

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
TUESDAY, FEBRUARY 20, 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 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 – February 5, 2018
 - B. City Council Work Session Notes – February 8, 2018
 - C. Accept the Resignation of Part Time Liquor Store Clerk Angela Westbrook
 - D. Hire Lucas Phelps, William Mangan, Kristina Kizer, Aaron Hill and Isaiah Brunette as St. Francis Fire Fighters contingent upon successful completion of all pre-employment testing
 - E. Hire Shannon Denny and Kristine Windhauser as Part Time Liquor Store Clerk pending background checks
 - F. Authorizing Solicitation of Contributions-Resolution 2018-09
 - G. 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. Ordinance 237, Second Series – Amend Regulations on Solar Energy Systems (2nd Reading)
 - B. Emergency Management Plan
 - C. Public Works – Bobcat Toolcat Replacement
 - D. Public Works - Scissor Lift Purchase
 - E. City Charter Amendments – Sections 4.05 and Section 7.06
 - F. Hazardous Building Process and Designation
 - G. Animal Control Contract Discussion
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
11. REPORTS
 - A. Public Works – Monthly Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Feb 21 Planning Commission Meeting @ ISD #15 Central Services Center 7 pm
 - Mar 5 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
 - Mar 17 St. Francis Lions Easter Bingo @ SF American Legion 6:30 pm
 - Mar 19 City Council Meeting @ ISD #15 Central Services Center 6:00 pm
12. ADJOURNMENT

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – February 20th, 2018 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – February 5, 2018
- b. City Council Worksession Notes - February 8, 2018.
- c. Accept Resignation of Liquor Store Clerk Angela Westbrook – Resignation will be effective March 3, 2018.
- d. Approval to hire Firefighters – Hire Lucas Phelps, William Mangan, Kristina Kizer, Aaron Hill, and Isaiah Brunette contingent upon successful completion of pre-employment testing.
- e. Hire Part time Liquor Store Clerks – Shannon Denny and Kristine Windhauser.
- f. Authorizing Solicitation of Contributions – Resolution 2018-09. This Resolution authorizes staff to solicit donations for City events.
- g. Payment of Claims –

6. **Special Business:**

- A. None –

7. **PUBLIC HEARINGS**

- A. None –

8. **OLD BUSINESS**

- A. None

9. **NEW BUSINESS**

- A. Ordinance 237 Second Series- Solar Garden Ordinance. Motion to adopt Ordinance 237, Second Series regarding Solar Energy Systems.
- B. Emergency Management Plan – Motion to adopt the proposed Emergency Management Plan.
- C. Bobcat Toolcat Replacement - Replacement of the Bobcat Toolcat as identified in the Capital Equipment Fund. This purchases has been planned for and money is set aside to make the purchase.

- D. Scissor Lift- A scissor lift has been an identified need for the public works staff to safely maintain facilities. The bobcat toolcat came in under the estimated \$47,700 replacement cost by approximately \$23,000. The \$19,000 scissor lift can be purchased with the cost savings from the toolcat purchase.
- E. Charter Amendments - Staff had two housekeeping City Charter amendments identified for the Charter Commission. The first was extending signature latitude to more parties. The second amendment allows the City to consider the budget at the first or second meeting in September instead of just the first September meeting.
- F. Hazardous Building Process and Designation – three properties are noted for potentially being declared hazardous. These three properties and this process to get these buildings down could potentially be a costly process since these items are not covered within the retainer for legal services.
- G. Animal Control Contract - Staff has obtained quotes from three vendors in addition to our current vendor – Gratitude Farms. Attached are quote prices and sample contracts.

11. Reports:

- A. Public Works Monthly Report
- B. Councilmember Reports

12. Adjournment

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
FEBRUARY 5, 2018

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 Joe Muehlbauer, Robert Bauer and Rich Skordahl. Councilmember Jerry Tveit 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 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 APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 4-0.

4. **CONSENT AGENDA**

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA ITEMS A-D AS FOLLOWS:

- A. City Council Minutes – January 16, 2018
 - B. St. Francis Lions – Application for MN Lawful Gambling Permit/Bingo April 28 @ Am. Legion
 - C. Appoint Greg Zutz, William Murray and Liz Fairbanks to the Planning Commission with terms ending December 31, 2020.
 - D. Payment of Claims \$ (ACH #220 and Check #'s 73703 \$)
- Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

- A. Sarah Udvig 3709 229th Lane NW, asked the city council to consider changing the current animal control agreement from, Tammy Gimpl-Gratitude Farms to Dover Kennels.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

- A. Meridian – Easement Vacation
City Planner Ben Gozola reported the City prepared notices for a public hearing for an easement vacation in order to formally consider a conditional use

permit for a Meridian Behavioral Health Center. After notices were sent Meridian decided to update their building plans and start a new application for the project in order to accommodate an expanded footprint for their proposed building. Staff is recommending going head and hold the public hearing on the easement vacation.

Mayor Feldman opened the public hearing at 6:02 pm with no public comment the public hearing closed at 6:02 pm.

Gozola stated there is no risk in approving the easement vacation being if the conditional use permit is not approved this will be null and void.

1) Vacating a Drainage and Utility Easement and Access Easement – Resolution 2018-08

MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2018-08 A RESOLUTION VACTING A DRAINAGE AND UTILITY EASEMENT AND AN ACCESS EASEMENT. Motion carried 4-0

8. **OLD BUSINESS**

A. St. Francis Transitional Care Facility-Assisted Living/Planned Unit Development-Resolution 2018-02

Gozola reported the Planned Unit Development amendment was reviewed and tabled at the January 2, 2018 City Council meeting. This request is similar to the facility that was previously approved in October 2015 but was never constructed. The changes to the PUD since the one that was approved in 2015 include underground parking and addressing the current storm water standards. If the council chooses to deny the project, you would need to produce findings of facts.

Feldman questioned the height of the building. Gozola stated the mid-point to the highest gable is how we measure the height. Feldman also questioned the financial security. City Attorney Dave Schaps explained the different types of financial securities. Schaps also stated a Letter of Credit is easiest way to receive the money back in case of default.

Feldman asked Chau Le of GDI, LLC if Ebenezer, the potential operator been pinned down? Chau Le replied we are waiting for the CUP to be approved before the operator will commit.

Feldman questioned Le, if the St. Francis residents will have priority to the facility. Le stated the market area focused will be around St. Francis. Le said it is up to the residents where they want to live. Feldman said I would like to have our residents to be able to have a chance to live there. Le stated marketing would start here in St. Francis and then move on to surrounding communities. Another question was will they will be looking for St. Francis residents to staff the facility? Le stated they will try to employ local residents as much as

possible that are qualified for the position(s).

Skordahl stated it's time to move forward with the project.

It's 2018, Bauer stated this project started years ago, ready to get the shovel in the ground.

Feldman said I will support being it is so far in to the project. If I was here at the start, I may have had more comments and suggestions.

MOTION BY BAUER SECOND SKORDAHL TO ADOPT RESOLUTION 2018-02 A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT AMENDMENT AND SITE & BUILDING PLAN REVIEW FOR THE ST. FRANCIS TRANSITIONAL CARE FACILITY.

Motion carried 4-0.

9. **NEW BUSINESS**

A. Ordinance 237, Second Series – Amend Regulations on Solar Energy Systems (1st Reading)

Gozola reported in 2016 the City adopted a solar ordinance to address a request for a ground mounted solar system. It was recognized at the time that further work would be needed to address the solar community as a whole, but that such work could be delayed until needed for future events. In March of 2017 the Council started discussion with Connexus Energy to allow them to lease property by the Wastewater Treatments Facility for a proposed solar project. Before you is an ordinance recommended by the planning commission that would update the City's regulations relating to solar energy systems, and would expand their potential use beyond minor residential installations to larger utility installations. The ordinance also takes into account recent changes in the solar industry.

Feldman questioned why ask for a bond, letter of credit, or establish an escrow account after 5 years. Thunstrom stated the equipment holds the value the first five years. Feldman said, I want to commend you (Thunstrom) on the work you did. I like the ordinance.

Muehlbauer liked how it was written especially how it affects your neighbors.

Bauer said the ordinance is needed in St. Francis.

Skordahl stated too, it is a well-written ordinance.

MOTION BY BAUER SECOND SKORDAHL TO APPROVE THE FIRST READING OF ORDINANCE 237, SECOND SERIES AMENDING REGULATIONS ON SOLAR ENERGY SYSTEMS.

Motion carried 4-0.

B. Building Official

City Administrator Joe Kohlmann reported our current building official had a job offer from another city. Prior to accepting a resignation, the City can consider a counteroffer. The potential counteroffer would be to match the offer made by the other city.

Feldman said I think a hands on building inspector is important. I feel good about him in house and is respected in the trade. The other city sought him out. Metro West is our back up but they are also having issues with their job load and meeting the demands.

Discussion went back and forth on clarification on the salary table, comparison pay to other cities, promotion with a current limited license and along with the low number of inspectors in the field.

Feldman said myself and Kohlmann asked him to give us an opportunity to discuss this at the council level. There are funds available to complete this. He responds to people, he cares about the city and the people and gets back to people in a timely fashion.

Bauer said I understand what you are saying but money is money. We have to be careful how we are spending. I struggle with the fact we are promoting without credentials.

Feldman said I feel this is the right thing to do. His salary is being covered with all the new construction. We finally have all our departments running smoothly. We have to spend the money wisely.

MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE PROPOSED ADJUSTMENT FOR THE BUILDING OFFICIAL'S SALARY.

Motion carried 3-1. Bauer voting nay.

10. MEETING OPEN TO THE PUBLIC

None

11. REPORTS

A. Liquor Store (Bottle Shop) Annual Reports

John Schmidt presented the Liquor Store annual report. Sales were up 4%. Wine sales were flat but gross profit was up. We are buying better quantities. Feldman said he liked the graphs showing the sales, the different product and the Sunday/Saturday sales. Schmidt said he thinks it will take 2-3 years to show how Sunday sales affect total sales.

Council liked the report and stated now you have something to gauge the future year's sales.

B. Councilmember Reports-

Muehlbauer spoke with someone at the school district about the sound system, waiting for a call back.

Bauer reported caucus meetings are tomorrow evening starting at 7 pm.

Skordahl asked about the sound too. There was a feedback sound tonight. Don't forget about the caucuses.

Feldman said he would like to have a work session. We are the guardian of the people's money. I would like to have a discussion on tax increment financing (TIF). After some discussion, a work session was set for this Thursday, Feb 8th at city hall, 5:30 pm.

Kwik Trip they are a reputable operation and that is type of business we need here. I have been getting calls about the sign on the property; Kwik Trip does own the property.

It was brought to my attention that CUP's, home occupation inspections were being discussed on Social Media. If you have questions call city hall, come to a meeting and ask us. Should there be reviews on CUP's, yes I agree. We will look at these, there are about 50 of them. We are here to protect the public. Instead of saying it on Facebook, come and speak to us.

I have had some health issues and had no choice but to miss those meeting. Every plan on running for re-election.

Viking had a good season.

No decision yet on the grant for Riverbank Lane street improvement.

Again, we are the guardians of your money, open to hear anything. Hope everyone likes to new website and I think the city is going in the right direction.

C. Upcoming Events -

Feb 6 Caucus Meetings: 7 pm <http://caucusfinder.sos.state.mn.us/>

Feb 19 City Offices Closed for Presidents Day Holiday

Feb 20 (Tues) City Council Meeting @ ISD #15 Central Services Center 6:00 pm

12. ADJOURNMENT

MOTION BY SKORDAHL SECOND BAUER TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 6:55 pm.

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

CITY COUNCIL WORK SESSION NOTES

FEBRUARY 8, 2018

Mayor Steve Feldman called the Work Session to order at 5:30 pm

Members present were; Mayor Steve Feldman, Council members Jerry Tveit, Rich Skordahl, Joe Muehlbauer, and Robert Bauer. Also present were Assistant City Attorney Dave Schaps, City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, City Clerk Barb Held, EDA members Mike Rodger and Sarah Udvig.

1) Discussion on Tax Increment Financing (TIF)

City Administrator Joe Kohlmann gave a brief history overview of the proposed Planned Unit Development (PUD) on a parcel on the north side of 229th Avenue NW between the golf course clubhouse and the American Legion.

- 1) 11/02/15 PUD Amendment Request by Able Companies
- 2) 12/05/16 TIF Request/Public Hearing Notice – LeGen Companies
- 3) 02/06/17 Public Hearing on TIF request
- 4) 03/06/17 Extension request (financing changes) – LeGen Companies
- 5) 01/02/18 PUD approval – GD1, LLC

Tax Increment Financing utilizes the increased property value after construction to offset the cost of construction for a project. Therefore, the monies come from the investment into the property. While following appropriate rules and regulations, it is the City's sole discretion to offer tax increment financing for a project.

Discussion held on the number of changes in partners, providers and the names of the applicants through this process. Council agreed they want a facility to come in long term. The TIF they are requesting is for 20 years. Question asked was if we have a deadline to decide.

Schaps stated on Monday, you approved the PUD amendment that portion requires you to follow deadlines within the city code. TIF is part of the development agreement. It is up to you if you want to proceed with TIF or not. Thunstrom stated all land use deadlines have been met.

Discussion continued on the different partnerships, language that could be put in the development contract to protect the city, wanting the facility, to it should not be a concern of the city's who the provider is being they would be regulated by the State.

Feldman stated they are asking for public money, we are the guardians of public money and that is the reason we are asking a lot of questions. Twenty years is a long time. We need to do our research/homework.

Rodger stated the business plan that was presented to the EDA is different from who is now requesting approval. Rodger also had some concerns with the changes to the plans of the building, especially the underground parking.

The council agreed a facility like this is important for the community and if there was not public money being requested we would not have much to say if they met all city code requirements. Council felt there were still a number of questions unanswered.

The council felt there are still more questions they would like to ask Chau Le of GD1, LLC. Council asked staff to contact Chau Le to set up a joint meeting in about a month with the City Council and the Economic Development Authority (EDA) to answer some questions. The questions and information they want are; an updated business plan, financial commitment, list of companies involved, operator/provider, and updated proforma.

2) Other Discussion

Council felt these work sessions are helpful and would like to have one later this spring to review the Hwy 47/Pedestrian and Rum River Blvd/235th studies that are being conducted this spring.

Tveit asked if we could discuss snowmobile parking along the Rum River too at a work session or council meeting.

Technology for meetings was also discussed briefly.

Feldman thanked everyone for the good discussion. With no further discussion adjourned the work session at 6:46 pm.

Submitted by:

Barbara I. Held, City Clerk

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Contingent offers of employment for Part-time Firefighters
DATE: 02-20-2018

OVERVIEW:

In late 2017 the Fire Department received approval from City Council to hire 8 firefighters. The Fire Department immediately began recruiting and soliciting applications from those interested in the community. The Fire Department received a total of 9 applications. 8 candidates were interviewed and forwarded off to complete Criminal Background checks and Psychological Evaluations. The final step in the process is a Medical Screening. The vetting process currently coming to end and the Fire Department is requesting to make a contingent offers of employment to 5 candidates upon successful completion of all the required steps for employment.

Those candidates are Kristina Kizer, Lucas Phelps, Aaron Hill, Isaiah Brunette, and William Mangan.

The anticipated start date for these candidates is March 1st, 2018, with initial training beginning on March 6th, 2018 through the Anoka County Fire Academy.

Action to be considered:

Motion to approve the Fire Department to make contingent offers of employment to Kristina Kizer, Lucas Phelps, Aaron Hill, Isaiah Brunette, and William Mangan for the position of Part-time Firefighter with the City of St. Francis.



**Charter Commission
AGENDA REPORT**
Agenda Item #:
4 E

TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Hire Part Time Liquor Store Clerks
DATE: February 20th, 2018

OVERVIEW:

Due to recent resignations, the Bottle Shop is looking fill part time liquor store clerk positions. After conducting interviews, Staff is recommending hiring Shannon Denny and Kristine Windhauser.

Action to be considered:

Motion to hire Shannon Denny and Kristine Windhauser as part time liquor store clerks.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 F

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Resolution Authorizing Solicitation of Contributions
DATE: February 20th, 2018

OVERVIEW:

In May of 2017 legislation was passed authorizing officials and staff of any home rule charter or statutory city, town, county or school district, by resolution to solicit contributions for any event that will foster positive relationships between law enforcement and the community. This resolution would allow city staff to solicit and raise funds for events that promote positive relationships between law enforcement and the community such as National Night Out.

**471.198 EXPENDITURES; NATIONAL NIGHT OUT; LAW ENFORCEMENT
COMMUNITY EVENTS.**

(a) Any home rule charter or statutory city or any town, county, or school district may spend money for National Night Out events held in the jurisdiction of the local government spending the money.

(b) Any home rule charter or statutory city or any town, county, or school district may spend money for any event or purpose that the governing body determines will foster positive relationships between law enforcement and the community.

(c) Notwithstanding any law or ordinance to the contrary, any home rule charter or statutory city, or any town, county, or school district may, by resolution, authorize officials and staff to solicit contributions for the purposes authorized in paragraphs (a) and (b).

ACTION TO BE CONSIDERED:

City Council to pass resolution 2018-09 authorizing St Francis City Staff to solicit and raise funds for events that promote positive relationships between law enforcement and the community.

BUDGET IMPLICATION:

This resolution would allow outside sources to aid in the funding of these types of events rather than the funding coming solely from department budgets.

Attachments: Resolution 2018-09

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

RESOLUTION 2018-09

RESOLUTION AUTHORIZING SOLICITATION OF CONTRIBUTIONS TO FUND
EVENTS THAT FOSTER POSITIVE RELATIONSHIPS BETWEEN LAW
ENFORCEMENT AND THE COMMUNITY

WHEREAS, new law authorizes cities to solicit contributions to fund events that foster positive relationships between law enforcement and the community. 2017 Minn. Law ch. 26, § 1 to be codify as Minn. Stat. § 471.198.

WHEREAS, events including, but not limited to, National Night Out, an annual community-building campaign, promote police-community partnerships and neighborhood camaraderie to make neighborhoods safer and more connected.

WHEREAS, National Night Out and similar events provide opportunities to bring police and neighbors together under positive circumstances.

WHEREAS, pursuant to this law, the City of St. Francis may authorize solicitation of contributions to hold or sponsor these events.

WHEREAS, the governing body determines law enforcement sponsored events including but not limited to National Night Out and similar events that will foster positive relations between law enforcement and the community.

NOW THEREFORE, BEIT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA AS FOLLOWS:

That his council hereby authorizes officials and staff to solicit contributions for the purposes of funding or supporting a law enforcement sponsored event including but not limited to National Night Out in this community.

ADOPTED BY THE ST. FRANCIS CITY COUNCIL THIS 20TH DAY OF FEBRUARY ,
2018.

Steven D. Feldman, Mayor

ATTESTED:

Barbara I. Held, City Clerk



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 02/15/2018

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$116,739.91 plus any additional bills that are handed out on Tuesday night. Also to be approved are the January transfers of \$152,874.24.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 02-20-2018 Packet List
- 02-20-2018 Other Checks



PAYMENT BATCH AP 02-20-18

AIRGAS NORTH CENTRAL

01/31/2018	9950777390	E 101-43100-217	Other Operating Supplies	CYLINDAR RENTAL	11.96
01/31/2018	9950777390	E 101-43210-217	Other Operating Supplies	CYLINDAR RENTAL	11.96
01/31/2018	9950777390	E 101-45200-217	Other Operating Supplies	CYLINDAR RENTAL	11.96
01/31/2018	9950777390	E 601-49440-217	Other Operating Supplies	CYLINDAR RENTAL	11.96
01/31/2018	9950777390	E 602-49490-217	Other Operating Supplies	CYLINDAR RENTAL	11.96
					\$59.80

ALLINA HEALTH

01/31/2018	110023159	E 101-42210-305	Medical & Testing Fees	MEDICAL DIRECTORSHIP	1,148.25
					\$1,148.25

ANOKA COUNTY PROPERTY RECORDS

01/31/2018	01312018	E 101-41400-352	General Notices and Pub Info	2017 TNT, SPEC ASSES, TIF BILI	651.24
01/31/2018	01312018	E 101-41910-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	1,024.68
01/31/2018	01312018	E 311-47000-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	76.08
01/31/2018	01312018	E 415-43100-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	32.86
01/31/2018	01312018	E 416-43100-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	79.19
01/31/2018	01312018	E 505-00000-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	43.03
01/31/2018	01312018	E 507-00000-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	52.07
01/31/2018	01312018	E 601-49440-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	199.00
01/31/2018	01312018	E 602-49490-441	Miscellaneous	2017 TNT, SPEC ASSES, TIF BILI	234.12
01/31/2018	01312018	E 603-49490-418	Storm Water Management	2017 TNT, SPEC ASSES, TIF BILI	689.00
					\$3,081.27

ANOKA COUNTY TREASURY DEPT.

02/05/2018	B180205P	E 101-42110-321	Telephone	BROADBAND	37.50
02/05/2018	B180205P	E 101-42210-321	Telephone	BROADBAND	37.50
02/05/2018	B180205P	E 101-43100-321	Telephone	BROADBAND	37.50
02/05/2018	B180205P	E 101-45200-321	Telephone	BROADBAND	37.50
02/05/2018	B180205P	E 601-49440-321	Telephone	BROADBAND	37.50
02/05/2018	B180205P	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

AQUAFIX, INC

01/31/2018	23375	E 602-49490-229	Project Repair & Maintenance	CHEMICALS	3,027.40
					\$3,027.40

ARTISAN BEER COMPANY

01/31/2018	3238346	E 609-49751-252	Beer For Resale	BEER	83.00
					\$83.00

BELLBOY CORPORATION

01/30/2018	62682800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.45
01/30/2018	62682800	E 609-49751-251	Liquor For Resale	LIQUOR	1,160.50
01/30/2018	97125200	E 609-49750-210	Operating Supplies	OPERATING SUPPLIES	104.74
01/30/2018	97125200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.63
01/30/2018	97125200	E 609-49751-254	Miscellaneous Merchandise	MISC	28.80
					\$1,317.12

BERNICK COMPANIES, THE

02/09/2018	408464	E 609-49751-254	Miscellaneous Merchandise	MISC	60.00
02/09/2018	408465	E 609-49751-252	Beer For Resale	BEER	312.80
					\$372.80

BGS (BARNA GUZY)

01/31/2018	183702	G 803-22139	Esc-Rum River Terrace	RUM RIVER TERRACE	98.00
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01/31/2018	183703	G 803-22137	Esc-TCO-Assited Living Facility	SENIOR HOUSING	2,674.00
01/31/2018	183721	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
01/31/2018	183875	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
01/31/2018	183876	E 101-41600-304	Civil Legal Fees	CHARTER COMMISSION	799.00
01/31/2018	183880	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	588.00
01/31/2018	183881	E 101-41600-304	Civil Legal Fees	MISC/NON-RETAINER	3,024.00
01/31/2018	183884	E 101-41600-304	Civil Legal Fees	CELL TOWER LEASE/EASEMEN	252.00
					<u>\$14,335.00</u>

BREAKTHRU BEVERAGE

01/24/2018	2080193859	E 609-49751-251	Liquor For Resale	LIQUOR	(20.98)
01/25/2018	2080193957	E 609-49751-252	Beer For Resale	LIQUOR	(23.10)
02/01/2018	1080754534	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.80
02/01/2018	1080754534	E 609-49751-251	Liquor For Resale	LIQUOR	1,882.30
02/08/2018	1080757640	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.53
02/08/2018	1080757640	E 609-49751-251	Liquor For Resale	LIQUOR	4,716.88
02/08/2018	1080757640	E 609-49751-253	Wine For Resale	WINE	205.43
					<u>\$6,825.86</u>

CENTURY LINK

02/07/2018	02072018	E 601-49440-321	Telephone	PHONE	70.54
02/07/2018	02072018	E 602-49490-321	Telephone	PHONE	70.54
					<u>\$141.08</u>

COMPASS MINERALS AMERICA, INC

01/30/2018	184029	G 101-14100	Inventory of Material/Supply	SALT	5,512.46
01/31/2018	185247	G 101-14100	Inventory of Material/Supply	SALT	3,471.60
02/05/2018	188749	G 101-14100	Inventory of Material/Supply	SALT	3,363.56
02/07/2018	190831	G 101-14100	Inventory of Material/Supply	SALT	1,722.37
02/08/2018	192013	G 101-14100	Inventory of Material/Supply	SALT	1,727.99
					<u>\$15,797.98</u>

COURIER, THE

02/07/2018	99902	E 101-42110-308	Community Education	DECEMBER AD	132.00
02/07/2018	99903	E 101-43210-439	Recycling Days	PYMT AMT NOT APPLIED TO OR	(14.00)
					<u>\$118.00</u>

CRYSTAL SPRINGS ICE

01/30/2018	002.B002426	E 609-49751-254	Miscellaneous Merchandise	ICE CUBES	79.28
					<u>\$79.28</u>

DAHLHEIMER DIST. CO. INC.

12/12/2017	165335	E 609-49751-252	Beer For Resale	BEER	(5.35)
12/13/2017	165449	E 609-49751-252	Beer For Resale	BEER	(224.00)
01/31/2018	168499	E 609-49751-252	Beer For Resale	BEER	7,635.15
01/31/2018	168499	E 609-49751-255	N/A Products	NA	26.05
02/07/2018	1325771	E 609-49751-252	Beer For Resale	BEER	4,691.80
					<u>\$12,123.65</u>

DEX MEDIA EAST LLC

02/05/2018	110097517	E 609-49750-340	Advertising	ADVERTISING	78.50
					<u>\$78.50</u>

ECM PUBLISHERS, INC.

02/09/2018	572112	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN VARIANCE	48.38
					<u>\$48.38</u>

ECONOMIC DEVELOPMENT ASSOC

02/14/2018	21418	E 101-41910-433	Dues and Subscriptions	MEMBERSHIP	495.00
					<u>\$495.00</u>

ELITE SANITATION

01/30/2018	24625	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	305.00
					<u>\$305.00</u>

EMERGENCY REPOSE SOLUTIONS

12/29/2017	10246	E 101-42210-237	Small Equipment	G1 RIT SYSTEM	4,437.64
02/07/2018	10366	E 402-42210-582	Turnout Gear	TURN OUT GEAR	208.22

\$4,645.86

FERRELLGAS

01/25/2018	1099742744	E 101-43100-212	Motor Fuels	GAS	72.30
					<u>\$72.30</u>

G&K SERVICES, INC

01/30/2018	6043182469	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
02/06/2018	6043188258	E 101-41940-219	Rug Maintenance	MATS	11.23
02/06/2018	6043188259	E 101-42110-402	Janitorial Service	MATS	23.04
02/06/2018	6043188260	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS	1.87
02/06/2018	6043188260	E 101-43210-417	Uniform Clothing & PPE	UNIFORMS	1.83
02/06/2018	6043188260	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS	1.87
02/06/2018	6043188260	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	1.87
02/06/2018	6043188260	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	1.87
					<u>\$52.89</u>

GRANITE CITY JOBBING CO.

02/06/2018	78996	E 609-49751-206	Freight and Fuel Charges	FUEL	4.25
02/06/2018	78996	E 609-49751-254	Miscellaneous Merchandise	MISC	55.71
02/06/2018	78996	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,844.46
					<u>\$1,904.42</u>

HAKANSON ANDERSON ASSOC., INC.

01/31/2018	39472	G 803-22154	ALS-WOODHAVEN COND USE	WOODHAVEN 6TH	1,602.00
01/31/2018	39475	E 101-42400-303	Engineering Fees	MUNICIPAL REVIEW	231.75
01/31/2018	39477	G 803-22043	Esc-River s Edge/Siwek	RIVERS EDGE	603.00
					<u>\$2,436.75</u>

HAWKINS, INC.

01/26/2018	4219910	E 601-49440-216	Chemicals and Chem Products	CYLINDERS	30.00
02/09/2018	4227290	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	5,089.14
					<u>\$5,119.14</u>

HOISINGTON KOEGLER GROUP, INC

02/10/2018	017-001-13	E 101-41910-307	Comp Plan/Wetland Fees	COMP PLAN	4,185.00
					<u>\$4,185.00</u>

ISD #15

02/06/2018	3547	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER PURSUI	201.94
02/07/2018	3548	E 101-43100-218	Equipment Repair & Maintenance	SHOP	67.16
02/07/2018	3548	E 602-49490-228	Equipment Maintenance	SHOP	67.16
02/07/2018	3549	E 101-42110-221	Vehicle Repair & Maintenance	2017 DODGE CHARGER	43.74
02/09/2018	3600	E 101-43100-218	Equipment Repair & Maintenance	2006 CAT-C5000-NISSAN	32.84
02/09/2018	3600	E 101-45200-218	Equipment Repair & Maintenance	2006 CAT-C5000-NISSAN	32.84
02/09/2018	3600	E 601-49440-228	Equipment Maintenance	2006 CAT-C5000-NISSAN	32.81
02/09/2018	3600	E 602-49490-228	Equipment Maintenance	2006 CAT-C5000-NISSAN	32.84
02/12/2018	3601	E 101-42110-221	Vehicle Repair & Maintenance	SHOP	32.23
02/12/2018	3601	E 101-43100-221	Vehicle Repair & Maintenance	SHOP	32.26
02/12/2018	3601	E 101-45200-221	Vehicle Repair & Maintenance	SHOP	32.26
02/12/2018	3601	E 601-49440-221	Vehicle Repair & Maintenance	SHOP	32.26
02/12/2018	3601	E 602-49490-221	Vehicle Repair & Maintenance	SHOP	32.26
					<u>\$672.60</u>

JJ TAYLOR DISTRIBUTING

01/31/2018	2796592	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
01/31/2018	2796592	E 609-49751-252	Beer For Resale	BEER	519.80
02/07/2018	2807438	E 609-49751-206	Freight and Fuel Charges	FUEL	3.00
02/07/2018	2807438	E 609-49751-252	Beer For Resale	BEER	1,390.65
					<u>\$1,916.45</u>

JOHNSON BROS WHLSE LIQUOR

01/31/2018	5930078	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
01/31/2018	5930078	E 609-49751-251	Liquor For Resale	LIQUOR	238.04
01/31/2018	5930079	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.97
01/31/2018	5930079	E 609-49751-253	Wine For Resale	WINE	1,515.30
01/31/2018	5930080	E 609-49751-252	Beer For Resale	BEER	210.96
02/07/2018	5935188	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
02/07/2018	5935188	E 609-49751-251	Liquor For Resale	LIQUOR	787.00

\$2,799.97

KIESLERS POLICE SUPPLY

02/05/2018	0851742	E 101-42110-237	Small Equipment	REMINGTON	503.16
					<u>\$503.16</u>

KRIS ENGINEERING, INC.

02/07/2018	29508	E 101-43100-218	Equipment Repair & Maintenance	PLOW MAINTENANCE	105.27
02/07/2018	29508	E 101-45200-218	Equipment Repair & Maintenance	PLOW MAINTENANCE	105.26
02/07/2018	29509	E 101-43100-218	Equipment Repair & Maintenance	40 LB TOOTH - BOX OF 65	765.70
					<u>\$976.23</u>

LEPAGE & SONS

12/17/2017	25219	E 101-43210-384	Refuse/Garbage Disposal	GARBAGE	130.00
					<u>\$130.00</u>

LMC INSURANCE TRUST

02/01/2018	1004638	E 101-42110-160	Work Comp Insurance	SCHWIEGER. T	467.19
					<u>\$467.19</u>

MCDONALD DIST CO.

02/01/2018	434051	E 609-49751-252	Beer For Resale	BEER	120.45
02/01/2018	434065	E 609-49751-252	Beer For Resale	BEER	10,994.25
02/01/2018	434289	E 609-49751-252	Beer For Resale	BEER	(70.70)
02/08/2018	110-0153	E 609-49751-252	Beer For Resale	BEER	(15.95)
02/08/2018	434863	E 609-49751-252	Beer For Resale	BEER	2,285.85
02/08/2018	434863	E 609-49751-255	N/A Products	NA	60.15
					<u>\$13,374.05</u>

MCDOWALL COMPANY

01/28/2018	10166	E 101-43100-401	Repairs/Maint Buildings	ROOFING MGMT AGREEMENT	418.75
01/28/2018	10166	E 101-45200-401	Repairs/Maint Buildings	ROOFING MGMT AGREEMENT	418.75
01/28/2018	10166	E 601-49440-401	Repairs/Maint Buildings	ROOFING MGMT AGREEMENT	418.75
01/28/2018	10166	E 602-49490-401	Repairs/Maint Buildings	ROOFING MGMT AGREEMENT	418.75
					<u>\$1,675.00</u>

MEDTOX LABORATORIES, INC.

01/31/2018	01201895907	E 101-43100-441	Miscellaneous	DOT TESTING	6.25
01/31/2018	01201895907	E 101-45200-441	Miscellaneous	DOT TESTING	6.25
01/31/2018	01201895907	E 601-49440-441	Miscellaneous	DOT TESTING	6.25
01/31/2018	01201895907	E 602-49490-441	Miscellaneous	DOT TESTING	6.25
					<u>\$25.00</u>

MIDCONTINENT COMMUNICATIONS

02/02/2018	1333016019227	E 101-41940-321	Telephone	CITY HALL	33.83
02/02/2018	1333016019227	E 101-42110-321	Telephone	Police	18.56
02/02/2018	1333016019227	E 101-43100-321	Telephone	Public Works	18.56
02/02/2018	1333016019227	E 601-49440-321	Telephone	WELL HOUSE	150.00
02/02/2018	1333016019227	E 601-49440-321	Telephone	WATER PLANT	150.00
02/02/2018	1333016019227	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					<u>\$520.95</u>

MN DNR WATERS

02/01/2018	1979-6329	E 601-49440-434	Permit Fees	WATER PERMIT	1,671.00
02/12/2018	1960-0127	E 601-49440-434	Permit Fees	WATER PERMIT	140.00
					<u>\$1,811.00</u>

NETWORK BUSINESS SUPPLIES, INC

02/05/2018	00109250	E 609-49750-200	Office Supplies	THERMAL ROLLS	72.50
02/05/2018	00109250	E 609-49751-206	Freight and Fuel Charges	THERMAL ROLLS	6.99
					<u>\$79.49</u>

PACE ANALYTICAL SERVICES

11/07/2017	12171131	E 602-49490-313	Sample Testing	TESTING	1,071.15
01/30/2018	181290557	E 602-49490-313	Sample Testing	WASTEWATER 1-23-18	136.00
01/31/2018	181290570	E 602-49490-313	Sample Testing	WASTEWATER 01-24-18	93.00
02/07/2018	181290765	E 602-49490-313	Sample Testing	WEEK 1 1-31-18	123.00
					<u>\$1,423.15</u>

PHILLIPS WINE & SPIRITS CO.

01/31/2018	2303170	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
01/31/2018	2303170	E 609-49751-251	Liquor For Resale	LIQUOR	1,111.97
01/31/2018	2303171	E 609-49751-206	Freight and Fuel Charges	FREIGHT	28.26
01/31/2018	2303171	E 609-49751-253	Wine For Resale	WINE	594.00
02/07/2018	2306710	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.83
02/07/2018	2306710	E 609-49751-251	Liquor For Resale	LIQUOR	1,297.39
02/07/2018	2306711	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
02/07/2018	2306711	E 609-49751-253	Wine For Resale	WINE	342.30
02/08/2018	2307146	E 609-49751-251	Liquor For Resale	LIQUOR	2,040.00
					\$5,450.16

PINE TECHNICAL & COMM. COLLEGE

01/29/2018	00041948	E 101-42210-208	Training and Instruction	TRAINING & EDUCATION	675.00
					\$675.00

QUILL CORPORATION

02/06/2018	4616379	E 609-49750-200	Office Supplies	BLACK TONER	96.99
02/06/2018	4620202	E 609-49750-200	Office Supplies	3M TAPE	32.99
					\$129.98

REEDER, BRIAN

01/21/2018	01212018	E 602-49490-217	Other Operating Supplies	WWTP MENARDS	64.69
					\$64.69

ROSEVILLE, CITY OF

02/01/2018	0224136	E 101-41940-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 101-42110-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 101-42210-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 101-43100-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 101-45200-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 601-49440-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 602-49490-321	Telephone	PHONE	83.79
02/01/2018	0224136	E 609-49750-321	Telephone	PHONE	83.82
					\$670.35

ROYAL SUPPLY

02/09/2018	22769	E 101-41940-210	Operating Supplies	SUPPLIES	10.44
02/09/2018	22769	E 101-42110-217	Other Operating Supplies	SUPPLIES	41.77
02/09/2018	22769	E 101-43100-217	Other Operating Supplies	SUPPLIES	20.88
02/09/2018	22769	E 101-45200-217	Other Operating Supplies	SUPPLIES	20.88
02/09/2018	22769	E 601-49440-217	Other Operating Supplies	SUPPLIES	20.88
02/09/2018	22769	E 602-49490-217	Other Operating Supplies	SUPPLIES	20.92
					\$135.77

SOUTHERN GLAZERS OF MN

01/31/2018	1644581	E 609-49751-206	Freight and Fuel Charges	FREIGHT	39.68
01/31/2018	1644581	E 609-49751-253	Wine For Resale		1,270.00
01/31/2018	1644582	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.24
01/31/2018	1644582	E 609-49751-251	Liquor For Resale	LIQUOR	507.72
02/08/2018	1647095	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.40
02/08/2018	1647095	E 609-49751-251	Liquor For Resale	LIQUOR	787.41
					\$2,616.45

THE AMERICAN BOTTLING COMPANY

02/01/2018	3562800738	E 609-49751-254	Miscellaneous Merchandise	MISC MERCHANDISE	160.88
					\$160.88

THOMSON WEST

02/04/2018	837734946	E 101-42110-237	Small Equipment	MN CRIMINAL LAW 2018	234.60
					\$234.60

TJ ASSOCIATES

01/26/2018	225972	E 101-41910-200	Office Supplies	BUSINESS CARDS-MIKE CREELI	34.38
					\$34.38

U'S BANK EQUIPMENT FINANCE

02/13/2018	350627394	E 101-41400-240	Office Equip	COPIER LEASE	39.58
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02/13/2018	350627394	E 101-43100-240	Office Equip	COPIER LEASE	39.58
02/13/2018	350627394	E 101-43210-240	Office Equip	COPIER LEASE	39.58
02/13/2018	350627394	E 101-45200-240	Office Equip	COPIER LEASE	39.58
02/13/2018	350627394	E 601-49440-240	Office Equip	COPIER LEASE	39.58
02/13/2018	350627394	E 602-49490-240	Office Equip	COPIER LEASE	39.60
02/15/2018	350755864	E 101-41400-240	Office Equip		30.00
02/15/2018	350755864	E 101-43100-240	Office Equip		30.00
02/15/2018	350755864	E 101-43210-240	Office Equip		30.00
02/15/2018	350755864	E 101-45200-240	Office Equip		30.00
02/15/2018	350755864	E 601-49440-240	Office Equip		30.00
02/15/2018	350755864	E 602-49490-240	Office Equip		30.00
02/28/2018	350567137	E 101-41400-240	Office Equip	COPIER LEASE	42.50
02/28/2018	350567137	E 101-43100-240	Office Equip	COPIER LEASE	42.50
02/28/2018	350567137	E 101-43210-240	Office Equip	COPIER LEASE	42.50
02/28/2018	350567137	E 101-45200-240	Office Equip	COPIER LEASE	42.50
02/28/2018	350567137	E 601-49440-240	Office Equip	COPIER LEASE	42.50
02/28/2018	350567137	E 602-49490-240	Office Equip	COPIER LEASE	42.50
03/02/2018	350511267	E 101-41400-240	Office Equip	COPIER LEASE	78.33
03/02/2018	350511267	E 101-43100-240	Office Equip	COPIER LEASE	78.33
03/02/2018	350511267	E 101-43210-240	Office Equip	COPIER LEASE	78.33
03/02/2018	350511267	E 101-45200-240	Office Equip	COPIER LEASE	78.33
03/02/2018	350511267	E 601-49440-240	Office Equip	COPIER LEASE	78.33
03/02/2018	350511267	E 602-49490-240	Office Equip	COPIER LEASE	78.35
03/02/2018	350511275	E 101-41400-240	Office Equip	COPIER LEASE	99.98
03/02/2018	350511275	E 101-43100-240	Office Equip	COPIER LEASE	99.98
03/02/2018	350511275	E 101-43210-240	Office Equip	COPIER LEASE	99.98
03/02/2018	350511275	E 101-45200-240	Office Equip	COPIER LEASE	99.98
03/02/2018	350511275	E 601-49440-240	Office Equip	COPIER LEASE	99.98
03/02/2018	350511275	E 602-49490-240	Office Equip	COPIER LEASE	100.00
					\$1,742.40

WATER CONSERVATION SERVICE, IN

10/11/2017	7901	E 602-49490-229	Project Repair & Maintenance	LEAK LOCATE	372.28
					\$372.28

FUND SUMMARY

\$116,739.91

101 GENERAL FUND	\$46,346.82
311 G.O. BONDS - 2007A	\$76.08
402 CAPITAL EQUIPMENT	\$208.22
415 Aztec Street Improvements	\$32.86
416 2015-KERRY & 232ND	\$79.19
505 CREEKVIEW EST, STORM/STREETS	\$43.03
507 IVYWOOD ST & 230TH LANE	\$52.07
601 WATER FUND	\$3,347.00
602 SEWER FUND	\$11,294.38
603 STORM WATER	\$689.00
609 MUNICIPAL LIQUOR FUND	\$49,545.88
803 ESCROW	\$5,025.38
Total	116,739.91

St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Solar Garden Ordinance**

Meeting Date: **2-5-18 & 2-20-18**

Staff Reporting: **Kate Thunstrom, Economic Development Director
Ben Gozola, City Planner**

Summary: In 2016, the City adopted a solar ordinance to address a request for a ground mounted solar system. It was recognized at the time that further work would be needed to address the solar community as a whole, but that such work could be delayed until necessitated by future events.

In March of 2017, Council entered into an option to lease with Connexus Energy for a proposed solar project at the Wastewater Treatment facility, and staff was directed to begin work on an ordinance update. Various items in 2017 took precedent to this work, but a draft was eventually reviewed and recommended for approval by the Planning Commission in October of last year. Council agendas since that time were full, and since this matter was not pressing, staff elected to delay its review until this meeting. This language, if approved, would update the City's regulations relating to solar energy systems, and would expand their potential use beyond minor residential installations to larger utility installations. The ordinance also takes into account recent changes in the solar industry.

Recommendations:

- **The City Council is asked to review the proposed ordinance and provide feedback to staff on needed changes or amendment.**
- **If the language is acceptable or can be approved with conditions, staff is recommending Council move the language forward for a second reading.**

List of Attachments: A) *DRAFT Solar Garden Ordinance*

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

ORDINANCE 237, SECOND SERIES

**AN ORDINANCE TO AMEND REGULATIONS
ON SOLAR ENERGY SYSTEMS**

SUMMARY OF SECTIONS AMENDED, RENUMBERED, OR ADDED:

- *10-18-11 Solar Energy Systems*
- *10-18-12 Temporary Family Health Care Dwellings (renumbered)*
- *Section 29 Solar Energy Systems Added*
- *Section 30 marked as "Reserved"*

THE CITY OF SAINT FRANCIS ORDAINS:

Section 1. The City Council of the City of St. Francis hereby amends City Code Chapter 10 (Zoning), Section 18 (Accessory Buildings, Structures and Uses), as follows:

Existing sections 10-18-1 through 10-18-10 are restated and incorporated herein unchanged.

Existing section 10-18-11 is hereby deleted in its entirety.

Existing section 10-18-12 is hereby renumbered to 10-18-11.

Section 2. The City Council of the City of St. Francis hereby amends City Code Chapter 10 (Zoning) by adding a new Section 29 as follows:

SECTION 29

SOLAR ENERGY SYSTEMS

- A. Purpose and Intent:** The City of St. Francis finds that it is in the public interest to encourage the use and development of renewable energy systems that enhance energy conservation efforts, but result in limited adverse impact on nearby properties. As such, the City supports the use of solar energy collection systems and the development of solar energy farms. The City resolves that the following standards shall be adopted to ensure that solar energy system and solar energy farms can be constructed within the City of St. Francis while also protecting public safety and natural resources.

- B. Applicability:** These requirements shall apply to all solar energy system and solar energy farms on properties and structures under the jurisdiction of the City of St. Francis Zoning. The City of St. Francis shall refer any application for a large electric power generating plant (LEPGP) to the Minnesota Public Utilities Commission (MN PUC) for approval. An LEPGP shall be defined as an energy system capable of producing more than 50 megawatts of power.
- C. Definitions:** The following words, terms and phrases , when used in this Section shall have the meaning provided herein, except where the context clearly indicates otherwise:
1. **Building or Other Architecturally-Integrated Solar Energy System:** An active solar energy system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include, but are not limited to, photovoltaic or thermal solar systems that are contained within roofing materials, windows, skylights and awnings.
 2. **CSES:** Community Solar Energy System
 3. **CUP:** Conditional Use Permit
 4. **Community Solar Energy System (also called a “solar garden”):** A solar-electric (photovoltaic array that provides retail electric power (or a financial proxy for retail power) to multiple community members or businesses residing or located off-site from the location of a solar energy system.
 5. **Ground Mounted Panels:** Freestanding solar panels mounted to the ground by use of racks or poles or similar apparatus
 6. **Ground Mounted Solar Energy System:** Systems which are accessory to and are designed to supply energy for a principal use.
 7. **Large Energy Power Generating Plant (LEPGP):** Any Solar Energy System capable of producing 50 megawatts or more of power
 8. **Large Energy Power Generating Plan (LEPGP):** Any Solar Energy System capable of producing 50 megawatts or more of power.
 9. **MN PUC:** The Minnesota Public Utilities Commission
 10. **Photovoltaic Systems:** An active solar energy system that converts solar energy directly into electricity.

11. **Roof or Building Mounted Solar Energy Systems:** A solar energy system that is mounted to the roof or building using brackets, stands or other apparatus.
12. **SES:** Solar Energy System
13. **Solar Collector:** A device, structure or a part of a device or structure that the principal purpose is to transform solar radiant energy into thermal, mechanical, chemical or electrical energy
14. **Solar Energy:** Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector
15. **Solar Energy System:** An active solar energy system that collects or stores solar energy and transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, thermal or chemical means.
16. **Solar Farm:** A commercial facility that converts sunlight into electricity, whether by photovoltaics (PV), concentrating solar thermal devices (CST) or other conversion technology, for the principal purpose of wholesale sales of generated electricity.
17. **Solar Garden:** A Community Solar Energy System
18. **Solar Hot Water System:** A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs.
19. **Solar Permit Supplement:** In addition to a Building permit, required for permit submission.

D. Types of Energy Systems

1. **Roof mounted or Architecturally-Integrated solar system:** Systems which are accessory to the principal land use, designed to supply energy for the principal use. Roof mounted or other architecturally-integrated systems shall be regulated as follows:
 - a) Rooftop or other architecturally-integrated systems are permitted accessory uses in all zoning districts in which buildings and structures are permitted.
 - b) The property owner or contractor shall complete a building permit and supplemental application and obtain approval prior to installation.

- c) Solar energy systems shall be harmonious with the architectural features of the structure in as much as possible.
- d) Commercial and industrial roof or other integrated systems: Shall be placed on the roof to limit visibility from the public right-of-way or to blend into the roof design in as much as possible while still allowing the owner to reasonably capture solar energy.
- e) Height: roof mounted Solar systems must not exceed the height maximum in the applicable zoning district for the structure on which it is mounted.
- f) Setbacks: roof mounted solar systems must comply with all structure setback requirements in the applicable zoning district, and must not extend behind the exterior perimeter of the structure on which the system is mounted.
- g) Roof mounted systems placed on the street facing front of any structure shall be flush-mounted systems.

2. Ground mounted solar energy systems: Ground Mounted systems shall be regulated as follows:

- a) Ground mounted systems are permitted accessory uses in all districts in which building and structures are permitted.
- b) The property owner or contractor shall complete a building permit and supplemental application and obtain approval prior to installation.
- c) Ground mounted systems are exempt from accessory structure number and area limitations except as provided herein.
- d) Heights: ground mounted solar energy systems must not exceed the height maximum in the applicable zoning district for an accessory structure for all possible orientations.
- e) Setbacks: ground mounted solar energy system must meet the setbacks required for an accessory structure in the applicable zoning district for all possible orientations.
- f) No ground mounted solar system shall cover or encompass more than ten percent (10%) of the gross lot size.

- e) All Solar Farm components must meet the setback, height and impervious surface limitations for the district in which the system is located.
5. **Additional Standards:** In addition to the specific standards required for individual system types, the following standards shall apply to all Solar Energy Systems.
 6. **Compliance with Building Code:** All SES's shall require a building permit, shall be subject to approval of the City Zoning Administrator and Building Official, and shall be consistent with the State of Minnesota Building Code
 7. **Compliance with State Electric Code:** All photovoltaic systems shall comply with the Minnesota State Electrical Code
 8. **Compliance with State Plumbing Code:** Solar thermal systems shall comply with applicable Minnesota State Plumbing Code requirements.
 9. **Compliance with MN Energy Code:** All SES's shall comply with HVAC-related requirements of the Energy Code.
 10. **Utility Notification:** No grid-intertied photovoltaic system shall be installed until the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
 11. **Permitting Deadlines:** Solar Energy Systems must complete work outlined within the Building Permit within six (6) months of the date the Building Permit was issued. All requests for an extension to this deadline must be made prior to the deadline, and must be made in writing to the City Building Official. The City Building Official shall issue an extension within seven (7) days of receiving the request if the party making the request provides good cause, which shall be broadly interpreted, for the request.
 12. **Installation:** Installation of a solar systems shall not constitute a right to sunlight from any adjoining property, nor does the city assure access to sunlight.
 13. **Security and Equipment buildings:** Security and equipment building(s) on the site of solar farms shall be permitted uses accessory to the solar farm.
 14. **Landscaping:** Buffer screening from routine view of the public right-of-way and immediate adjacent residences shall be required in an attempt to minimize the visual impact of above grade site improvements and any extensive or imposing perimeter securing fencing that is proposed. Low lying screening, shrubbery or other native vegetation shall be required around site perimeter security fencing.

15. **Controlled Access:** The owner or operator shall contain all unenclosed electrical conducts located above ground within a structure (or structures) with controlled access.
16. **All CSES's and Solar Farm's – Power and communication lines:** All on-site power and communication lines running between banks of solar panels and buildings shall be buried underground on premise. The Zoning Administrator may grant exemptions to this requirement in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.
17. **All CSES and Solar Farm - Decommissioning Plan:** A decommissioning plan with cost estimates shall be required to ensure that CSES's and Solar Farms are properly removed after their useful life. Decommissioning must occur within 180 days of abandonment, as defined in Section G. Five years after commencement of the use, the owner or operator shall post a bond, letter of credit, or establish an escrow account. This security shall be in an amount equal to the estimated decommissioning cost.
18. **Easements:** Solar energy systems shall not encroach on public drainage, utility, roadway, or trail easements.
19. **Glare:** No solar energy equipment or solar electric systems shall create or cause unreasonable glare on other property or public roadways. Unreasonable glare shall mean a public safety hazard as determined by the City Council or the appropriate roadway authority.

E. Conditional Use Permit (CUP) Requirements: In addition to the general requirements for a conditionally permitted use outlined in Zoning Code Chapter 6, the following requirements will also apply to solar energy system CUP applications.

1. **CUP's runs with the land:** A CUP may be terminated if the owner/operator violates the terms of the CUP; provided however that the Zoning Administrator send a written notice of violation to the owner/operator giving thirty (30) days to remedy the violation. In the event the event the owner/operator fails to remedy the violation, the Zoning Administrator may send written notice of CUP termination to the owner/operator.
2. **Conditional Use Permit Submittal Requirements:** A CUP application for Solar Energy System shall be accompanied by horizontal and vertical elevation drawings, drawn to scale. The drawings shall show the location of the system components on the property as well as other elements including but not limited to the following:
 - a) Existing features
 - b) Proposed features

- c) Property boundaries
- d) Property zoning designation(s) including district property line and roadway setbacks
- e) Solar arrays, connecting lines and all affiliated installations and structures
- f) Access points, drive aisles, security features and fencing
- g) Topography & surface water drainage patterns and treatment systems
- h) Wetlands, woodlands, grasslands and prairielands
- i) Existing and proposed/preserved/protected wildlife corridors (wetland/woodland/topography connectivity)
- j) Landscape plan, including required screening of site perimeter securing fencing
- k) Floodplains
- l) Soils
- m) Historical features
- n) Archeological features
- o) Wildlife and ecological habitat
- p) Environmental mitigation measures
- q) Description of project staging (if applicable)

F. Permit Modifications: Conditional Use Permits must be maintained consistent with the terms of their approval. Modification and amendments shall be processed and reviewed consistent with the terms of City Code

Section 3. The City Council of the City of St. Francis hereby amends City Code Chapter 10 (Zoning) by adding a new Section 30 as follows:

SECTION 30

(Reserved)

Section 4. Effective Date. This Ordinance shall take effect on the later of 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 20th DAY OF FEBRUARY, 2018.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: **Emergency Management Plan**
DATE: February 20th, 2018

OVERVIEW:

Having an Emergency Management Plan in place is essential to insure the City of St Francis is prepared to deal with disasters and to protect the public peace, health and safety of the people of St Francis. The proposed Emergency Management Plan is based on the Incident Command System foundation (ICS) which is a proven management system based on best successful practices during responses to many significant events and disasters. See the Emergency Management Plan Policy and Purpose.

Policy and Purpose:

- I. Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this City will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this City, it is hereby found and declared to be necessary:
 - A. To establish a City emergency management organization responsible for City planning and preparation for emergency government operations in time of disasters.
 - B. To provide for the exercise of necessary powers during emergencies and disasters.
 - C. To provide for the rendering of mutual aid between this City and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
 - D. To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.



ACTION TO BE CONSIDERED:

The City of St Francis Mayor and City Council to adopt the St Francis Emergency Management Plan.

BUDGET IMPLICATION:

The possibility of future training sessions for city staff could involve a small amount of overtime. Basic supplies to stock the EOC (Emergency Operations Center) have been purchased and periodic replacement of EOC supplies and additional supplies may be have to be purchased as needed.

Attachments: Emergency Management Plan

CITY OF ST. FRANCIS

EMERGENCY MANAGEMENT PLAN



DATA PRACTICES WARNING

Information contained in the City of St. Francis Emergency Management Action Plan is classified as both "Public" and "Private" data pursuant to the Minnesota Government Data Practices Act. Data classified as "Public" is accessible to anyone upon request to the City's Responsible Authority. Data classified as "Private" is accessible to City staff that has a job need for the information, to the subject of the data, and to those whom the data subject has given their informed consent. City staff in possession of the Emergency Management Action Plan are to maintain it in a secure location to insure that the information is not accessed by unauthorized persons, or outside the procedures established by City policy and State law.

Effective Date: _____

EMERGENCY OPERATIONS PLAN

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POLICY AND PURPOSE

- I. Because of the existing possibility of the occurrence of disasters of unprecedented size and destruction resulting from fire, flood, tornado, blizzard, destructive winds or other natural causes, or from sabotage, hostile action, or from hazardous material mishaps of catastrophic measure; and in order to insure that preparations of this City will be adequate to deal with such disasters, and generally, to provide for the common defense and to protect the public peace, health, and safety, and to preserve the lives and property of the people of this City, it is hereby found and declared to be necessary:
 - A. To establish a City emergency management organization responsible for City planning and preparation for emergency government operations in time of disasters.
 - B. To provide for the exercise of necessary powers during emergencies and disasters.
 - C. To provide for the rendering of mutual aid between this City and other political subdivisions of this State and of other states with respect to the carrying out of emergency preparedness functions.
 - D. To comply with provisions of Minnesota Statutes, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management.

EMERGENCY OPERATIONS PLAN

I. BASIC PLAN DISTRIBUTION LIST

The following personnel have received a copy of the City of St. Francis' Emergency Management Plan and all attachments:

- A. Mayor and City Council
- B. City Administrator
- C. Police Chief/Director of Emergency Management
- D. Police Sergeant
- E. Police Office Supervisor
- F. Fire Chief/Deputy Director of Emergency Management
- G. Public Works Director
- H. Finance Director
- I. City Attorney
- J. Building Official
- K. IT Manager
- L. Anoka County Emergency Management

II. FORWARD

The primary purpose of this Plan is to provide a guide for emergency operations. It is intended to assist key City officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide-range of emergency conditions.

Although an organization may have the foresight to plan for anticipated situations, planning is of little worth if it is not reduced to written form. Personnel familiar with unwritten "Plans" may be unavailable at the time it becomes necessary to implement them. A written Plan will furnish a documentary record that can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform personnel who become replacements or designees.

III. TRANSFER OF OFFICE

Upon termination of office by reason of resignation, election, suspension or dismissal, the holder of this document shall transfer it to his/her successor or the City of St. Francis Emergency Management Director.

IV. ASSIGNMENT

Copy #: _____ Assigned to: _____

DEFINITIONS

“Emergency Management” means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by fire, flood, tornado and other acts of nature, or from sabotage, hostile action, or from industrial hazardous material mishaps. These functions include, without limitation, fire-fighting services, police services, emergency medical services, engineering, warning services, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions. Emergency management includes those activities sometimes referred to as “Civil Defense” functions.

“Disaster” means a situation, which creates an immediate and serious impairment to the health and safety of any person, or a situation, which has resulted in or is likely to result in catastrophic loss to property, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

“Emergency” means an unforeseen combination of circumstances, which calls for immediate action to prevent from developing or occurring.

“Emergency Management Forces” means the total personnel resources engaged in city-level emergency management functions in accordance with the provisions of this resolution or any rule or order there under. This includes personnel from City departments, authorized volunteers, and private organizations and agencies.

“Emergency Management Organization” means the staff element responsible for coordinating city-level planning and preparation for disaster response. This organization provides City liaison and coordination with federal, state, and local jurisdictions relative to disaster preparedness activities and assures implementation of federal and state program requirements.

ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION

- I. There is hereby created with the City government an emergency management organization, which shall be under the supervision and control of the City Emergency Management Director, hereinafter called the "director". The director shall be appointed by the City Council/Mayor and shall be paid his/her necessary expenses. The director shall have direct responsibility for the organization, administration, and operation of the emergency preparedness organization, subject to the direction and control of the City Council/Mayor.

POWERS AND DUTIES OF THE DIRECTOR

- I. The director, with the consent of the Council/Mayor, shall represent the City on any regional or state conference for emergency management. The director shall develop proposed mutual aid agreements with other political subdivisions of the state for reciprocal emergency management aid and assistance in an emergency too great to be dealt with unassisted, and shall present such agreements to the Council/Mayor for its action. Such arrangements shall be consistent with the State Emergency Plan.
- II. The director shall make studies and surveys of the manpower, industries, resources and facilities of the City as deemed necessary to determine their adequacy for emergency management and to plan for their most efficient use in time of an emergency or disaster. The director of emergency management shall establish the economic stabilization systems and measures, service staffs, boards and sub-boards required, in accordance with state and federal plans and directions subject to approval of the Council/Mayor.
- III. The director shall prepare a comprehensive emergency plan for the emergency preparedness of the City including municipal and unincorporated areas and shall present such plan to the Council/Mayor for its approval. When the Council/Mayor has approved the plan by resolution, it shall be the duty of all City agencies and all emergency preparedness forces of the City to perform the duties and functions assigned by the plan as approved. The plan may be modified in like manner from time to time. The director shall coordinate the emergency management activities of the City to the end that they shall be consistent and fully integrated with the emergency plan of the Federal Government and the State and correlated with emergency plans of other political subdivisions within the State.
- IV. In accordance with the State and County Emergency Plan, the director shall institute such training programs, public information programs and conduct practice warning alerts and emergency exercises as may be necessary to assure prompt and effective operation of the City Emergency Plan when a disaster occurs.
- V. The director shall utilize the personnel, services, equipment, supplies, and facilities of existing departments and agencies of the City to the maximum extent practicable. The officers and personnel of all such departments and agencies shall, to the maximum extent practicable, cooperate with and extend such services and facilities to the City Emergency Management organization and to the Governor upon request. The head of each department or agency, in cooperation with the director, shall be responsible for the planning and programming of such emergency activities as will involve the utilization of the facilities of the department or agency.

- VI. The director shall, in cooperation with existing City departments and agencies affected, assist in the organizing, recruiting and training of such emergency management personnel that may be required on a volunteer basis to carry out the emergency plans of the City and State. To the extent that such emergency personnel recruited to augment a regular City department or agency for emergencies shall be assigned to such departments or agencies and shall be under the administration and control of said department or agency.
- VII. Consistent with the state emergency services law, the director shall coordinate the activity of municipal emergency management organizations within the City and assist in establishing and conducting training programs as required to assure emergency operational capability in the several services (Minnesota Statutes, Chapter 12, Sec. 12.25).
- VIII. The director shall carry out all orders, rules and regulations issued by the Governor with reference to emergency management.
- IX. The director shall act as principal aide and advisor to the City official responsible for direction and control of all City emergency operations during an emergency. The director's main responsibility is to assure coordination among the operating departments, non-governmental groups, and with higher and adjacent governments.
- X. The director shall prepare and submit such reports on emergency preparedness activities as may be requested by the City Council/Mayor.

LOCAL EMERGENCIES

- I. Only the Mayor of a municipality or their legal successors may declare a local emergency. It shall not be continued for a period in excess of three days except by or with the consent of the governing board of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency shall be given prompt and general publicity and shall be filed promptly by the chief of the local records-keeping agency of the subdivision.
- II. A declaration of a local emergency shall invoke necessary portions of the response and recovery aspects of applicable local or inter-jurisdictional disaster plans, and may authorize aid and assistance there under.
- III. No jurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an inter-jurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

EMERGENCY REGULATIONS

- I. Whenever necessary to meet a declared emergency or to prepare for such an emergency for which adequate regulations have not been adopted by the Governor or the City Council/Mayor, the Council/Mayor may, by resolution, promulgate regulations, consistent with applicable federal or state law or regulation, respecting: the conduct of persons and the use of property during emergencies; the repair, maintenance, and safeguarding of essential public services, emergency health, fire, and safety regulation, drills, or practice periods required for preliminary training, and all other matters which are required to protect public safety, health, and welfare in declared emergencies.
- II. Every resolution of emergency regulations shall be in writing; shall be dated; shall refer to the particular emergency to which it pertains, if so limited, and shall be filed in the Office of the City Administrator, which copy shall be kept posted and available for public inspection during business hours. Notice of the existence of such regulation and its availability for inspection at the Administrator's Office shall be conspicuously posted at the front of the city hall or other headquarters of the City or at such other places in the affected area as the Council/Mayor shall designate in the resolution. By like resolutions, the Council/Mayor may modify or rescind any such regulation.
- III. The City Council/Mayor may rescind any such regulation by resolution at any time. If not sooner rescinded, every such regulation shall expire at the end of 30 days after its effective date or at the end of the emergency to which it relates, whichever comes first. Any resolution, rule, or regulation inconsistent with an emergency regulation promulgated by the Council/Mayor shall be suspended during the period of time and to the extent such conflict exists.

During a declared emergency, the City is, notwithstanding any statutory or charter provision to the contrary, empowered, through its governing body, acting within or without the corporate limits of City, to enter into contracts and incur obligations necessary to combat such disaster by protecting the health and safety of persons and property and providing emergency assistance to

the victims of such disaster. The City may exercise such powers in the light of the exigencies of the disaster without compliance with the time consuming procedures and formalities prescribed by law pertaining to the performance of public work, entering rental equipment agreements, purchase of supplies and materials, limitations upon tax levies, and the appropriation and expenditure of public funds including, but not limited to, publication of resolutions, publication of call for bids, provisions of personnel laws and rules, provisions relating to low bids, and requirement for budgets.

EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION

All functions there under and all other activities relating to emergency management are hereby declared to be governmental functions. The provisions of this section shall not affect the right of any person to receive benefits to which he/she would otherwise be entitled under this resolution or under the worker's compensation law, or under any pension law, nor the right of any such person to receive any benefits or compensation under any act of Congress.

PARTICIPATION IN LABOR DISPUTE OR POLITICS

The emergency management organization shall not participate in any form of political activity, nor shall it be employed directly or indirectly for political purposes, nor shall it be employed in a labor dispute.

EFFECTIVE DATE

This plan shall take effect upon approval by the Mayor/City Council of the City of St. Francis.

EMERGENCY OPERATIONS PLAN

I. CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan and the Resource Manual.

PLAN APPROVAL:

Mayor, City of St. Francis

Date

EMERGENCY OPERATIONS PLAN:

I. REASON FOR PLAN

Tornadoes, floods, blizzards, and other natural disasters can affect the City of St. Francis. In addition, major disasters such as plane crashes, explosions, hazardous material releases, pipeline leaks, and national security emergencies pose a threat to public health and safety in the City of St. Francis. An Emergency Plan is needed to ensure the protection of the public from the effects of these hazards.

II. PURPOSE, FORMAT AND SUMMARY OF PLAN

A. The City of St. Francis has many capabilities and resources that could be used in the response to any major disaster. These include the facilities, equipment, personnel and skills of both government and non-government professionals and groups within the City of St. Francis. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1. Maximize the protection of life and property
2. Ensure the continuity of government
3. Provide support to all areas and political subdivisions in Anoka County which require assistance.

B. The City of St. Francis's Emergency Operations Plan is designed using the Incident Command System (ICS) structure. The plan will have five major parts consisting of the **Command** section, which will be the Director of Emergency Management, Deputy Director of Emergency Management, or their designee, the Public Information Officer as designated, and the Liaison Team filled by the City Administrator and Division Heads. The Mayor and City Council will have the overall direction and control of a citywide incident.

Supporting the Command Section will be: An **Operations Section** which will be staffed by Police, Fire, Public Works, and E.M.S. staff, Search and Rescue, Radiological/Hazmat, Fire Protection, Debris Clearance, Utility Restoration, E.M.S. and Animal Rescue.

The **Planning Section** will encompass Notification and Warning, Radiological/Hazmat, Information Services, Mapping/Documentation, Resources, and HSEM/FEMA.

EMERGENCY OPERATIONS PLAN:

The **Logistics Section** will be comprised of Congregate Care/Registration, Volunteers, Public Health and Medical, Purchasing/Supplies and Animal Sheltering. A resource manual, which is part of this document, contains an inventory of materials, equipment, and organizations that could be needed in the event of a major emergency/disaster. It also contains information that may be helpful to a variety of government officials.

The **Finance Section's** primary responsibility will be damage assessment, emergency funding, and emergency contraction of resources. Additional staffing may be needed from City staff if there is a protracted disaster, as detailed accounting will be needed to account for staff time, materials, and equipment usage. This information would be used to apply for any emergency benefits from the State or Federal governments.

III. LEGAL BASIS AND REFERENCES

- A. Public Law 920, as amended.
- B. Public Law 99-499, superfund Amendments and Reauthorization Act, (SARA) of 1986.
- C. Minnesota Statutes, Chapter 12, as amended (The Minnesota Civil Defense Act).
- D. Minnesota Statutes, Section 299K.01 (The Minnesota Emergency Planning Act and Community-Right-To-Know-Act).
- E. Minnesota Statutes, Section 299J, as amended (The Minnesota Pipeline Safety Act).
- F. Minnesota Statutes, Section 103F, Subdivision 3 (Emergency Flood Protection Measures).
- G. Minnesota Division of Emergency Management (HSEM) Bulletin No. 90-1 (Local Government Emergency Operations Plan Requirements).

IV. ORGANIZATION

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City departments will respond as defined in department policy.

V. DIRECTION AND CONTROL

The direction and control of government operations from a central protected facility with adequate communications and key personnel are essential to the conduct of emergency operations. This has been provided for as follows (See Chart B – **Command Section**). The City of St. Francis's Emergency Operations Center (EOC) is located within the Police/Public Works Building. (Fire Station acting as backup). Both facilities are equipped with backup power.

EMERGENCY OPERATIONS PLAN:

- A. **County Government** – The Board of Commissioners will be responsible for providing overall direction and control of Anoka County government resources involved in the response to a disaster. The Anoka County Emergency Management Director or designee will serve as the “Community Emergency Coordinator” for Anoka County.

- B. **City Government** – The Mayor of the City of St. Francis in Anoka County will be responsible for appointing an Emergency Management Director. The Emergency Management Director will be responsible for the organization, administration, and operation of such local organization for Emergency Management, subject to the direction and control of the Council pursuant to M.S.S. Chapter 12.25 Subd.1.

(For additional direction and control information such as staffing, communications, incident command system (ICS), etc. refer to the Command Section of this plan under Direction and Control).

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of St. Francis’s emergency responsibility assignments by section and function are enclosed within this document. The heads of various City government departments and other agencies will be responsible for carrying out assignments shown on the following chart. Additional information about these assignments is contained in the five sections of this plan. City departments and other agencies are expected to develop whatever SOG’s (Standard Operating Guidelines) and resource lists they may need in order to carry out these responsibilities.

- B. Responsibilities have been assigned by a code letter: **“P”, “S”, or “C”**
 - 1. **“P”** indicates **primary** operational responsibility, which means that the official or agency is in charge of and responsible to make provisions for that function.
 - 2. **“S”** indicates **support** responsibility which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 - 3. **“C”** indicates **coordination** responsibility and is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. Often, this will be the situation when non-government agencies are involved.

EMERGENCY OPERATIONS PLAN

4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and city officials will have the corresponding responsibility within city limits.
5. Only one "P" and/or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: "P" = Primary, "S" = Support, "C" = Coordinate

COMMAND SECTION		
Direction and Control	P	Mayor and/or City Council
Emergency Public Information	P	Public Information Officer
Liaison Team	P	City Administrator/Division Managers
Safety Officer	P	Based on Incident Type
OPERATIONS SECTION		
Search and Rescue	P	Fire
	S	Police
Evacuation and Traffic	P	Police
	S	Reserves/Mutual Aid
Radiological/Hazmat	P	MN Radiological/MN HazMat
	S	Fire
Fire Protection	P	Fire
	S	Mutual Aid
Debris Clearance	P	Public Works
	S	Private Companies
Utility Restoration	P	Public Works
	S	Private Companies
EMS	P	Local Ambulance Services
	S	Police and Fire
Animal Rescue	P	Animal Control
	S	Local Area Kennels

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: "P" = Primary, "S" = Support, "C" = Coordinate

PLANNING SECTION		
Notification and Warning	P	Anoka County Sheriff
	S	Police
Radiological/Hazmat	P	Fire
	S	MN Radiological/HazMat
Information Services	P	City Staff
	S	Local Vendors
Mapping/Documentation	P	City Staff
	S	Anoka County GIS
Resources	P	City Staff
	S	Local Contractors
Engineering	P	City Staff
	S	Local Contractors
HSEM, FEMA	P	State Agencies
	S	Federal Agencies
LOGISTICS SECTION		
Congregate Care/Registration	P	Anoka County EM Director
	S	American Red Cross/Salvation Army
Volunteers	P	City Staff
	S	Local Volunteer Organizations
Public Health and Medical	P	Health Services
	S	Local Hospitals, Clinics, Ambulance Svcs.
Purchasing and Supplies	P	City Staff
	S	Local Vendors
Animal Sheltering	P	Local Kennels
	S	Animal Control

EMERGENCY RESPONSIBILITY ASSIGNMENTS		
Code: "P" = Primary, "S" = Support, "C" = Coordinate		
FINANCE SECTION		
Damage Assessment	P	City Staff
	S	Anoka County Assessor
Emergency Funding Coordination	P	City Staff
	S	County, State and Federal Agencies
Emergency Contracting	P	City Staff
	S	Local Vendors

EMERGENCY OPERATIONS PLAN

VII. OPERATION POLICIES

- A. In the event of a major disaster, the Mayor (or designee) of the City of St. Francis may declare a local emergency. Such a declaration will invoke necessary portions of this plan and will permit the city to take such action as may be necessary to protect lives and property. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide public safety.
- B. Protection of life and property and alleviation of human distress is the primary goal of City government emergency operations.
- C. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services to the maximum extent possible.
- D. The City of St. Francis Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.
- E. Maximum local government resources must be utilized before state or federal assistance will be made available. Mutual aid agreements between police and fire departments within the region are on file with the respective departments. The fire department has a mutual aid agreement with the Minnesota Department of Natural Resources and the Forestry area office.
- F. Each agency, department or service of city government will provide for the maintenance of records during an emergency including those records deemed essential for continuing governmental operations. These records should include work hours, equipment hours, supplies, materials consumed, injuries to personnel, and damage to public facilities and equipment.
- G. Management of volunteer resources, donations, and records will be coordinated by the American Red Cross.
- H. Notification of key government officials and emergency response organizations will be through Anoka County Central Communications and/or the State Duty Officer.

EMERGENCY OPERATIONS PLAN

VIII. STATE AND FEDERAL SUPPORT

- A. **General.** The City of St. Francis EMD will be responsible for assisting the city in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the EMD will contact the Anoka County EMD who will contact the MN HSEM regional coordinator for his/her county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in the **Disaster Response and Recovery: A Handbook for Local Government.** This document is on file with the Anoka County Emergency Management Director (EMD).

- B. **Emergency Assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of city government and which requires immediate state and/or federal assistance, the state duty officer may be contacted.

- C. **National Guard.** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. **Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the Guard.** The purpose is to ensure the preservation of life and property and to support civil law enforcement authorities.
 - 1. **Operational Policies**
 - a. National Guard assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
 - b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.

 - 2. **Request Procedures**
 - a. In the case of cities that are not of the first class, the ***Sheriff*** is the only governmental official authorized to submit a request for National Guard assistance. Such requests are to be submitted to the state duty officer.

EMERGENCY OPERATIONS PLAN

IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING, AND EXERCISES

- A. With regard to this plan, the City of St. Francis EMD will serve as the planning coordinator. As such, the EMD will have overall authority and responsibility for both the development and maintenance of the plan.
- B. This plan will be reviewed and updated as necessary, but at least once annually. The City of St. Francis EMD will be responsible for ensuring that this updating occurs, and that it is in accord with the schedule and procedures established by the Minnesota HSEM. In establishing its schedule and procedures, HSEM will consult with the State Emergency Response Commission (SERC), and other appropriate agencies.
- C. This plan will be distributed to all St. Francis government departments and agencies that have emergency assignments in the event of a major disaster in the city or county. A plan distribution list will be maintained by the St. Francis EMD.
- D. The City of St. Francis will comply with HSEM, Federal Emergency Management Agency (FEMA), and Public Law 99-499 (SARA) training and exercise requirements, as published. Information about both scheduled and previously conducted training and exercises can be obtained by contacting the City of St. Francis EMD. In addition, a copy of the Director's Handbook for the State of Minnesota is on file in digital format on the police shared drive which includes an exercise schedule for the City of St. Francis. Exercises will be coordinated with other emergency response agencies to fulfill requirements of the participating agencies.

X. ALL HAZARD MITIGATION PLAN

The All Hazard Mitigation Plan is available in digital format on the police shared drive.

XI. CONTINUITY OF GOVERNMENT

- A. The city's network/information services vendor will coordinate the disaster recovery for the city's essential city records.
- B. Appointment of interim emergency manager and department heads will be made by the City Administrator and confirmed by city council the next time they convene.
- C. In the event that City operations are unable to be conducted in the St. Francis Police/Public Works building, St. Francis Fire Station #1 will serve as the operations center.
- D. Essential Facilities include Fire Department locations and Water and Sewer facilities.

EMERGENCY OPERATIONS PLAN

XII. EMERGENCY ALERT ACTIVATION

- A. Activation of alerts will be the responsibility of Anoka County Central Communications.

EMERGENCY OPERATIONS PLAN

I. PURPOSE

To describe how the overall direction, control, and dissemination of public information by the City of St. Francis will be accomplished in the event of a major incident.

II. RESPONSIBILITIES

- A. The **EMD or designee** will be responsible for providing overall direction and control of city resources involved in a response to a disaster. The line of succession to the EMD is as follows: Deputy Director of EM and/or Chief of Fire Department.
- B. The **Public Information Officer** (PIO) will serve as the official point of contact for the media. The only official(s) authorized to serve as the PIO for the City of St. Francis is the City Administrator, Director of EM, Deputy Director of EM, or an official who serves as a PIO with the Anoka County Sheriff's Office.
- C. The **Liaison Team** will act as liaison between the EOC, Mayor and City Council, other City of St. Francis departments, and outside agencies. The Liaison Team will be made up of the City Administrator and Division Managers.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. **Emergency Operations Center** (EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring the continuity of operation of the organization.

Direction and control of the City of St. Francis's response to a disaster will be carried out at the City of St. Francis's EOC, located at the City of St. Francis Police/Public Works building. If for some reason the EOC is not usable at the time of disaster, the Fire Station will serve as the alternate EOC.

- 1. Functions of the EOC
 - a. Coordinating the city government's response to the disaster.
 - b. Coordinating with any county and/or state governments affected by/or responding to the disaster.

- c. Coordinating with any businesses/industries directly affected by/or responding to the disaster.

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EMERGENCY OPERATIONS PLAN

- d. Generating appropriate public information.
- e. Special event logs will be maintained for EOC operations by the designated recorder.
- f. Emergency Management Incident checklists for Command, PIO, and Liaison positions are filed as attachments to this section.
- g. The EOC has the capability of communicating with other agencies, e.g., fire, police, and Sheriff by telephone and radio communications. A complete listing of city and county radio frequencies is located in the Resource Guide.

2. EOC Activation

a. Operational Readiness

The City of St. Francis EMD is responsible for maintaining the operational readiness of the primary and secondary EOC's. This involves ensuring the EOC has the necessary communications equipment, maps, displays, tables, chairs, message logs, etc.

b. Responsibility for EOC Activation

The City of St. Francis EMD will activate the EOC and staff as required to meet the emergency (See EOC Command Structure Chart C for staff organization). In the event of a major disaster, the EMD will notify staff of the activation of the EOC and they would then report to that location.

c. Criteria for Activation

The degree of the City's EOC activation will be determined by the severity of the emergency. We plan to activate the EOC within one hour of notification of an emergency at the primary or alternate EOC site, to become fully operational within four (4) hours.

- 1) The EOC may be *partially* activated due to a potential threat to life or property from severe weather (e.g. tornado, flood, blizzard); hazardous materials incident/accident (including an uncontrolled release of a (SARA Title III) reportable product that

is beyond the capabilities of field operations such as a pipeline leak.

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- 2) The EOC may be fully activated in response to a major emergency/disaster resulting in an actual threat to life and property. This will include, but is not limited to: a tornado touchdown, flooding, or pipeline leak which causes damage to the public and private sector and requires a coordinated response effort; a hazardous materials incident/accident involving the response of several agencies (including state and federal, as well as surrounding counties and municipalities) or enemy attack.
- d. The Primary and alternate EOC have alternate power to maintain functionality.

3. Staffing of the EOC

The staffing list for the City of St. Francis's EOC is on file with the EMD. Each department/agency that is represented in the EOC should be familiar with the duties that he/she is expected to perform at the EOC. Staff can be contacted by telephone, pager or two-way radio. If a protracted stay at the EOC is expected, staff will bring along personal use items they may need.

- a. On scene control of disaster situations will be handled per the Minnesota Incident Management System (ICS/MIMS) protocol.
- b. County, state and federal officials will check in with the EMD at the EOC before beginning any official functions.
- c. Staging areas for equipment and personnel will be set up near the disaster scene or EOC as appropriate, depending on the number of personnel and equipment expected.
- d. Normal office supplies are on hand at the EOC, as the facility is used daily.
- e. Communications equipment including radios, telephones, and fax machine is available. Primary communications will be via 800Mhz, backup to include VHF system, cellular phones, and 2-way radios.

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B. Emergency Public Information

The City Administrator, the Director of Emergency Management, the Deputy Director or designee will serve as the Public Information Officer (PIO) for the City of St. Francis.

1. City of St. Francis personnel in the field will be responsible for relaying timely information to the Command staff about the emergency so the PIO can release timely and factual information.
2. In the event of a protracted disaster/emergency, the PIO will be responsible for disseminating information and instructions to the public on a timely basis and will coordinate all city press releases.
3. If it becomes necessary to establish a news briefing room, the community room at city hall will be used for this purpose. News media will be asked to report to this area.
4. Radio/TV stations that will be used for the dissemination of public information can be found in the Resource Manual.
5. The PIO will be responsible for (handling or arranging) rumor control.
6. The PIO will coordinate with the Logistics Section to ensure a system exists for responding to the inquiries of families regarding the status and location of evacuated family members.
7. The Anoka County Public Health Administrator will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures. Any release of information will be done by or in coordination with the PIO.
8. The Emergency Management Director (EMD), in consultation with law enforcement and fire department personnel, will be responsible for the preparation of instructions for people who must evacuate from a high-risk area and instructions for sheltering in place. **Coordination with LOGISTICS is vital ensuring a shelter is ready to take in the evacuees.** This information will be relayed to the PIO.

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9. The EMD will be responsible for relaying instructions to the PIO that identify centrally located staging areas and pickup points for evacuees without private vehicles or other means of transportation, or designating specific routes of travel or areas that are closed to travel.

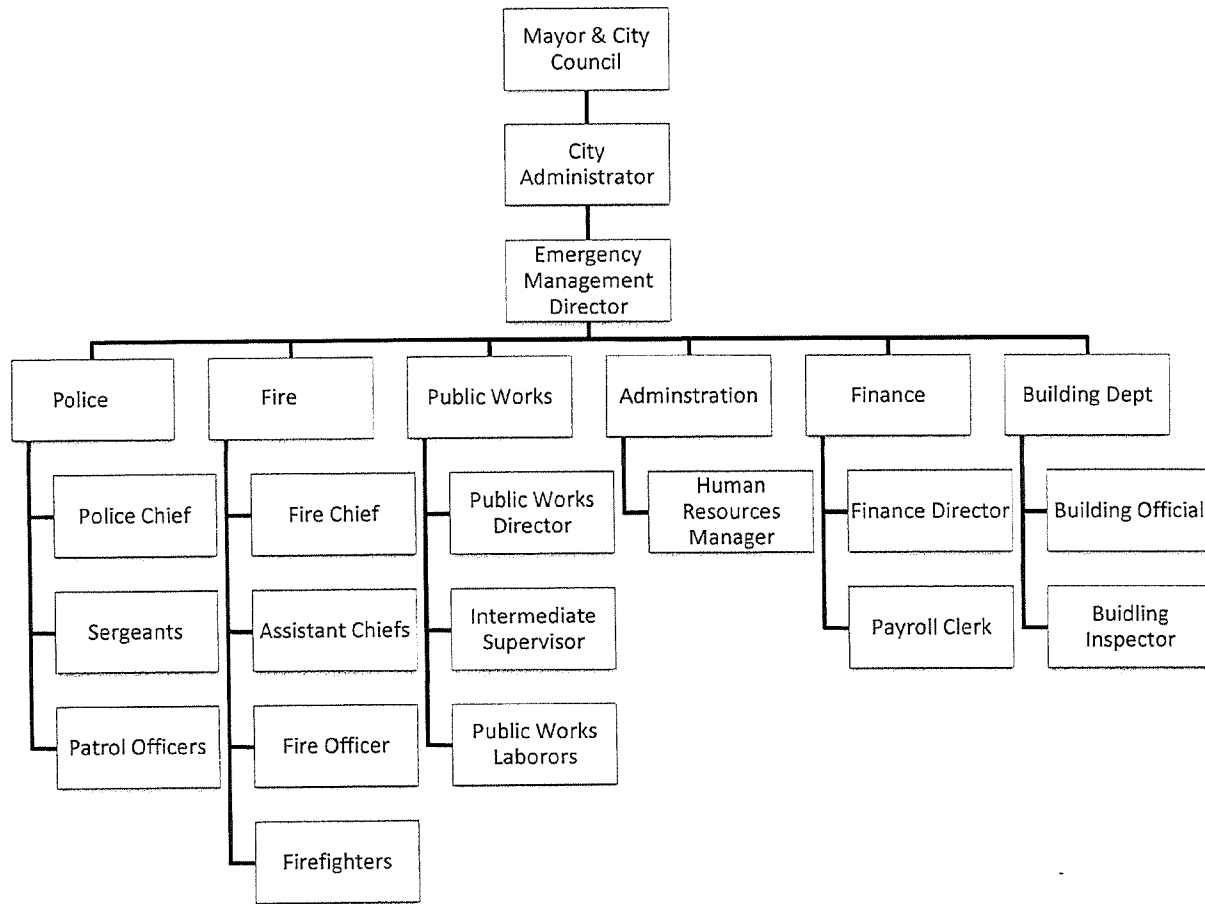
IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

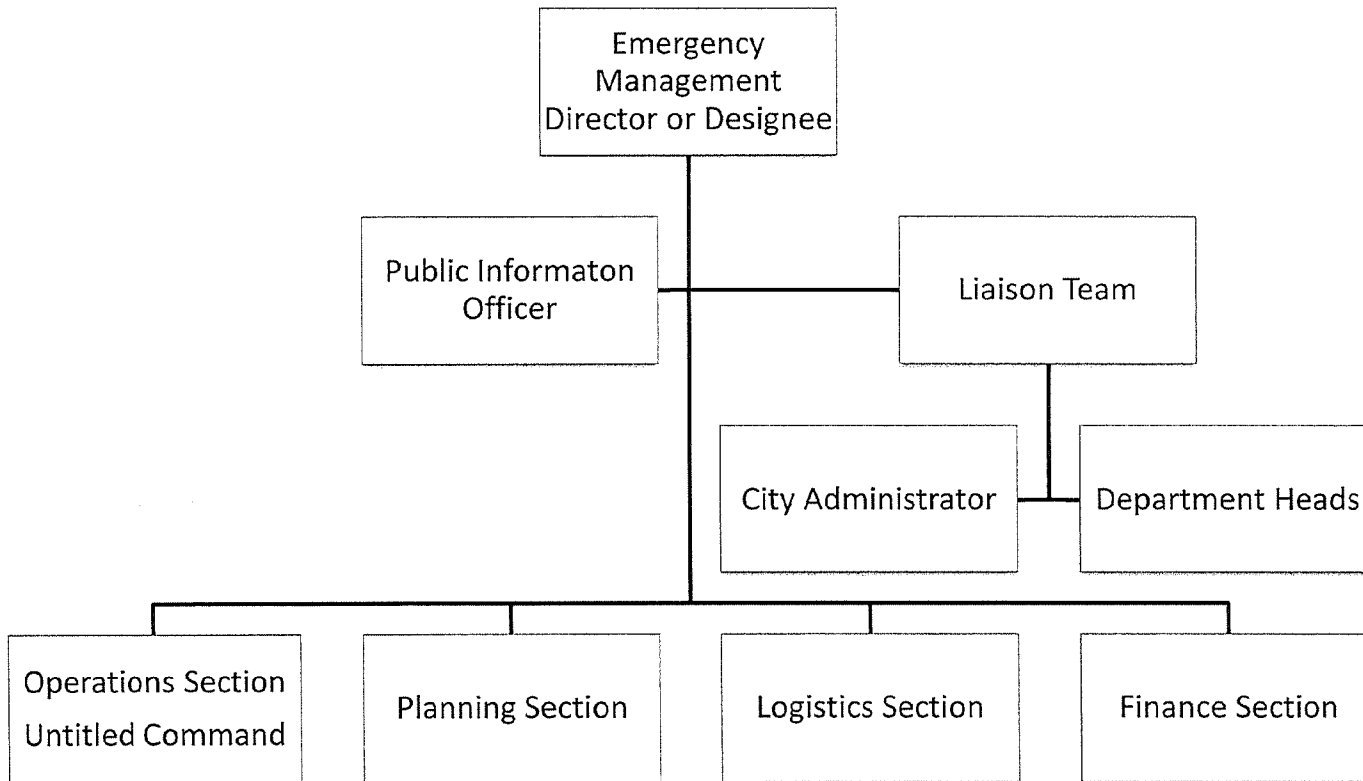
V. SUPPORTING DOCUMENTATION

- A. Organization and Interrelationship (Chart A)
- B. EOC Command Structure (Chart B)
- C. EOC Command Structure Detail (Chart C)
- D. EOC personnel data (within Resource Manual)
- E. Section Chief Acknowledgement
- F. Command Section Checklist
- G. Liaison Checklist
- H. PIO Checklist

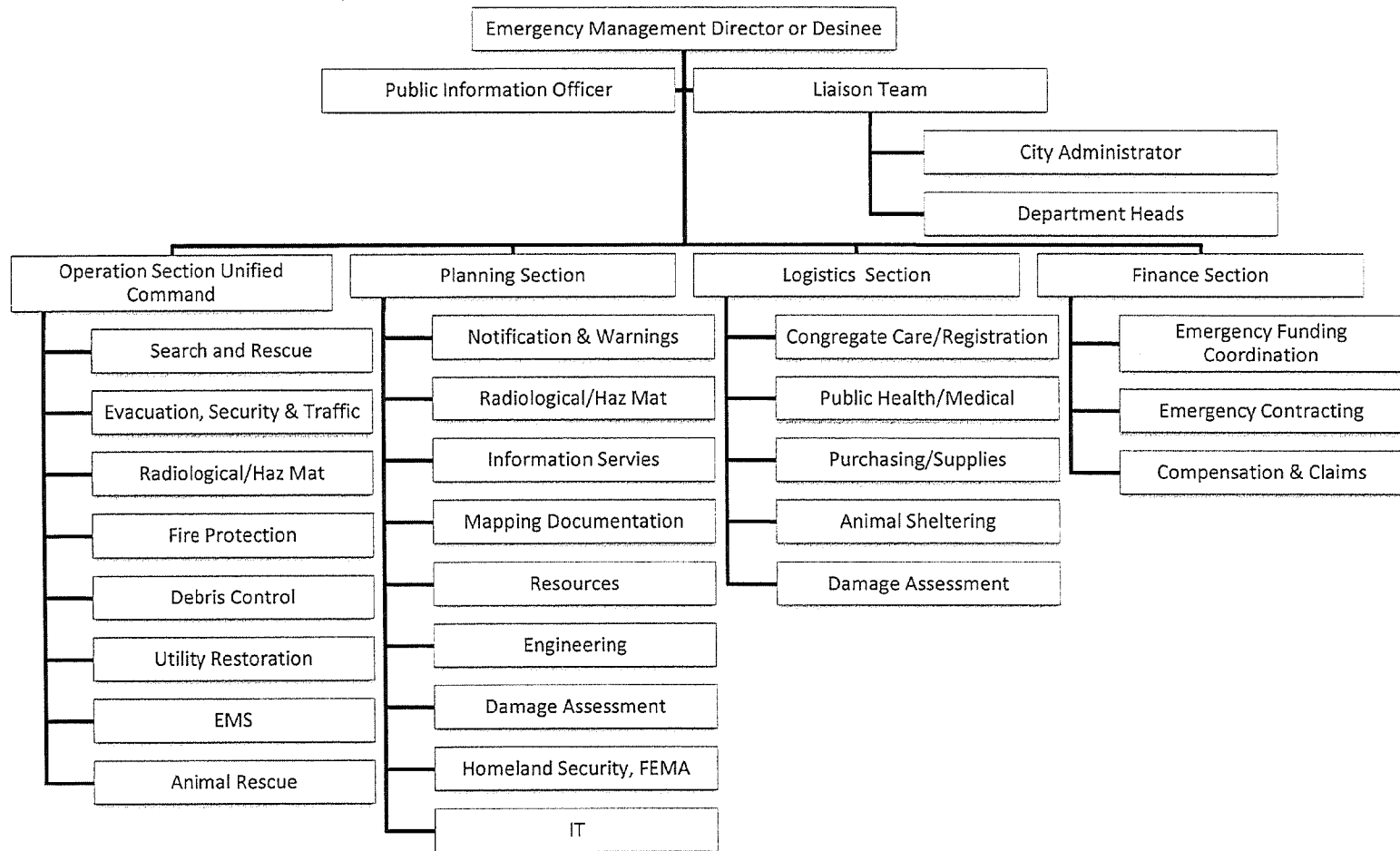
**City of St. Francis Emergency Management
Organization and Interrelationship
Chart A**



City of St. Francis
Emergency Operation Center-Command Structure
Chart B



**City of St. Francis
Emergency Operation Center-Command Structure
Chart C**



EOC – PERSONNEL DATA

	Name	Phone Number
COMMAND SECTION CHIEF	_____	_____
Liaison Team	_____	_____
Safety Services	_____	_____
Public Services	_____	_____
Support Services	_____	_____
Phone	_____	_____
Public Information Officer	_____	_____
Safety Officer	_____	_____
OPERATIONS SECTION CHIEF	_____	_____
Police	_____	_____
Fire	_____	_____
EMS	_____	_____
PW	_____	_____
Phone	_____	_____
Search and Rescue	_____	_____
Evacuation & Traffic	_____	_____
Radiological/Hazmat	_____	_____
Fire Protection	_____	_____
Debris Clearance	_____	_____
Utility Restoration	_____	_____
EMS	_____	_____
Animal Rescue	_____	_____

EMERGENCY OPERATIONS PLAN

EOC – PERSONNEL DATA

	Name	Phone
PLANNING SECTION CHIEF	_____	_____
Notification & Warning	_____	_____
Radiological/Hazmat	_____	_____
Information Services	_____	_____
Mapping/Documentation	_____	_____
Resources	_____	_____
Engineering	_____	_____
Damage Assessment	_____	_____
HSEM, FEMA	_____	_____
LOGISTICS SECTION CHIEF	_____	_____
Congregate Care/Registration	_____	_____
Public Health & Medical	_____	_____
Purchasing/Supplies	_____	_____
Animal Sheltering	_____	_____
Volunteers	_____	_____
FINANCE SECTION CHIEF	_____	_____
Emergency Funding Coordination	_____	_____
Emergency Contracting	_____	_____
Compensation and Claims	_____	_____

ACKNOWLEDGMENT

As the Section Chief of the Command Section, I have read and understand the City of St. Francis Emergency Plan and the duties and responsibilities of this section.

Todd M. Schwieger, E.M. Director

Date

Joe Kohlmann, City Administrator

Date

EOC Command
Command Section Checklist:
Emergency Management Team

Immediate Concerns

- Notify City Administrator and City Council of significant emergency situation that could affect the jurisdiction. Time notification was made _____.
- Activate the City Emergency Operation Center if appropriate. EOC activated at: _____.
- Contact appropriate city personnel to staff the EOC. Contacted at : _____.
- Manage EOC resources and direct EOC operations.
 - Process available information.
 - Establish a “significant event” log.
 - Display appropriate information in the EOC.
 - Collect damage information from all available sources.
 - Identify resource needs.
 - Prepare situation status reports.
 - Prepare and schedule briefings for EOC staff.
 - Establish Logistical support function for responders and victims.
 - Consideration of alternate EOC use.
 - Terminate and close EOC operations.
- Establish communications between EOC, EOC Staff, and Incident Command.
- Are shelter areas needed? Has the Red Cross been notified to provide this service?
- Assist the PIO with news releases and rumor control.
- Coordinate with mass (congregate) care coordinator to ensure establishment of sufficient mass care facilities.
- Contact on scene Incident Commander. Verify the immediate needs for field personnel.
- Are there protective actions implemented for public safety? (e.g. shelter-in place evacuation etc.)
- Evaluate available resources, including personnel; check resource lists; determine deficiencies; take action to secure needed resources.

Ongoing Concerns

- Is a Declaration of Emergency appropriate?
- As the EOC begins functioning, verify that each of the following areas has been staffed and the action plans are being prepared.
 - Security and traffic control for the area affected, and maintenance of Police service to parts of the community not affected by the event.
 - Fire suppression, rescue and EMS to the affected area, and maintenance of these services to parts of the community not affected by the event.
 - Public Information. Has the PIO been notified? Is there information that must be distributed immediately?
 - Congregate/Mass care. Has the Red Cross been notified? Are there adequate shelter areas assigned?
 - Damage Assessment. Are plans being made for preliminary damage assessment of the affected areas? Is someone updating the information as it comes in?
 - Debris clearance. Has public works been notified? Resource needs/requests?
- Are response recovery operations going to continue over an extended period of time? Do we need to plan for 24 hour operations and shift changes?
- Are Department Heads functioning appropriately? Do they need assistance?
- Are more outside resources going to be needed to maintain control of the situation or complete recovery operations? Request Sheriff to contact the State Duty Officer, if it appears likely that National Guard assistance will be requested.
- Are extraordinary regulations needed (e.g., curfew, resource rationing) to maintain order?
- Is an evacuation order appropriate? Is a statement needed to inform people that do not comply with the evacuation order that services may be discontinued or interrupted in the evacuation area?

**EOC Command
Liaison Checklist:**

Immediate Concerns

- Is EOC activation appropriate?
- Report to the EOC
- Obtain initial briefing from Incident Command. Prepare and initial report to the City Administrator and City Council.
- Review Emergency Operations Plan.
- Provide resource assistance to EOC staff as needed.
- Are departments adequately represented in the EOC? If not, notify a representative from that department to report to the EOC.
- Is a formal disaster declaration needed?
- If you leave the EOC, make sure EM knows where you are and how you can be reached.
- Are there City or County resources that would be useful in this situation that have not been utilized? Are resources being utilized efficiently and effectively?
- Has the PIO been notified? If not, notify them to report to the EOC. Assign an individual to be the media spokesperson for the city.

Ongoing Concerns

- Monitor how the community is perceiving response by the city. Troubleshoot problem as needed. Is the city's response meeting the needs? Is it time to call in more outside assistance?
- Are department heads and others keeping you informed on the situation status and action plans for their areas of responsibility? Do you need more frequent and regular updates?
- If it appears that the city has a high liability exposure because of the cause of nature of the incident, brief the City Attorney and keep them advised of developments. Direct staff to make sure necessary documentation is collected, preserved, etc.
- Keep the City Council informed of developments as needed. If they want to report to City Hall refer them to the conference room.
- If this is a large-scale incident, are there enough funds immediately available to cover costs?
- Assist Department Heads as needed to get resources necessary to carry out their assignments.

- Have public facilities been damaged to the extent that alternative plans must be made to continue service delivery?
- Are all possible steps being taken to ensure the community will recover as quickly as possible and with minimum disruption? Should the City be cooperating more closely with other segments of the community?

**EOC Command
PIO Checklist:
Public Information**

Immediate Concerns

- ❑ Report to the EOC.
- ❑ Obtain an initial briefing from the Incident Commander. Prepare an initial report to the EM.
- ❑ Advise staff that all media contacts are to be coordinated through PIO.
- ❑ Is an immediate news release/press conference needed to inform the public of the incident?
- ❑ Reserve appropriate room for media briefings.
- ❑ Determine if you will need additional support personnel. Take into account how long the incident may last, degree of media interest etc.
- ❑ If event is affecting neighboring jurisdictions, consider contacting the PIO for that jurisdiction to coordinate the release of information.

Ongoing Concerns

- ❑ Is the public able to obtain additional information and provide feedback?
- ❑ If you are out of the EOC most of the time, assign someone to be your liaison to the EOC.
- ❑ If this will be an extended operation, consider issuing press briefings on a regular scheduling. Provide the media with the schedule times and places. Consider briefings at the City hall as well as at the incident site.
- ❑ In the event of a major incident that draws intense media interest, parking of media vehicles and equipment. Consult with the field incident commander and EM about acceptable parking areas.
- ❑ Circulate copies of written press releases and summaries of press briefings to the EOC staff, field command phone bank workers, and media monitors.
- ❑ If this is a 24 hr operation an alternate PIO will need to be designated. Establish shift change schedules and personnel who will be able to perform these tasks.
- ❑ Anticipate media and public interest and information needs.

EMERGENCY OPERATIONS PLAN

I. PURPOSE

To describe how emergency response to a disaster/emergency will be managed in the City of St. Francis. It is the goal of the Operations Section to coordinate and manage the emergency response resources that are available to the citizens of the City of St. Francis.

II. RESPONSIBILITIES

- A. The **Operations Section** consists of a unified command structure with members of Police, Fire, EMS, and Public Works who will be responsible for coordinating the over all basic response of branches listed below. This coordination will reflect the overall goals of the EM command. The Operations Section will report directly to the EM.
- B. The **Search and Rescue** branch will be responsible for search and rescue operations and coordination within the City of St. Francis. Outside the city limits, the Anoka County Sheriff's office or responsible jurisdiction will have primary responsibility in search and rescue. The Police and/or Fire Departments will have responsibility for search and rescue.
- C. The **Evacuation and Traffic Control** branch will be responsible for the evacuation, security, and traffic control in the affected area. The St. Francis Police Department will have primary control of this branch. This branch will coordinate with the Anoka County Sheriff's office and Minnesota State Patrol as well as coordination of public and private transportation.
- D. The **Radiological/HAZMAT** branch will be responsible for responding to all radiological or hazmat events. The St. Francis Fire Department will have primary control of this branch and will coordinate with the North Metro CAT team along with the Minnesota State Duty Officer.
- E. The **Fire Protection** branch will be responsible for fire protection and suppression within the affected area. The St. Francis Fire Department will have primary control of this branch and will coordinate with mutual aid departments and Minnesota Department of Natural Resources.
- F. The **Debris Clearance** branch will be responsible for opening roads blocked by debris from a disaster and coordinating with city, county, and State of Minnesota road maintenance departments to assist in the safe and rapid opening of roads in the affected area. The City of St. Francis's Public Works Department will have primary control of this branch.

EMERGENCY OPERATIONS PLAN

- G. The **Utilities Restoration** branch will be a coordinating position managed by the City of St. Francis Public Works Department and private sector utilities in opening roads and providing access to damaged equipment. A listing of private and municipal telephone, electric, and natural gas companies are located in the Resource Guide.
- H. **Emergency Medical Services (EMS)** branch will be responsible for triage and transportation of victims. They will work closely with search and rescue, but will not have responsibility for that function.
- I. The **Animal Rescue** branch will be coordinated through contracted services and local kennels. They will be responsible for rescuing, sheltering, and caring for stranded pets.
- J. The **At Risk Facilities** branch will be coordinating the evacuation of nursing or assisted living homes and educational facilities as applicable.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

A. Search and Rescue

- 1. The *Civil Air Patrol* may be available to assist in looking for missing persons.
- 2. The *National Guard* may be available for search and rescue if the situation is beyond the capability of the City of St. Francis's resources.
- 3. The following *government and/or volunteer organization(s)* within Anoka County and City of St. Francis will assist with a major search and rescue operation: St. Francis Police Reserves, Anoka County Sheriff's office and the Anoka County Park Rangers.

B. Evacuation, Traffic Control, and Security

- 1. The *City of St. Francis Emergency Management Director and the Fire Chief* will jointly prepare in advance for a potential evacuation of City of St. Francis residents. Their preparation will include a hazard analysis and vulnerability assessment of the various hazards in the City of St. Francis and a determination of appropriate evacuation routes and traffic control points (refer to Resource Manual).

EMERGENCY OPERATIONS PLAN

2. SARA Title III Section 302 facilities, their emergency coordinators and methods and procedures to be followed in the case of any release of such substances are listed in the Resource Manual. These listings also include pre-identified primary and secondary evacuation routes for the "population at risk", other facilities **contributing** to additional risk due to their proximity to the 302 facilities such as natural gas facilities and other facilities **subject** to additional risk due to their proximity to the 302 facilities such as hospitals, and so forth.
3. The *City of St. Francis EMD, with assistance from the Operations and Logistics Sections* will be responsible for **recommending** evacuation and/or sheltering in place.
4. The *Emergency Management Director* will be responsible for preparing instructions for people who must evacuate from a high-risk area. This is to include identification of centrally located staging areas and pick up points for evacuees without private automobiles or other means of evacuation.
5. *St. Francis Police and St. Francis Fire Department personnel* will have primary responsibility for ensuring that the affected City residents and facilities are notified of the need to evacuate.
6. *School District #15/Private Bussing Companies and Local Ambulance Services* will have primary responsibility for assisting handicapped, elderly, mobility-impaired, and other individuals unable to evacuate themselves with transportation.
7. The *St. Francis Police Department* will be responsible for establishing and staffing any traffic control points that may be necessary.
8. The *St. Francis Police Department* will be responsible for maintaining access control and security for the evacuated areas.
9. The *St. Francis Police/Public Works Departments* will be responsible for overseeing the removal of stalled vehicles, obstructions, or any other roadway impediments so that the evacuation routes can remain open.
10. In consultation with local and/or state hazardous material specialists, the *Emergency Management Director* will be responsible for determining when evacuees can safely return to their residence.

C. Fire Protection

1. Fire protection in the City of St. Francis is the responsibility of the *St. Francis Fire Department*. The City of St. Francis has a Fire Chief. This person is responsible for fire protection for residents of St. Francis. A map of coverage is available at the St. Francis Fire Department.
2. Supporting. In addition to their primary responsibility of providing fire protection, the *St. Francis Fire Department* in St. Francis will have other responsibility in the event of a disaster. This varies from department to department, but generally includes:
 - a. Assisting in the dissemination of warnings.
 - b. Coordinating or assisting with an evacuation within St. Francis.
 - c. Coordinating or assisting with a search and rescue effort within St. Francis.
 - d. Informing other local government personnel of the risks associated a hazardous materials incident/accident that has occurred within St. Francis.
 - e. Reporting important disaster status information (casualties, damage, evacuation status, chemical releases/exposures, radiation levels, etc) to the EOC during emergency operations.
 - f. Responding to hazardous materials incidents within the limits of HAZMAT response training received.
 - g. Providing heavy and light rescue services.
 - h. Providing first responder services.
3. Mutual Aid Agreements are with members of the Anoka County Fire Protection Council and the North Suburban Mutual Aid Association.

EMERGENCY OPERATIONS PLAN

D. **Radiological/HAZMAT**

1. Radiological/Hazmat incidents are the responsibility of the St. Francis Fire Department and they will coordinate efforts with North Metro CAT team and MN State Duty Officer.
2. The North Metro Chemical Team is comprised of 15 members who are trained to Hazmat Technician level or higher.
3. Additional resources are available through other state chemical assessment teams (CAT), emergency response teams (ERT), state radiological response teams, and the Minnesota State Duty Officer.
4. Maps and Locations of Pipelines are available in the Pipeline Safety and Emergency Response manual located in the EOC.

E. **Debris Clearance**

1. ***Outside City Limits:*** Outside incorporated areas, the ***Anoka County Engineer*** will be responsible for debris clearance.
2. ***Inside City Limits:*** Within the City of St. Francis, the ***Public Works Department*** will normally be responsible for debris clearance.
3. Except in unusual circumstances, removal of debris from private property will be the responsibility of the property owner. Debris will be disposed of at a local site chosen by local administration in conjunction with the disaster site.
4. Clean up and disposal of spilled or leaked hazardous materials will be the responsibility of the party who had the accidental spill or leakage.
5. Temporary storage for debris will be determined based on the proximity to the area affected. Several sites have been identified and are located on maps in the EOC. Debris will be identified as household waste and brush and tree waste.

F. **Utility Restoration**

The ***City of St. Francis Public Works Department and private utilities companies*** are responsible for providing utility services for the City of St. Francis: A listing of utility providers, contact names, and telephone numbers is contained in the Resource Manual.

EMERGENCY OPERATIONS PLAN

1. Restoration of municipal water supplies and sewage facilities will be done by the operator of the facility.
2. Messages pertaining to safe drinking water, limited water supplies, non or low functioning sewer systems should be forwarded to the EOC for coordinated dissemination of this information. It may become necessary to bring in potable water to affected areas coordinated through the Logistics Officer.

IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

- A. A listing of HAZMAT clean-up contractors is located with the St. Francis Fire Department.
- B. Operations Checklist.
- C. Debris Clearance/Utility Restoration Checklists.
- D. Also see Emergency Operations Resource Manual.

**EOC Operations Fire and Police
Operations Section Checklist:
Search/Rescue, Evacuation/Traffic, Hazmat and Fire**

Immediate Concerns

- Report to the EOC or send representative when requested.
- Identify "On scene" Incident Commander(s)
- Obtain an initial briefing from Incident Command. Prepare an initial report to Emergency Manager.
- Does the incident area constitute a possible crime scene? Has the scene been protected.
- Provide road closures, hazards information to PIO for media release.
- Review Emergency Operations Plan and Standard Operating Procedures.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments consider mutual aid.
- Use all city resources before requesting assistance. Make requests to EM.
- Is incident contained or under control? Assess mutual aid resources.
- Is Incident Command well established and functioning properly? Remind IC that once EOC PIO is on duty, all media information releases be coordinated through EOC PIO.
- Assess scene security and traffic control needs.
- Assess need for evacuation at scene. Develop Evacuation Plan. Brief EM.
- Assess Police and Fire response capabilities for areas of city not affected by incident.
- For Hazmat incidents, have responders been made aware of the hazardous area and how to safely approach.
- Has the State Duty Officer been notified of the incident?

Ongoing Concerns

- If resources are needed beyond those available through mutual aid, such as heavy rescue and debris removal equipment, work with EOC staff to acquire.
- Are overall law enforcement activities being adequately addressed?
 - Directing and controlling traffic
 - Assisting with evacuation of people at risk, coordination of evacuation plans
 - Perimeter and scene security
- If a mass casualty incident, are resources in place to handle a large number of bodies? Is a temporary morgue needed? Has Medical Examiner's office responded with extra personnel? Should area funeral directors be alerted? Communication link established between EOC and mass care facility?
- If operations will continue over an extended period, plan on how crews will be relieved, fed, etc. Will more resources be needed to relieve exhausted personnel?
- If Incident Command is expected to transfer from fire to police or public works, plan in advance how the transition will occur so that it is done smoothly.
- If crews are working an incident that could be a crime scene, consult with law enforcement on steps to preserve evidence.
- Consider the need for a critical incident stress debriefing for responders. Coordinate with police, EMS and public works managers as appropriate.
- Will incident/crime scene need 24 hr. security for extended period of time.
- Assess food, transportation, fuel and equipment needs to sustain field operations and notify Logistics Section of needs.
- Is an ID system needed to maintain security in restricted areas?
- Will the National Guard be required? Sheriff will need to coordinate with the MN State Duty Officer.
- If Crime Scene, will Federal agencies be needed? (FBI, ATF, DHS, NTSB).

**EOC Operations Public Works
Operations Section Checklist:
Debris Clearance/Utility Restoration**

Immediate Concerns

- Report to the Emergency Operations Center or sent a representative.
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments consider mutual aid.
- Contact and coordinate with private sector utilities on shutdown and service restoration.
- Manage all public works resources and direct public works operations
 - Debris removal
 - Assist in search and rescue efforts if requested
 - Conduct damage assessment and documentation of damage to public infrastructure.
 - Provide emergency generators, fuel, lighting, etc., to support emergency responders at the incident scene and EOC
- Coordinate with contractors for use of private sector resources in public works response operations.
- Periodically brief EM on status of public works operations.
- Assign public works staff to the Incident Command to act as a liaison between public works operations and emergency operations.
- Identify hazardous areas that crews will not be able to pass through.
- Work with police/fire representatives to determine need for barricades at incident site and traffic signs/signal changes for re-routing traffic and safety.
- Assess need for heavy equipment support for rescue operations.
- For large-scale utility disruption, designate a liaison to the utility companies. This person should keep you and the PIO informed on time estimates for utility restoration.
- If debris is blocking streets over a widespread area, work with the “Field Incident Commander” to develop priority routes to be cleared.

Ongoing Concerns

- ❑ For large-scale debris removal, develop debris removal plan and schedule. If the removal plan includes removal from private properties inform PIO of schedule for media release for curbside pickups.
- ❑ Will natural gas utilities need assistance with relighting pilot lights?
- ❑ Are city resources adequate to handle the incident and support continued operations or will outside resources be needed?
- ❑ If the incident involves a crime scene, work with the Incident Commander for special procedures and direction.

I. PURPOSE

The purpose of this section is to provide an overview of how the warning and notification process, radiological and hazardous materials, information services, mapping and documentation, resources, and engineering branches would operate in the City of St. Francis. This section will also coordinate with the Operations Section in preparing action plans on a daily basis when responding to an emergency incident.

II. RESPONSIBILITIES

- A. The **notification and warning** branch will be responsible for developing and coordinating plans to alert the public of imminent bad weather or hazardous material incidents.
- B. The **radiological and HAZMAT** branch will be responsible for developing and coordinating plans to meet the needs of a response to an incident.
- C. The **information services** branch will be responsible for facilitating the use of electronic data transfers of informational technology which support a response to an incident.
- D. The **mapping and documentation** branch will be responsible for the use of GIS Technology and data collection that will support a response to an incident.
- E. The **resources** branch will be responsible for developing and coordinating available resources to be used in response to an incident.
- F. The **engineering** branch will be responsible for assisting in assessment of critical Infrastructure damage.
- G. The **damage assessment** branch will be responsible for assessing and documenting the damage of public or private property infrastructures following a disaster.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. **Notification and warning** will consist of assistance from the Minnesota State Patrol and Anoka County Warning System.
- B. **Radiological and HAZMAT** will consist of St. Francis Fire Department and a North Metro CAT team along with the Minnesota State Duty Officer.
- C. **Information Services** will be coordinated by City of St. Francis staff.
- D. **Mapping and documentation** will be coordinated by the Engineering department and the City Clerk's office.
- E. **Resources** will be coordinated by the Parks Department and other department staff members.
- F. **Engineering** will be coordinated by the Public Works Director and other members of their staff.
- G. **Damage assessment** will be coordinated by the Building Official with assistance of the City Engineer and Anoka County Assessing Department.

IV. POLICIES AND PROCEDURES

- A. *Warning and notification, radiological and hazmat, information services, mapping and documentation, resources, engineering, and damage assessment* will be responsible for developing policy and procedures for operation under emergency conditions including personnel call-in, reporting systems, and so forth.
- B. *Warning and notification* - The Anoka County Warning Point is Central Communications, which has a 24-hour warning capability. The Anoka County Warning Officer is the Central Communication's supervisor on duty who is responsible for ensuring all notification and warnings are properly received and disseminated. The Warning Officer for the City of St. Francis is the Chief of Police or Senior Officer on duty.
 - 1. For all emergencies, the affected municipality(s) will be notified by radio, activate sirens by radio, and notify key officials via Central Communications or any other means deemed necessary.
 - a. At 1:00 p.m. the first Wednesday of each month the Anoka County Warning Point will test St. Francis's outdoor warning sirens.

- C. ***Damage assessment*** efforts will be initiated as soon as possible following a disaster. Pictures will be taken of damaged areas and city maps will be used to plot the location of damaged sites. The City of St. Francis EMD will coordinate with the Minnesota Division of Emergency Management when damage assessment is carried out in conjunction with a request for state or federal assistance.

V. SUPPORTING DOCUMENTATION

- A. Planning Section Checklist

EOC Planning

Planning Section Checklist:

Notification & Warning/Radiological & Hazmat/IS/Mapping/Documentation/Resources/Engineering Damage Assessment

Immediate Concerns

- Report to the EOC
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- Create damage assessment teams, notify team members, and coordinate a response including where to report, contact person, staging areas, credentialing and equipment necessary.
- Coordinate a plan for systematically assessing the damaged buildings in the affected area. Buildings will need to be placarded and an estimated dollar value documented. (FEMA forms will need to be filed if a declaration is going to be sought, you may want to use these forms so you do not duplicate paperwork.
- Verify structural safety of roads, bridges and public infrastructures
- Coordinate the development of maps and collection of data with IS and GIS personnel.
- Assemble necessary equipment for damage assessment teams; placards, forms, maps, radios, cell phones, identification.
- Coordinate damage assessment team activities with the “Field” Incident Commander.
- Ensure appropriate damage assessment information is made available to the EM

Ongoing Concerns

- Large scale rebuilding efforts will likely create more of a workload for inspectors than they can handle. Arrangements may have to be made for extended hours of operation and employee overtime. In addition, temporary employees may need to be hired to handle the incident.
- Consider whether the building permitting process will need to be streamlined or relaxed for building repairs. Will inspections staff be able to keep up with inspections or building repairs or will “minor” and “cosmetic” repairs be allowed without a permit to help the community get back to normal more rapidly? These are policy decisions that will have to be made by the council.

- Monitor rebuilding efforts for contractor compliance with permit requirements and contractor fraud. It may be necessary to prepare public information releases advising property owners how to avoid fraudulent contractors. Be proactive on this issue as much as possible to protect the affected citizens.

EMERGENCY OPERATIONS PLAN

I. PURPOSE

The Logistics Section will be responsible for locating, organizing, and providing facilities for vital support services such as transportation, fuel, power, communications, supplies, etc. This section will work closely with the Finance Section to ensure all purchases are authorized and are within the City of St. Francis's Emergency Plan.

II. RESPONSIBILITIES

- A. The primary **Congregate Care** needs of disaster victims and responders including emergency sheltering, registration, and feeding of victims will be coordinated through the American Red Cross and Salvation Army. A supporting agency for this effort will be Anoka County Social Services.
- B. **Emergency Counseling** for both victims and responders to a disaster will be coordinated through the American Red Cross, Chaplain Corps, and Anoka County Mental Health Services Department.
- C. **Public Health Care** needs of disaster victims will be coordinated through the Anoka County Public Health Services Department. This agency will coordinate and help staff mass care facilities to ensure health safety standards are met.
- D. **Purchasing of Materials and Supplies** will be coordinated by staff members of various departments at the City of St. Francis, depending on the nature of the items needed. They will also be responsible for coordinating, housing, and distributing donated supplies.
- E. **Sheltering of Animals** will be coordinated through contracted services and local kennels that have the capability to shelter and care for animals. Many people requiring congregated care may have pets with them and these agencies would be able to make arrangements to provide adequate care and shelter for these pets until their owners are able to resume caring for them. Refer to the City of St. Francis Resource Manual for contact information.
- F. **Volunteer** registration, assignment, and relief will be coordinated by staff members of various departments at the City of St. Francis.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES**A. Congregate Care**

1. Potential registration centers, limited congregate care facilities, and sites for limited mass feedings are listed in the City of St. Francis Resource Manual.
2. The American Red Cross has shelter agreements with facilities (see City of St. Francis Resource Manual); generally school buildings, within the City of St. Francis. The local Red Cross Chapter has limited personnel, but will be augmented by the state level of Red Cross (24-hour on-call duty personnel – refer to City of St. Francis Resource Manual).

B. Health and Medical

1. **Hospital Care** – Injured victims will be transported to local hospitals. Responding EMS personnel will determine if additional hospital facilities are required and make the necessary arrangements.
2. **Ambulance Service** – Local ambulance Services will be used to transport disaster victims within the City of St. Francis. Responding EMS personnel will determine if additional ambulance services are required and make the necessary contacts.
3. **First Responder Emergency Medical Care** – The St. Francis Fire Department and St. Francis Police Department will be available to provide immediate medical care to disaster victims suffering from major and/or minor injuries.
4. **Emergency Mortuary Operations** – These operations will be the responsibility of the Anoka County Medical Examiner.
5. **Health Threats** – Serious potential or actual health problems (epidemics, food, and/or water contamination, etc) associated with a disaster will be the responsibility of the Anoka County and Minnesota Department of Health Divisions.
6. **Inquiry and Referral Service** – This service will be the responsibility of the Anoka County Medical Examiner and Red Cross Divisions.

7. **Health Decontamination** – local hospitals are equipped to do primary decontamination. St. Francis Fire Department, with mutual aid assistance, is also equipped to do decontamination.

C. **Volunteers**

1. The City of St. Francis Police Reserves can be utilized to assist in various response and recovery activities.

IV. POLICIES AND PROCEDURES

The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

A. Logistics Section Checklist

EOC Logistics
Logistics Section Checklist:
Congregate Care/ Volunteers/Purchasing & Supplies

Immediate Concerns

- Report to the EOC
- Obtain an initial briefing from Incident Command. Prepare an initial report to the Emergency Manager.
- Assess if a 24hr/day and/or extended operation is needed. Make staffing assessments, consider mutual aid.
- Review Emergency Plan as necessary
- Use all city resources including personnel, equipment and supplies before requesting assistance. Make specific requests to EM.
- Coordinate supply purchasing efforts with the EOC Finance Section
- Notify American Red Cross and Salvation Army to assist with mass care needs.
- Notify Volunteers and coordinate response plans with Incident Command.
- If immediate evacuation or sheltering is necessary:
 - Coordinate opening of shelters with the Red Cross, They are in control of shelter agreements.
 - Have PIO get shelter information out to the media along with evacuation routes.
 - Assess if transportation is necessary to get victims to shelters. Coordinate transportation plan if necessary.
 - Assess Red Cross's need for help with shelters.

Ongoing Concerns

- Monitor the effectiveness of the mass care effort. Are more resources needed? Consult with Red Cross representative regarding anticipated needs.
- Does Red Cross need help with disaster welfare inquiries from relatives and friends of victims?

EOC Planning
Logistics Section Checklist:
Health and Medical

Immediate Concerns

- ❑ Report to the EOC
- ❑ Obtain briefing for Incident Command. Prepare Initial report to Emergency Manager.
- ❑ Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- ❑ Identify any public health concerns that must be addressed immediately. Is a public warning necessary? If so consult with PIO for information dissemination to the media.
- ❑ Coordinate with clinics, hospitals and nursing homes to assess their needs, help them obtain resources, and ensure necessary services are being provided.
- ❑ Coordinate with neighboring community health and medical organizations and with State and Federal officials on matters related to assistance from other jurisdictions, including Federal assistance. (MDH, USPHS, CDC, etc.)
- ❑ Coordinate incoming groups such as American Red Cross, Salvation Army and Disaster Medical Assistance Teams (DMAT) as well as screening individual health and medical volunteers; ensure that positive ID and proof of Licensure is made for all volunteers.
- ❑ Coordinate the location, procurement, screening, and allocation of health and medical supplies and resources, **including human resources**, required to support health and medical operations.
- ❑ Provide information to the PIO regarding media releases on number of injuries and deaths.
- ❑ Provide health and medical services information to EM.

EMERGENCY OPERATIONS PLAN

I. PURPOSE

The purpose of this section is to provide management of emergency spending, tracking incident costs, and reimbursement accounting following an emergency in the City of St. Francis.

II. RESPONSIBILITIES

- A. The **Emergency Funding Coordination** branch will be responsible for developing and coordinating a financial plan to meet incidents and resource needs. This includes facilitating or coordinating cash donations.
- B. The **Emergency Contracting** branch will be responsible for financial matters involving vendor contracts.
- C. The **Compensation and Claims** branch is responsible for financial concerns resulting from property damage, injury, or fatalities at the incident.

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

- A. *Emergency Funding Coordination, Emergency Contracting, and Compensation and Claims* will be coordinated by the City of St. Francis Finance Director and other staff members.

IV. POLICIES AND PROCEDURES

- A. If emergency conditions warrant, the Mayor of the City of St. Francis or Mayor Pro Tem can declare a state of emergency for up to 72-hours. The Mayor and City Council will determine the level of spending expended on the disaster.
- B. Emergency funding efforts will be initiated as soon as possible following the occurrence of a disaster. The Finance Department will be responsible for overseeing this branch.
- C. The different branches will be responsible for developing policies and procedures for operation under emergency conditions.

V. SUPPORTING DOCUMENTATION

A. Finance Section Checklist

EOC Finance

Finance Section Checklist:

Emergency Funding Coordination/Emergency Contracting/Compensation and Claims

Immediate Concerns

- ❑ Report to the EOC or send representative
- ❑ Obtain an initial briefing from Incident Commander. Prepare an initial report to Emergency Manager.
- ❑ Review Emergency Operations Plan as needed.
- ❑ Assess if a 24hr/day and /or extended operation is needed. Make staffing assessments and consider mutual aid.
- ❑ Use all resources including personnel, equipment and supplies before requesting assistance. Make specific requests to EM.
- ❑ Coordinate a financial plan to meet resource needs, including record keeping, budgeting for procurement and transportation, and facilitating cash donations to the jurisdiction.
- ❑ Establish “disaster cost codes” for departments to bill city costs associated with response to the disaster. (It is very important to maintain accurate records of the costs associated with responding to the disaster if a Presidential Disaster Declaration is being sought).
- ❑ Is emergency council action required to facilitate emergency purchases?
- ❑ Work with damage assessment representative to coordinate documentation of damage caused by incident.

Ongoing Concerns

- ❑ Ensure that all departments are aware of the “disaster cost codes” and purchase procedures.
- ❑ Make periodic reports to the EM.

GLOSSARY OF ACRONYMS AND DEFINITIONS

ALS	Advance Life Support
ARCHIE	Automated Resource for Chemical Hazard Incident
ATF	Alcohol Tobacco and Firearm Bureau
BP	Basic Plan
CAP	Civil Air Patrol
CAT	Chemical Assessment Team
CC	Congregate Care
DHS	Department of Human Services
DMAT	Disaster Medical Assistance Teams
DOT	Department Of Transportation
EBS	Emergency Broadcasting System
EM	Emergency Management
EMD	Emergency Management Director
EMP	Electro Magnetic Pulse
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ERT	Emergency Response Team
ETC	Evacuation and Traffic Control
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FLIP	City Of St. Francis Flip Chart
HSEM	Division of Emergency Management
IC	Incident Commander
ICC	Incident Command Center
ICS	Incident Command System
IMS	Incident Management System
LE	Law Enforcement
MFDA	Minnesota Funeral Director's Association
MIMS	Minnesota Incident Management System
NTSB	National Traffic Safety Bureau
NAWAS	National Warning System
PCA	Pollution Control Agency
PIO	Public Information Officer
RES MANUAL	Resource Manual
SARA	Superfund Amendments and Reauthorization Act
SERC	State Emergency Response Commission
SOG	Standard Operating Guidelines
USDA	U.S. Department Of Agriculture
NW	Notification and Warning
NOAA	National Oceanic and Atmospheric Administration
MDH	Minnesota Department of Health
RACES	Radio Amateur Civil Emergency Services

CITY OF ST. FRANCIS

EMERGENCY MANAGEMENT PLAN



DATA PRACTICES WARNING

Information contained in the City of St. Francis Emergency Management Action Plan is classified as both “Public” and “Private” data pursuant to the Minnesota Government Data Practices Act. Data classified as “Public” is accessible to anyone upon request to the City’s Responsible Authority. Data classified as “Private” is accessible to City staff that has a job need for the information, to the subject of the data, and to those whom the data subject has given their informed consent. City staff in possession of the Emergency Management Action Plan are to maintain it in a secure location to insure that the information is not accessed by unauthorized persons, or outside the procedures established by City policy and State law.

Effective Date: _____



CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9 C

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Routine Replacement of Bobcat Toolcat
DATE: 2/20/2018

OVERVIEW: Since the original purchase of the Bobcat Toolcat in 2012 we have found this machine to be a very useful piece of equipment as the machine is used almost every day. This machine is very versatile; we are able to use all the same attachments as the skid steer. Our 2012 Toolcat has roughly 1250 hours on it. The premium trade time for these machines is approximately 5 years of age and 1200 to 1500 hours.

ACTION TO BE CONSIDERED: Authorizing the replacement of the 2012 Bobcat Toolcat from Crawford Equipment with a new Bobcat Toolcat with v-plow in the amount off \$23,615.62 (plus tax if applicable) per MN State Bid. This price **does** include the trade of the 2012 Toolcat.

BUDGET IMPLICATION: There is \$47,700.00 in the Capital Equipment Plan for this planned replacement/purchase.

Attachments:

Capital Improvement Plan documentation of purchase request
Quote from Crawford Equipment (State Bid Pricing)

Capital Improvement Plan
City of St. Francis, Minnesota

2018 *thru* 2022

Department Public Works
Contact Public Works Director
Type Equipment
Useful Life 1500 hours
Category Equipment: PW Equip

Project # PW-17-016
Project Name Bobcat Toolcat Replacement

Total Project Cost: \$47,700

Description

2018 - 2012 Bobcat Toolcat replace with similar - \$47,700.

Justification

Equipment is anticipated to be at end of reliable useful life. To maintain highest trade value this unit should not have more than 1500 hrs on it. This replacement will allow the ability to provide services as per adopted standards.

Estimated replacement prices do not include trade values. Unit will be replaced using state bid process for pricing.

Expenditures	2018	2019	2020	2021	2022	Total
Equip/Vehicles/Furnishings	47,700					47,700
Total	47,700					47,700

Funding Sources	2018	2019	2020	2021	2022	Total
Capital Equipment Fund	47,700					47,700
Total	47,700					47,700



Product Quotation

Quotation Number: NEW

Date: 2/12/18:

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: PAUL T 4020 ST FRANCIS BLVD ST FRANCIS MN 55070 Phone: 763 753 2304 FAX 763 753 9881	Crawford's Equipment, Inc., Cambridge, MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028 ----- Contact: Brian Crawford Phone: 763-691-1794 Fax: 763-689-3028 Cellular: 612-889-0001 E Mail: brian@crawfordsequip.com	CRAWFORDS Attn: HOUSE SALES 4898 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794

Description	Part No	Qty	Price Ea.	Total
Bobcat 5600	M1221	1	\$40578.40	\$40578.40
Deluxe Road Package	M1221-P01-C01	1	\$1768.80	\$1768.80
Backup Alarm	Side Mirrors			
Turn Signals	Horn			
Flashers	Lower Engine Guard			
Tail Lights	Rear Work Lights			
Brake Lights	Headlights			
Rear View Mirror				
Cab Enclosure with Heater & Air Conditioning	M1221-R02-C03	1	\$3705.60	\$3705.60
High Flow Package	M1221-R03-C02	1	\$1,157.60	\$1157.60
29 X 12.5 Turf Tires	M1221-R05-C05	1	\$524.00	\$524.00
Heavy Duty Battery	M1221-R07-C02	1	\$64.80	\$64.80
Attachment Control	M1221-R08-C02	1	\$152.00	\$152.00
Power Bob-Tach	M1221-R12-C02	1	\$799.20	\$799.20
Radio Option	M1221-R15-C02	1	\$355.20	\$355.20
SBV72 V PLOW				\$3510.02

Total of Items Quoted **\$52615.62**
 TRADE IN 5600 TOOLCAT 1200 HRS . **\$(29,000.00)**

Quote Total – US dollars **\$23,615.62**

Notes: THANK YOU

Prices per the Minnesota Contract# E-110(5) Contract Period: 9/1/16 - 8/31/18

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:	Purchase Order: _____
Authorized Signature:	
Print: _____	Sign: _____ Date: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 D

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: 26' Scissor Lift
DATE: 2/20/2018

OVERVIEW: After substantial completion of the wastewater treatment facility, staff began to recognize the need for a scissor lift to safely complete routine maintenance. One area of concern is changing the eight filters for the aeration blowers. The top of the shroud that protects the filter is located twelve feet off the ground and requires the use of a 14 foot, two person step ladder and/or an extension ladder. The protective shroud weighs roughly 50 lbs. and safely lifting and lowering 8 of them to the ground has become an issue of concern. The purchase of the scissor lift would allow staff to complete the work safely from an elevated platform level with the top of the shroud. It would essentially free up one person from having to be involved, since the operator would be harnessed to the lift and would be able to bring additional filters onto the platform, reducing the man-hours needed to complete the task. Staff will also utilize this piece of equipment for roof access, HVAC maintenance, security camera maintenance, light fixture maintenance in/on all city buildings and any other elevated maintenance on or in city buildings and facilities.

ACTION TO BE CONSIDERED: Authorizing staff to purchase JGL 2646 ES Scissor Lift from API Supply Lifts (lowest quote) for the amount of \$17,600.00 plus tax, if applicable.

BUDGET IMPLICATION: None. There is a savings of approximately \$24,000 from the Capital Equipment Plan routine replacement of the Bobcat Toolcat.

Attachments: 1 Quote from API Supply Lifts
1 Quote from Titan Machinery



2646ES

Electric Scissor Lift



Key Specs

- Platform Height: 26 ft / 7.92 m
- Machine Width: 3 ft 10 in. / 1.17 m

Power Source

Batteries	4 x 6V, 220 amp-hr
Charger	20 amp automatic

General

Brakes	Electric, Friction
Capacity - Hydraulic Reservoir	2 gal. / 6.44 L
Maximum Ground Bearing Pressure	87 psi / 6.09 Kg/cm ²
Hydraulic Pump	Fixed Displacement Gear
Machine Weight	4975 lb / 2256.62 kg

Performance

Drive Speed - Platform Elevated	1 mph / 0.80 km/h
Drive Speed - Platform Lowered	3 mph / 4.02 km/h
Gradeability	25 %
Lift Time	41 sec.
Lower Time	50 sec.
Maximum Drive Height	26 ft / 7.92 m
Maximum Lift Height	26 ft / 7.92 m
Platform Capacity - Extension	250 lb / 113.40 kg
Platform Capacity - Unrestricted	1000 lb / 453.59 kg
Turning Radius - Outside	7 ft 11 in. / 2.42 m
Turning Radius - Inside	0 ft / 0 m

Dimensional Data

Ground Clearance	5 in. / 0.13 m
Machine Height	7 ft 9 in. / 2.36 m
Machine Height - Rails Folded	6 ft 6 in. / 1.97 m
Machine Length	8 ft 3 in. / 2.5 m

Dimensional Data

Machine Width	3 ft 10 in. / 1.17 m
Platform Dimension A	8 ft 3 in. / 2.5 m
Platform Dimension B	3 ft 8 in. / 1.12 m
Platform Extension Length	4 ft 2 in. / 1.27 m
Platform Height - Lowered	4 ft 2 in. / 1.26 m
Platform Railing Height	3 ft 7 in. / 1.1 m
Tire Size	16 x 5 in
Wheelbase	6 ft 10 in. / 2.08 m

Reach Specifications

Platform Height	26 ft / 7.92 m
Working Height	32 ft / 9.75 m

Key Features

- Quieter, cleaner operation for a variety of environments
- Electric drive and integrated components with only two hydraulic hoses and four hydraulic fittings on the entire machine will keep you on the job longer and reduce your operating costs by reducing chances for leaks and service calls
- Tight turning radius for great maneuverability
- Delivers 200% more battery life*

*Compared to a competitive model under similar test conditions. Actual results may vary.

www.apilifts.com



624 Arthur St. NE
Minneapolis, MN 55413

Equipment Quote

Date; 2/9/18

New; Yes

Used;

Manufacture; JLG

Model; 2646ES

Options;

Equipment Specifications; www.apilifts.com

Hours on Used Unit; New Unit

API Unit #;

Year Manufactured; 2018

List Price New; \$29,400.00

Customer Sale Price; **\$16,700.00** plus tax if applicable and factory freight..

Factory Freight; **\$400** as of today's date not included in quoted price

MN State Sales Tax is Based on Delivered Too Address; \$TBD

Customer Tax Exempt# MN#= Fed#=#

TOTAL BALANCE DUE; \$TBD

Availability; 4 weeks to ship from order as of today's date..

Warranty; 1 year parts and labor, Optional 5 year parts and labor warranty available at a cost of **\$500** not included in quoted price

Freight from API, Mpls, MN to Customer \$0

Terms: COD, or, Net 30 days with Account.

Remit to Address; 624 Arthur St. NE Mpls, MN 55413

Quote Expiration; 30 days from received

Quote#; 2918-1

Project#; City of St Francis / Public Works

Customer Delivery Address; St.Francis, MN

Quoted Party; Parish Barten 320-333-6830

Please Call To Schedule AWP Operatotor Safety Training

Prepared By: Mark Carlstrom,

API Supply Lifts 612-978-6030

Sales Manager, Rentals, Equipment Site Evaluation & Training

Total cost \$ 17,600

**Charter Commission
AGENDA REPORT**

Agenda Item #:

9 E

TO: Honorable Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: **City Charter Amendments – Sections 4.05 and Section 7.06**
DATE: February 20th, 2018

OVERVIEW:

The Charter Commission held their annual meeting on February 1st, 2018. There were two main items of business discussed. Staff had identified two housekeeping items to revise in the City Charter. They were both unanimously approved by the Charter Commission. They are described below:

- 1) Section 4.05 – text amendment to provide the City with more latitude to sign official documents. As stated in the Charter, the Mayor would need to sign almost every document with the City Clerk attesting to it. In recent years with the number of documents the City signs, this is not practical and wider latitude should be extended to ensure the appropriate City Official signs the appropriate document (a good example is the Police Chief's signature on law enforcement documents).
- 2) Section 7.06 – text amendment to allow the City Council to hear the budget as a primary item of business on the 1st or 2nd Meeting in September. MN Statutes have changed to allow cities to certify their preliminary levy by September 30th vs. the previous requirement of September 15th. This change allows the Council one additional meeting to hear the budget and set the preliminary levy.

Action to be considered:

Motion to adopt the proposed Charter amendments to Section 4.05 and Section 7.06.

Attachments: Staff Reports to the Charter about the proposed changes.



**Charter Commission
AGENDA REPORT**
Agenda Item #:

TO: Charter Commission
FROM: Joe Kohlmann, City Administrator
SUBJECT: Charter Amendment Section 4.05
DATE: February 1st, 2018

OVERVIEW:

The first housekeeping item Staff has identified in the City Charter is Section 4.05. This particular Section references that the Mayor shall sign all contracts and it will be attested by the City Clerk. As a practical matter, there are intergovernmental contracts and vendor contracts that require signatures from various Staff members. In addition, the Mayor Pro Tem addition will allow for flexibility if the Mayor is unavailable. The Mayor Pro Tem edit also allows for signatures on minutes, resolutions or ordinances when the Mayor is absent.

As a matter of practice, City Staff seeks approval of contracts through the City Council. The suggested edits are just to allow flexibility for the proper signatures as they may be applicable to contracts.

Below is the Section with suggested edits:

Section 4.05. Filing and Execution of Documents. Unless otherwise specifically provided, filing of all documents provided for in this Charter or the Ordinances of the City shall be at the administrative offices the City. All contracts with the City, Ordinances and Resolutions of the Council, and other documents, shall be executed in the name of the City and signed by the appropriate city officer such as the Mayor, Mayor Pro Tem, City Administrator or their designee and attested by the City Clerk.

Action to be considered:

Consider and discuss the proposed amendments to Section 4.05.



**Charter Commission
AGENDA REPORT**
Agenda Item #:

TO: Charter Commission
FROM: Joe Kohlmann, City Administrator
SUBJECT: Charter Amendment Section 7.06
DATE: February 1st, 2018

OVERVIEW:

The second housekeeping item Staff has identified is regarding the date the budget will be presented. Per state law change as reflected below, the date to adopt the preliminary tax levy has been changed from September 15th to September 30th:

(From League of MN Cities)

IV. Taxation notification procedure

The table below outlines the annual taxation notification procedure and deadlines (sometimes called "truth in taxation" or "TNT"). The deadline for cities to adopt the preliminary tax levy and certify it to the county auditor is Sept. 30. New this year, the deadline for "special taxing districts," such as economic development authorities (EDAs), housing and redevelopment authorities (HRAs), port authorities, and others, is Sept. 30. Previously, the deadline for special taxing districts deadline was Sept. 15.

In order to be consistent with the flexibility provided by State Law, Staff is proposing the following edits to Section 7.06:

Section 7.06. Adoption of the Budget. The budget shall be the principal item of the business at the first regular monthly meeting ~~first or second regular monthly meeting of the Council~~ in September and the Council shall hold continued meetings from time to time until all the estimates have been considered. The budget estimates may be read in full, or copies thereof distributed, and the officer preparing the same shall explain the various items thereof as carefully as may be deemed necessary by the Council. The meetings shall be conducted so as to give interested citizens a reasonable opportunity to be heard. The annual budget finally agreed upon shall set forth in detail the complete financial plan of the City for the ensuing fiscal year for the funds budgeted. It shall indicate the funds to be raised and from what sources and the sums to be spent and for what purposes. The total sum appropriated shall not exceed the total estimated revenue. The Council shall adopt the budget, at the time required by law, by a resolution which shall set forth the total for each budgeted fund and each department with such segregation as to



objects and purposes of expenditures as the Council deems necessary for the purposes of the budget control. The Council shall also adopt a resolution levying whatever taxes it considers necessary within statutory limits for the ensuing year for each fund. The tax levy resolution shall be certified to the County Auditor in accordance with law. At the beginning of the fiscal year the sums fixed in the budget resolution shall be and become appropriated for the several purposes named in the budget resolution and no other.

Action to be considered:

Consider and discuss the proposed amendments to Section 7.06.

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

MEMORANDUM

TO: Honorable Mayor and City Councilmembers
Joe Kohlmann, City Administrator
Kate Thunstrom, Community Development Director

FROM: David Schaps, Assistant City Attorney

THROUGH: Scott Lepak, City Attorney

RE: Hazardous Building Process and Designation

DATED: February 15, 2018

Staff has provided our office with information regarding three residential properties that are in a significant and ongoing state of disrepair. Staff has been working with the owners of the properties with the goal of either getting the properties into compliance or asking them to voluntarily tear down the structures on the properties. The properties identified by staff are: 3731 Bridge Street, 23611 Ambassador Blvd, and 22708 Rum River Blvd. At this time, it appears all three properties likely fall under the hazardous building designation as outlined in Minn. Stat. Chapter 463.

The usual process to address this situation generally involves undertaking an owners and encumbrances search of the properties to properly notify owners and lien holders of any action of the City Council, obtaining consent or an administrative warrant to allow an independent building expert to conduct a thorough examination of both the interior and exterior of the buildings on the properties. The independent building expert will then produce a detailed report that will identify if the buildings on each property can be repaired, or if it should be razed.

The report would then come back to the City Council for its review. Upon that review, the City Council will have the ability to discuss the report and consider potentially issuing an order that the buildings on each property either be repaired or razed as recommended in the report.

If the property owner then does not undertake the repairs or razing within a reasonable amount of time as determined by the City Council in its order, our office would undertake filing a court action to obtain a judicial order to require the repairs or razing of the building(s). This action

may be contested by the property owner. The report and independent expert's testimony would serve as the City's evidence in the case.

Generally, hazardous building designations and their corresponding court actions are a non-retainer item. Therefore, it has been the position of our office to approach the City Council prior to undertaking these actions, as outside expert and attorney's fees will be incurred. Minn. Stat. 463.22 does allow the City to account for and specially assess these costs back against the property; however, the City will need to pay for these expenses up front prior to being reimbursed through the special assessments.

Staff will have additional information regarding each of the properties available at the City Council meeting.

Council Action Requested:

Motion directing staff and the City Attorney's office to move forward to undertake hazardous building actions at 3731 Bridge Street, 23611 Ambassador Blvd., and 22708 Rum River Blvd.

736232-v1



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9G

TO: Joe Kohlmann, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: **Animal Pick Up and Impound Services**
DATE: February 20th, 2018

OVERVIEW:

Staff was directed to explore other alternatives for the pickup and impounding of dogs within the City of St Francis. Information was obtained on three other area animal control services including Quiet Oaks Kennels out of Isanti County, On Line Retrievers out of Ogilvie and Dover Kennel Animal and Impound Services out of Andover.

Currently, the City pays a **flat fee of \$350 per month for the services from Gratitude Farms.**

Pricing information displayed for On Line Retrievers is for the Isanti County Sheriff's Office and was received from the Isanti County Sheriff's Office. Additional information regarding flat monthly rate and matching information was obtained verbally by phone. On Line Retrievers would entertain a flat monthly fee based on factors such as number of pickups. On line Retrievers does charge for mileage and will not match others rates.

Quiet Oaks Kennels would match the \$350.00 rate the City currently pays to Gratitude Farms. This match would be based on 2 animal pickups in a month. The rate would be increased if pickups exceeded 2 animals per month. Quiet Oaks will not lower current rates.

Dover Kennels will not offer a flat monthly rate. Pricing for the three organizations are broken down as follows:

Emergency Vet fees could apply if emergency care is needed for the animal. After speaking with the kennels, these situations are rare. Fees would be paid by owner if the animal is claimed.

Pricing for the additional three organizations are broken down as follows:

On Line Retrievers: (Contract pricing for Isanti County Sheriff's Office)

\$100.00 per animal and 53.5 cents per mile for pick-up

Possible flat monthly rate TBD.

\$15 per day boarding fee per dog up to 10 days.

1-2 hour response time for Isanti County.

If owner claims animal, no charge to the City.

Contract terms are up to the City. 60 day notice of contract cancellation.



Quiet Oaks Kennel:

\$22.00 per day boarding fee at impound, up to 10 days.
\$50.00 per week on call charge.
\$65.00 Dog Impound 1st time
\$70.00 Dog Impound 2nd time
\$80.00 Dog Impound 3rd time
\$30.00 additional fee for after hours and holiday pickup.
Possible match to current \$350.00 monthly rate based on 2 monthly pickups.
1-2 hour response time, up to 4 hours.
City gets charged by kennel and owner reimburses City.
Contract terms are up to the City or every 3 years. 60 day notice of contract cancellation.

Dover Kennel Animal and Impound Services:

\$20.00 pickup flat rate.
\$30.00 after hours, Sundays and holiday flat rate.
\$28.00 per day boarding fee up to 5 days.
30 minute response time.
If owner claims animal, no charge to the City.
City is billed monthly for services provided.
30 day notice to cancel agreement.

St Francis impounds by month and year (2016-2017):

2016 - 12

Jan (2), Feb (2), March (2), June (2), July (1), Sept (1), Oct (2).

2017 – 15

Jan (1), Feb (1), April (1), May (3), June (1), July (1), Sept (1), Oct (2), Nov (2), Dec (2).

ATTACHMENTS: *Gratitude Farms contract, Quiet Oaks Kennels pricing, and Dover Kennel sample contract.*

ACTION TO BE CONSIDERED:

City Council to review and discuss services and pricing for Gratitude Farms, On Line Retrievers, Quiet Oaks Kennel and Dover Kennel Animal and Impound Services.

BUDGET IMPLICATION:

Various depending on contractor selection by the City Council.

Quiet Oaks Kennels Services and Pricing

ANIMAL CONTROL 2018

tax
6.875%

Fee Schedule

Dog Fees		
Dog Boarding (at Impound)	15.00	Per day plus tax 15 per day (7-10 days)
Dog Impound 1 st Time	65.00	Plus tax
Dog Impound 2nd Time	70.00	Plus tax
Dog Impound 3rd Time	80.00	Plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	30.00	Plus Impound Fee
Euthanasia / Disposal	175.00	
Dog Bite Incident (if applicable)	90.00	
Dog License (Fixed)	10.00	
Dog License (Not Fixed)	15.00	
Dog License (Duplicate)	5.00	
Dog License Late Fee	5.00	
Kennel License (residential)	50.00	Per year
Lifetime Dog License	50.00	

Dover Kennel Animal and Impound Services and Pricing

ANIMAL IMPOUND FACILITY AGREEMENT With Pickup On-Demand

THIS AGREEMENT, made this _____ day of _____ 2018 by and between Dover Kennel Animal and Impound Services at 16422 Hanson Boulevard NW, Andover, MN 55304 hereinafter referred to as the "Contractor", and the City Of St. Francis, MN, hereinafter referred to as "the City".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

1. **STATEMENT OF WORK.** Contractor shall furnish all labor, equipment, and services necessary to function as the designated Animal Impound Facility for the City, as set forth below, in an efficient and workmanlike manner and in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.
2. **TERM.** This Agreement shall commence on the 1st day of _____, 2018 and continue through December 31, 2018, unless otherwise terminated as provided herein.
3. **CONTRACTOR'S DUTIES.** Upon the request of a member of the Anoka County Sheriff's Office, City Clerk or Resident, the Contractor shall take into custody, transport and accept for impound, any domestic animal, determined to be in violation of any City Ordinance or Minnesota State Statute. All such animals received by Contractor shall be treated humanely. The Contractor agrees to comply with all state and local laws regarding "5 regular business day" hold periods. The Contractor shall be responsible for the advertisement and publication of notice for all animals received by Contractor.
4. **THE CONTRACT PRICE.**
 - (A) When animals are unclaimed, the City shall pay the Contractor for services rendered under this agreement as follows:
 1. Boarding Fees - \$28 per calendar day or any part of a calendar day.
 2. Pickup Fee - \$20 During Business Hours \$30 After-Hours.
 3. Contractor's Public Hours are Mon-Friday 8:00AM to 6PM
 4. Veterinary Expenses – Expenses for emergency services will be reimbursed at cost provided receipt for services is included with the Contractor's invoice.
 5. Non-emergency Veterinary care must be for a reasonable purpose and be pre-approved by the City. Receipts for services must accompany the Contractor's invoice.
 - (B) When Animals are claimed by owner, the owner shall be responsible for payment of all fees at the time their animal is released:
 1. Facility Processing Fee – After 24 hours, boarding fees will accrue at the rate of \$28 per calendar day or any part of a calendar day thereafter.
 2. Pickup Fee \$20 during business hours, \$30 after hours.
 3. After Hours Release Fees – Dover Kennel releases animals to owners during the hours of 8AM - 6PM Monday through Friday and 9AM to 12 Noon on Saturday. If an owner insists on picking up outside of regular business hours (8AM-PM), an after-hours release surcharge of \$50.00 will be applied.

4. Reimbursement for All Veterinary necessary and prudent Veterinary Care at actual cost.
5. **BILLS TO CITY FOR SERVICES.** Contractor shall submit bills for services rendered under this Agreement, for which City is responsible, monthly to the City, which shall be paid by the City within fifteen (15) days of receipt.
6. **INDEPENDENT CONTRACTOR.** In rendering services hereunder, Contractor shall be an Independent Contractor and no employer/employee relationship shall arise out of or result from rendering such services to City. Contractor and its employees will acquire no rights to tenure, workers compensation benefits, re-employment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the City, its department or agencies. All persons employed by Contractor shall be the sole and exclusive employees of Contractor and shall be paid by Contractor. In connection with the employment of said employees during the term of this Agreement, Contractor shall accept full and exclusive liability for all applicable social security, unemployment, workers' compensation, or other employment taxes or contributions of insurance, and all employee benefits, and shall comply with all federal and state laws and regulations relating to employment generally, minimum wages, social security, unemployment insurance, and workers' compensation. Certificates evidencing compliance with the foregoing shall be submitted to the City as reasonably requested by the City. Contractor shall indemnify, defend, and hold harmless the City, its Council members, officers, agents, servants, and employees from all liability, loss, costs, and expenses, including reasonable attorney's fees, which may be imposed in connection with employees of Contractor.
7. **OBLIGATION TO PERFORM UNDER MINNESOTA DATA PRACTICES ACT.** Pursuant to MN SS 13.05 Subd. 11. Privatization. (a) If a government entity enters into a contract with a private person to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of this chapter and the private person must comply with those requirements as if it were a government entity. All contracts entered into by a government entity must include a notice that the requirements of this subdivision apply to the contract. Failure to include the notice in the contract does not invalidate the application of this subdivision. The remedies in section 13.08 apply to the private person under this subdivision. (b) This subdivision does not create a duty on the part of the private person to provide access to public data to the public if the public data are available from the government entity, except as required by the terms of the contract.
8. **REPRESENTATION.** The Contractor represents that he/she employs employees who are properly trained to perform the services contemplated in this Agreement, and if required by the State, are certified by the State of Minnesota.
9. **LICENSES AND PERMITS.** Contractor shall, at its own expense, procure all necessary licenses and permits required to fulfill its obligations under this Agreement.
10. **THIRD PARTY BENEFICIARIES.** This Agreement is for the sole and exclusive benefit of the Parties hereto and their respective successors and assigns, and no third parties are intended to or shall have any rights hereunder.

10. **ASSIGNMENTS; SUBCONTRACTS.** The duties and obligations of Contractor contained in this Agreement may not be delegated, assigned, or subcontracted out to another party either directly or indirectly without the prior written consent of the City, which consent may be withheld in the City's sole discretion. No such delegation or subcontract, if approved by the City, shall relieve Contractor of its obligations hereunder.
11. **INSURANCE.** Contractor shall, at its own expense, procure Insurance to include, but not be limited to, liability insurance covering bodily injury, death and property damages, worker's compensation, and commercial general liability, in a form and amount acceptable to City, and by a company admitted and licensed to issue said policies in the State of Minnesota. Such Insurance shall be in full force and effect on the date of execution of this Agreement and shall remain continuously in full force and effect for the duration of this Agreement, and shall be evidenced by a Certificate(s) of Insurance provided to City.
12. **IDEMNIFICATION.** Contractor agrees to defend, indemnify and hold harmless the City, along with its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from any act or omission of Contractor, its employees or its agents, in the performance of the services provided by this Agreement or by reason of the failure of Contractor to fully perform, in any respect, any of its obligations under this Agreement. Further, City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of, any property, or any loss of profits or other consequential damages or any inconveniences.
13. **NOTICES AND COMMUNICATIONS:** All notices and communications provided for in this Agreement shall be in writing and shall be personally delivered or sent by a reputable private commercial courier service or sent by United States registered or certified mail, postage pre-paid, return receipt requested, to the Parties at the address set forth in the opening paragraph of this Agreement. Notice shall be deemed effective upon receipt when delivered personally, or upon mailing.
14. **TERMINATION.** The City may terminate this Agreement at any time upon thirty (30) days prior written notice to Contractor. In the event of a breach or non-performance of this Agreement by Contractor, City may terminate this Agreement immediately upon written notice to Contractor.
15. **FORMALITIES.** Any change to or modification of this Agreement must be in writing signed by both Parties. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one in the same instrument. The captions for each section of this Agreement are intended for convenience only and shall not be deemed to construe or limit in any manner this Agreement. This Agreement is separate and independent of any other document, agreement, or understanding of the Parties. This Agreement constitutes the entire agreement of the Parties with respect to the matters addressed herein.

- 16. **SEVERABILITY:** If any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions or any application thereof shall not in any way be effected or impaired thereby.
- 17. **APPLICABLE LAW:** This Agreement is governed by and is to be interpreted pursuant to the laws of the State of Minnesota. City and Contractor each hereby consent to the personal jurisdiction of the District Court of Anoka County, Minnesota, in any action, suit, or proceeding arising under this Agreement and agree that any such action, suit, or proceeding shall be venued in such court and agree to waive any objection based on forum non convenienc to the bringing of any action in such court.

IN WITNESS THEREOF, the parties have executed this Agreement on the day and year appearing opposite their signatures below.

DRAFT

CONTRACTOR

Date: _____

By: 
Its: Director and CEO

CITY OF HAM LAKE

Date: _____

By: _____
Mayor

Attested by:

Date: _____

City Clerk

ANIMAL CONTROL OFFICER AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2014, by and between Gratitude Farms, 22359 Bataan Street NE, East Bethel, MN 55011 hereinafter referred to as "Contractor", and the City of St. Francis, 23340 Cree Street NW. St. Francis, Minnesota 55070, hereinafter referred to as "City".

WITNESSETH, that the Contractor and the City, for the consideration stated herein, mutually agree as follows:

1. Statement of Work. Contractor shall furnish all labor, equipment and services performed for the jobs of dog catcher and confining dogs for the City, as set forth below in an efficient and workmanlike manner in accordance with this Agreement. Contractor shall comply with all federal, state and local laws and ordinances in performing the duties as specified herein.
2. Contractor's Duties. Contractor shall, upon request of the members of the Police Department or the City Clerk's office, take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute. All apprehensions of dogs directed by members of the Police Department or the City Clerk's office shall be in an efficient, workmanlike and humane manner. Contractor agrees to use snares to capture the dogs. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code 8.05, Subd. 8.

Contractor shall take all reasonable and necessary steps to control, kennel and care for dogs taken into custody by the City in a humane manner. The Contractor agrees to comply with all state laws regarding waiting periods on dogs taken into custody. It is specifically made part of this Agreement that the nature of services to be provided by Contractor shall include providing a place for each dog to stay; together with the provision of food, water and walking/exercising the dogs. Contractor shall also provide medication for the needs of any dogs in its care. Contractor will also transport all dogs to the veterinarian or rescue party at the end of the five day period each unclaimed dog is required to be held pursuant to City Ordinance. The five day holding period shall not include weekends or holidays. If a dog that has bitten a person is impounded, that dog must be kept apart from other animals and observed for a period of 10 days, during which time Contractor shall notify the City of signs of any transmittable diseases.

It is understood, pursuant to this Agreement, that Contractor shall bring all dogs caught directly to Contractor's kennel at 22359 Bataan Street, East Bethel, Minnesota 55011. Contractor will provide services for the City of St. Francis seven days a week, twenty-four hours per day.

3. Compensation. Contractor shall receive a fixed monthly sum from the City of Three Hundred Fifty Dollars (\$350.00) for any and all services related to the pick-up of dogs. Any additional fee for boarding and transport of dogs as outlined in the City's fee schedule shall be kept by the contractor. Contractor will provide the City with a monthly expense sheet showing:

- a) the number of animal pickups in that month;
- b) the number of late animal pickups (defined as pick ups occurring between 6 p.m. and 8 a.m.)
- c) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a “Declaration of Dangerous Dog,” or a dog that needs to be quarantined for any reason;

4. Licensing and Certification. Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

5. Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved, specifically; the caring for dogs not restrained with City limits, and the conduct and control of the work will rest solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is understood that the City does not agree to use Contractor exclusively. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

6. Liability Insurance and Indemnification. The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor’s risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor’s duties, efforts and work as a dog care provider. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney’s fees.

7. Insurance. Contractor agrees to maintain in full force and effect general liability coverage in the amount of \$400,000 per occurrence, \$75,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

8. Termination. City and Contractor may terminate this Agreement at any time with or without cause by providing written notice to the other party no later than thirty (30) days prior to the termination date. City and Contractor may immediately terminate this Agreement upon breach of any of the material terms herein by providing written notice of the termination. Such notice shall be given to the City at City offices. Such notice shall be given to Contractor at its place of business.

9. Facilities and Equipment. Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide

appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

10. Accounting and Billing. The City agrees to pay for such services each month within twenty (20) days of its receipt of each month's billing from Contractor.

11. Business Records. At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis Ordinance 8.05.

Pursuant to the provisions of Minn. Stat. Sec. 13.05, Subd. 11, Contractor understands that all data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing these functions and under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act as if it were a government entity.

12. Audit of Records. The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by County representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

13. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

14. Headings. Headings are for convenience only and are not a part of this Agreement.

CITY OF ST. FRANCIS

By: _____
Jerry Tveit, Mayor

CONTRACTOR

Dated: _____, 2014

By: _____
Tammy Gimpl,
Gratitude Farms



Water and Sewer Monthly Report – January 2018

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	21	Inspections
Water	Operational Hours	Hours spent at the facility.	50	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.	21	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	21	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	12.25	Million Gallons
		Total Raw Water	12.32	Million Gallons
		Average Daily Flow	.395	Million Gallons
		Average Chlorine	.52	Mg/l
		Average Raw Iron	1.105	Mg/l
		Average Raw Manganese	.082	Mg/l
		Average Fluoride	.76	Mg/l
		Iron Removal	99	%
		Manganese Removal	87	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (30 Constituents); 8 Effluent (37 Constituents)	67	Constituents
Wastewater	Operational Hours	Hours spent at facility.	168	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	21	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	21	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	21	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	168	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.01	Million Gallons
		Total Effluent	11.0	Million Gallons
		Influent TSS	277	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	1.56	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99	% Removal
		Influent CBOD	230	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	6.92	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	33.3	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.12	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	23	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	25	Work Orders
Water/Sewer	Monthly Projects			
WWTP	UV Channel Drain/Clean	Wash Down and Clean Channel; Inspect UV Bulbs	120 Bulbs/1 Channel	1 week
WWTP	Install Hose Reels	Hang Up 4 Hose Reels	4	Hose Reels

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
WWTP	Chlorine Room Maintenance Project	Install New Carrier Pipe, Install Chlorine Lines and New Manifold Pipe	500 ft. of Tubing	Ongoing
WWTP	Arc-Flash Study	This study is facility wide, determining electric safety.	1	Study
WWTP	Organization	Organize Racking, Shelving.	1	Week
Sewer	Lift Station Wash Down	Clean Grease	6	Lift Stations
Water	Minnesota Department of Health Inspection	Sanitary Inspection of Water System - Passed	5	Hours
City Buildings	Start Collecting Bids for HVAC Maintenance	Bi-Annual inspections of all City HVAC equipment.	63	Units



Streets and Parks Monthly Report – January 2018

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	26	Hours
Streets	Snowplowing	Plowing City Streets	173.6	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	256	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	48.6	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	32	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	72.9	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	36.2	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	122	Inspections
Parks	Events	Preparation and Inspection	23	23 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.	3	3 Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	14	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	32	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	4	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	21,000	Gallons
Recycling	Christmas Lights	Christmas lights brought in by residents this Christmas season.	200	Pounds