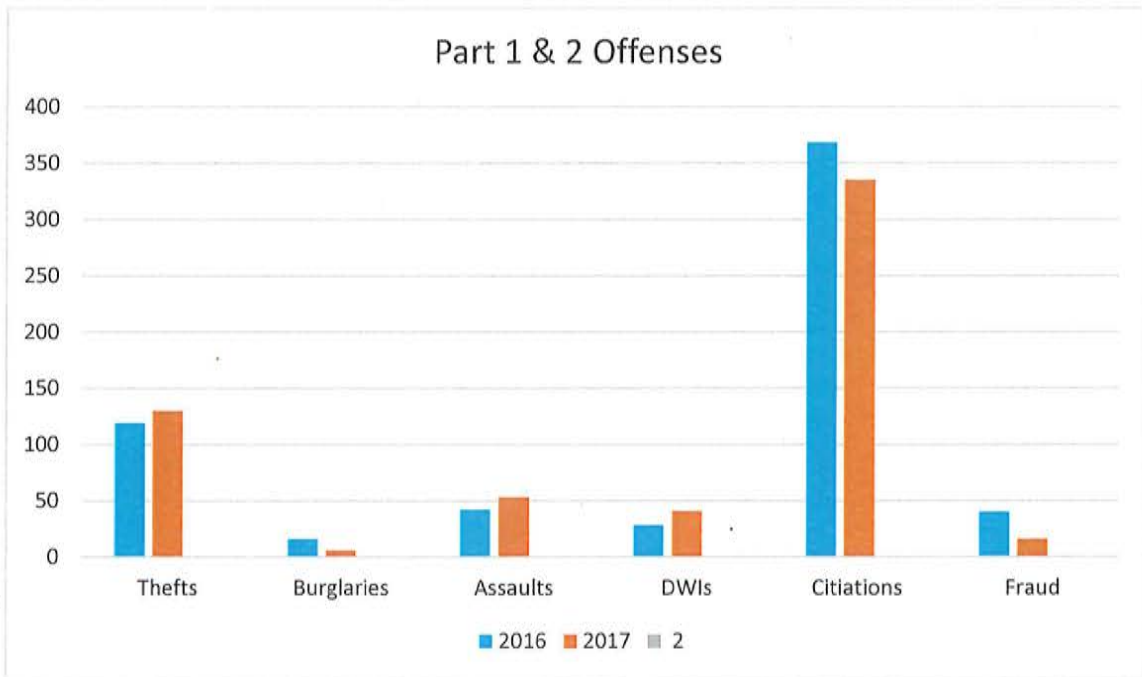
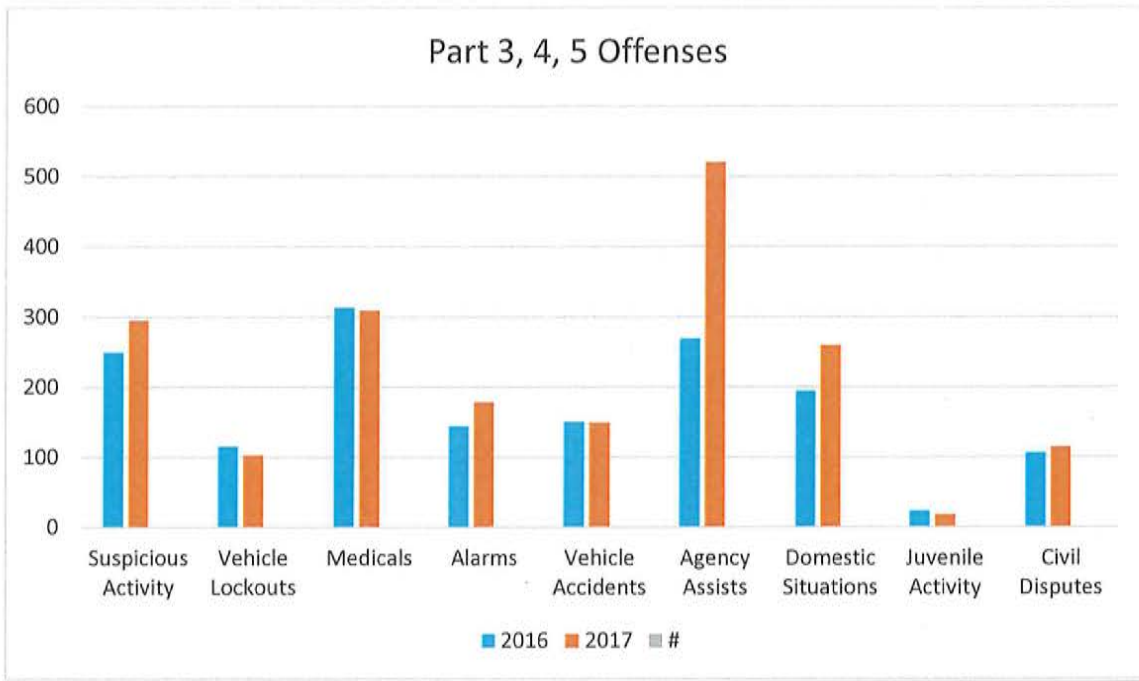


Chart of Part 1 & 2 Offenses

	2016	2017
Thefts	119	130
Burglaries	16	6
Assaults	42	53
DWIs	28	41
Citations	368	335
Fraud	40	16

Calls for Services Breakdown Part 3, 4, 5 Offenses

Graph



Chart

	2016	2017
Suspicious Activity	249	295
Vehicle lockouts	115	103
Medicals	313	309
Alarms	144	178
Vehicle Accidents	150	149
Agency Assists	269	520
Domestic situations	194	259
Juvenile Activity	23	18
Civil disputes/Landlord-tenant/Child Custody	106	114

Programs and Events Overview

Bike Rodeo

A Bike Rodeo is a bicycle skills event, which provides an opportunity for bicyclists to practice and develop skills that will help them to become better bicyclists and avoid typical crashes. The St. Francis Police Department sponsored their first Bike Rodeo in 2017, which was open to the public. We provided a bike obstacle course, safety tips, helmet fitting, refreshments and bike safety checks. Also, present was the St. Francis Fire Department, Allina Ambulance, Bikes for Kids, Rum River BMX, Outdoor Edge Bike Shop and the St. Francis Praise Pantry.



Eddie Eagle

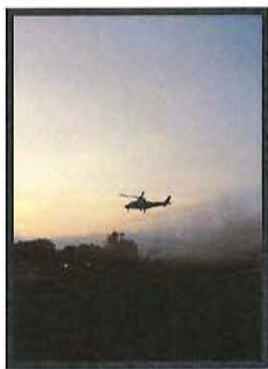
STOP! DON'T TOUCH. RUN AWAY. TELL A GROWN-UP."

The Eddie Eagle Gun Safe Program is a gun accident prevention program developed by a task force made up of educators, school administrators, curriculum specialists, urban housing safety officials, clinical psychologists, law enforcement officials and National Rifle Association Firearm Safety Experts. It began in 1988 with one mission: teach children four simple, easy to remember steps so they know what to do if they ever come across a gun. Eddie and his friends remind children that if they see a gun, they need to Stop! Don't touch. Run away. Tell a grown-up.



National Night Out

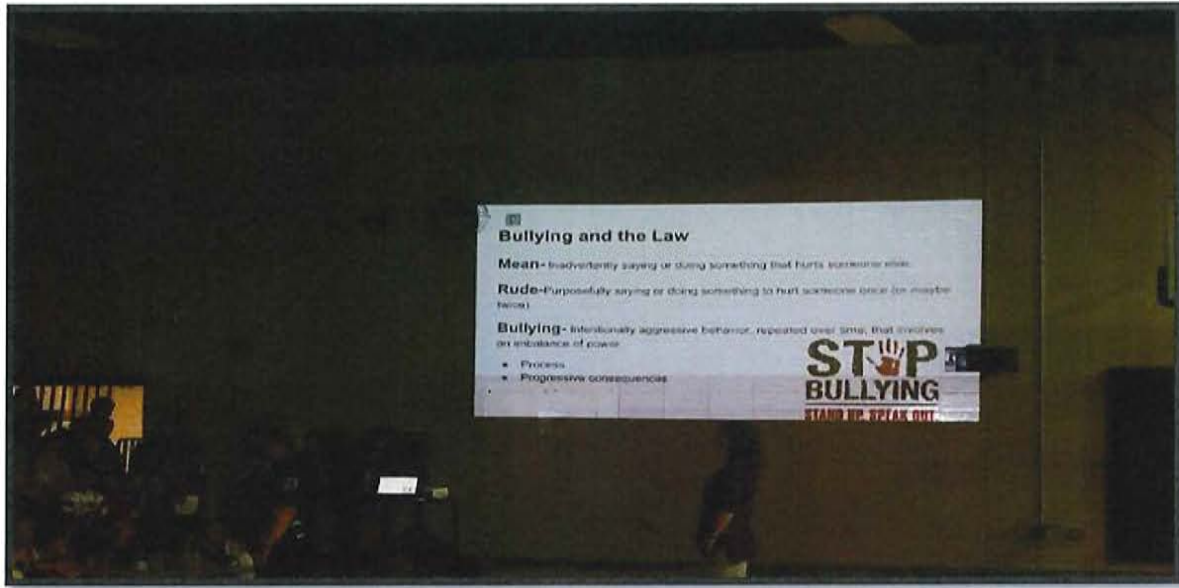
National Night Out is an annual nationwide event that encourages residents to get out in the community, holding block parties and getting to know their neighbors as a way to encourage crime prevention. It's a great way to promote community-police partnerships and enjoy a Minnesota summer evening surrounded by friends and family.



Anti-Bullying Day

Make it **ORANGE** and make it end! What are your true colors when it comes to bullying? If you care about safe and supportive schools and communities make your color **ORANGE** on **Unity Day**. That's the day everyone can come together – in schools, communities, and online – and send one large **ORANGE** message of support, hope, and unity to show that we are together against bullying and united for kindness, acceptance and inclusion.

The St. Francis Police Department hosted 12 lucky students from ISD15 who were randomly chosen on Unity Day to be picked up from school by a St. Francis Police Officer and transported via police car to the St. Francis Police Department where they were treated to a pizza party and personal tour of the department.



Cyber Awareness Night

Throughout this past school year, middle school students who are a part of the Rum River Leos have been learning first-hand about the impact community service can have inside our communities. Recently, they have formed a partnership with the Saint Francis Police Department to tackle the issue of cyberbullying and internet safety. Both Leos and the SFPD agreed that often the generation gap that exists between parents and children, combined with an array of ever changing new messaging apps, leaves even the most tech-savvy parent out of the loop. At the same time, parents are left having to teach how to responsibly use a technology that they, as children, never had.

Residents of ISD 15 were able to learn how to:

- Find out about & use the apps elementary and middle school students are using to message with
- Identify inappropriate messaging and how to better protect their child
- Identify cyberbullying and what to do if their child is being bullied
- Learn how to set security levels that are grade level appropriate
- Ask teens, admin, and local police questions





ALCOHOL AND DRUG AWARENESS WEEK





PREScription DRUG DROP OFF

St. Francis is one of many sites that unused prescription drugs can be dropped off as part of the "Prescription Drug Take Back Program". This gives the community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. Between our prescription drop box and National Drug Take Back Day the police department collected 220 pounds of prescription drugs in 2017.



TOWARD ZERO DEATHS UPDATES

The St. Francis Police Department is proud to be part of the Anoka County Toward Zero Deaths (TZD) coalition.

What is TZD? The Toward Zero Deaths approach is based on the belief that even one traffic-related death on our roads is unacceptable. This "zero deaths" idea was first adopted in Sweden in 1997 as "Vision Zero" and since then has evolved to several state DOTs, including Minnesota, that have identified zero deaths as a core objective in their Strategic Highway Safety Plans. Our mission is to create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of [education](#), [engineering](#), [enforcement](#), and [emergency medical and trauma services](#).

St. Francis Police Department works closely with all agencies in Anoka County through a joint powers agreement and can do traffic enforcement throughout the county. TZD traffic enforcement focuses on the following areas of traffic safety: DUI, Distracted Driving, Seatbelt, and Speed. The Minnesota TZD was founded in 2003. Prior to that, from 1995 through 2003 traffic related fatalities were on the rise. The average statewide traffic fatality total was about 618 deaths per year. Since TZD was founded our traffic fatality rates have decreased 40.5%. In 2016 the statewide total traffic fatalities was 392. As of 12/5/17, our year to date total is 346. We hope to continue to reduce these numbers through aggressive traffic enforcement efforts throughout the county.

Please remember our slogans, safe & sober, click it or ticket, and drive sober or get pulled over.

LOVING FAREWELL TO CHIEF REHLING

