CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
Virtual Meeting via Zoom  

FEBRUARY 1, 2021  
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE  
2. ROLL CALL  
3. APPROVAL OF AGENDA  
4. CONSENT AGENDA  
   A. City Council Minutes – January 19, 2021  
   B. City Council Work Session Notes – January 25, 2021  
   C. Accept Resignation of Melinda (Mindy) Michels Effective 01-31-2021  
      and Authorization to Fill Vacancy  
   D. Resolution 2021-04 Tax Forfeit Property (33-34-24-34-0076) – Anoka County 2020  
      Classification List Resolution 2020-139  
   E. Bottle Shop Expansion - Authorization to go out for bids  
   F. Ordinance 268, Second Series: Regulating the Residency Location of a Predatory  
      Offender within the City (Second Reading)  
   G. Payment of Claims  
   H. Application for FEMA Assistance to Firefighters Grant (AFG)  

5. MEETING OPEN TO THE PUBLIC  

6. SPECIAL BUSINESS  

7. PUBLIC HEARINGS  

8. OLD BUSINESS  

9. NEW BUSINESS  
   A. Zoning Code Updates Chapters 10 and 11 - Ord 269, Second Series (First Reading)  
   B. Fire Department Pay Discussion

10. MEETING OPEN TO THE PUBLIC

11. REPORTS  
   A. Department Reports – 1) Fire Department 2020 Annual Report  
      2) Bottle Shop 2020 Annual Report  
      3) Public Works Departments 2020 Annual Report
   B. Councilmember Reports -

   C. Upcoming Events –  
      Feb 3 Charter Commission Meeting – 5:30 pm, Zoom meeting  
      Feb 15 City Offices Closed in Observance of Presidents Day Holiday  
      Feb 16 City Council Meeting – 6:00 pm, Zoom meeting  
      Feb 17 Planning Commission Meeting – 7:00 pm, Zoom Meeting  
      Mar 1 City Council Meeting – 6:00 pm, Zoom meeting

12. ADJOURNMENT

*This meeting will be a Virtual Meeting through Zoom, please visit our website for a link to  
Monday’s meeting.  
https://www.stfrancismn.org/citycouncil/page/city-council-meeting-279
CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
TUESDAY, JANUARY 19, 2021

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. ROLL CALL

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Public Works Director Jason Windingstad, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. APPROVAL OF AGENDA
MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.
Ayes: Bauer, Muehlbauer, Robinson and Feldman.
Nays: None
Motion carried 4-0.

4. CONSENT AGENDA
A. City Council Minutes – January 4, 202
B. City Council Work Session Notes – January 11, 2021
C. URRWMO – Ratify 2022 Budget
D. Planning Commission Appointments – Liz Fairbanks, Dustin Pavek &1. Deborah Humann
E. Deferral of Special Assessment-Resolution 2021-03
F. Rental License Approvals
G. Accept Resignation of Kristine Windhauser Effective 02-07-2021 and Authorization to Fill Vacancy
H. Ordinance 268, Second Series: Regulating the Residency Location of a Predatory Offender within the City (First Reading)
I. Public Works moving from Union Pay Grades to Non-Union Grades plus miscellaneous Personnel Policy amendments.
J. Payment of Claims $1,790,105.67 (ACH 304e-307e $1,479,864.74 Checks #’s 77016 & 78582-78657 $310,240.93)
MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A - J.
Ayes: Robinson, Muehlbauer, Bauer, and Feldman.
Nays: None
Motion carried 4-0.
Bauer asked Liquor Store Manager about filling the position. Liquor Store Manager John Schmidt said he would like to hire 2-3 part timers with construction this year plus he received another resignation just today. City Administrator Joe Kohlmann said we will leave it up to the liquor store manager on how many they will need. Plus the store construction will be addressed at a meeting/work session soon.

5. **MEETING OPEN TO THE PUBLIC**
City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**
None

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**
None

9. **NEW BUSINESS**

A. **COVID Update**
City Administrator Joe Kohlmann gave an update on COVID-19. Kohlmann stated staff reviewed the latest Executive Order by Governor Walz. As Kohlmann noted in his report The United States just reported the highest daily death count from COVID-10 on January 12th with 4,327 – according to John Hopkins University. The five highest tallies for daily infections and deaths have all occurred in 2021.

Under the latest order 7(a) *Continue to work from home whenever possible. Any worker who can work from home must do so.*
It also references “Places of Public Accommodation permitted to be open. Provided those Places of Public Accommodation follow the requirements and limitations set forth in this Executive Order.*

There have been request for the Community Center to reopen and with this Executive Order it is permissible. We could reopen the Community Center as long as they sign the waiver that was created and adhere to guidelines in the Executive Order. After discussion on how the key situation would be handled when room is rented out it was general consensus to reopen the Community Center making sure they sign the waiver and follow the Executive Order guidelines plus keep City Offices as we are doing today and re-evaluate this again on March 15th.

B. **Schedule a Work Session**
City Administrator Joe Kohlmann reported staff is requesting a work session to include Fire Department discussion, MnDOT and other possible items that may come up in the meantime. Kohlmann asked if Monday, January 25th worked for the council. After
discussion the council agreed upon holding the Work Session on Monday, January 25 via Zoom and to start at 5:30 pm.

C. **Set up Personnel Committee**
Kohlmann stated staff is bringing forward the consideration to create a Personnel Committee. Routine personnel matters could be discussed at the committee level with a forwarded recommendation on to the City Council for their action. Kohlmann stated in order to streamline process and potentially remove some steps, it could be a simple as making the Finance Committee also the Personnel Committee. A number of personnel issues the committee would be reviewing would likely be related to financial matters. Council agree unanimously to have the Finance Committee also be the Personnel Committee.

**MOTION BY BAUER SECOND MUEHLBAUER TO ESTABLISH A PERSONNEL COMMITTEE.**
- **Ayes:** Feldman, Robinson, Muehlbauer, and Bauer.
- **Nays:** None
- Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**
City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. **Department Reports**
1) **Public Works Monthly Reports-December 2020**
Public Works Director Jason Windingstad wanted to give several updates before he addressed him monthly reports. Staff is still working on the MPCA Report and will be brought to the council at a future meeting. Fiber optics was run to the Bottle Shop and water tower. Had a couple items to still address at the Bottle Shop but that should be completed soon. Metro l-net had to change out/update a couple items. Regarding the sledding hill and the parking issues. A JPA between Oak Grove and St. Francis for this park was found by staff and now the parking lot is being plowed and even received some emails from the neighbors in the area thanking us. Windingstad then discussed the monthly reports for each department.

Council thanked Windingstad and staff for the great report and to keep up the good work.

2) **Police Department 2020 Annual Report**
Police Chief Todd Schwieger stated the police department will soon be adding to the website Community Crime Mapping. Chief Schwieger then went on to give a summary of the Police Department 2020 Annual Report. This report was also included in the packet.
The council thanked Chief Schwieger for the great report and being community orientated department. Council thanked the entire department and appreciate all they do.
3) Comm Development 2020 Annual Report
Community Development Director Kate Thunstrom gave a summary of the Community Development 2020 Annual Report along with recent updates. This report was also included in the packet.

The council thanked Thunstrom for the great report and like the direction the city is going on with all the different projects.

B. Councilmember Reports -
Bauer-apologized for missing the last meeting. Now have new work hours.
Robinson – appreciates the openness in the work session we have and like to welcome the two new members to the Planning Commission.
Muehlbauer – reported he will be working out of State starting next Sunday through maybe mid-March. I will keep up on items. If I have questions I will contact Kohlmann or Mayor Feldman.
Feldman – proud of how staff and council work together. We are on the right path, working and doing good things in the City. Just a couple miscellaneous items; looking in the easement on the Zimmerman property with the engineers, Randy Dressen resigned from the Charter Commission, thanked EDA on the good job this did this year and was pleased regarding the rezoning of the Meridian property. Council and staff put in a lot of hard work. We have learned from past mistakes. Stay healthy and safe.

C. Upcoming Events –
Jan 20 Planning Commission Meeting - 7:00 pm, Zoom meeting
Feb 1 City Council Meeting – 6:00 pm, Zoom meeting
Feb 16 City Offices Closed in Observance of Presidents Day Holiday
Feb 17 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**
There being no further business, Mayor Feldman adjourned the regular city council at 7:26 pm.

______________________________
Barbara I. Held, City Clerk
CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES
JANUARY 25, 2021
5:30 PM

1. Call Meeting to Order
   The Work Session via Zoom was called to order at 5:35 pm by Mayor Steve Feldman.

2. Roll Call: Present were Mayor Steve Feldman, Council members Kevin Robinson, Robert Bauer and Sarah Udvig. Joe Muehlbauer excused. Also present were City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom.

3. Fire Department
   Kohlmann stated before you tonight is a continuation of the discussion you had at the last couple work sessions. As noted in the Work Session packet; The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of $75,069; $77,322; and $79,641 or $232,032 over three years. The City of Nowthen will only be paying the City of St. Francis directly for Fire Management Services. With the addition of this contract it is anticipated that roughly 20 hours per week would be with Nowthen. Staff reviewed the Fire Chief’s job description and assessed the additional role of the Assistant Fire Chief. With that, there is support for reassessing each position’s salary. Staff’s assessment, based on the city’s pay guide, was that an increase in $6,986 for the Fire Chief is supportable. Due to the increased time for the Assistant Chief, assuming paid per call is removed, an increase of about $8,800 could be supported. These adjustments would make their salaries $99,902 and $17,500 respectively.

   Feldman gave some verbal calculations from numbers that took from the packet to the council on his justification of why he wanted this to be revisited. Myself and Sarah (Udvig) thought they were being paid from Nowthen too. But that is not the case. That is why now I am in support of the increase of $6,986 to the Chief and $8,000 to the Assistant Chief and not the $4,000 to each. He then asked each of the councilmembers their thoughts.

   Bauer said at the last meeting I thought we were pretty clear. I didn’t have any expectations of Nowthen paying them extra money. What are we just going to keep bringing this back up until we agree to pay them the $6,986 and $8,000. I thought it was very clear at the last meeting we were only going to go up $4,000 each and that was it. I can’t agree with anything more. You don’t have my vote on the increase.

   Robinson said it is a commodity. We are selling some labor to another city. It is going to take some extra time. It would have been better to see this information
before hand and know all the anticipated costs of doing business. I am concerned when you are saying 20 hours a week. Is it going to take away from our City. What now the chief is going to be putting in 70 hours instead of 50 hours a week and the assistant chief is going to be putting in 40 hours instead of 20 hours. I really can’t go for the full amount. We don’t know what the year is going to look like. We don’t know what the work load entails, we can anticipate. If we are going to give more I think the chief should get more. What happens after the first year and Nowthen pulls out of the contract. Are you going to pull back the money you are giving them, that probably won’t happen. I would like to hear more maybe like 75% or 60% of what is being proposed for the first year and second year we can look at it again after they give us a report of what they did or learn. It’s a new adventure.

Feldman said you are putting on the focus on the chief but it involves both the chief and assistant. I think we agreed that the increase would be tied to the contract. If after the first year Nowthen pulls out so do their increases. Feldman said the contract is paying for these increases.

Robinson stated with these additional hours they said it will take are we over taxing the individuals?

Udvig said I do agree with some of the things Robinson said. But the idea of if the contract doesn’t work you do take back the raise. It happens with companies, with our household, it happens. To me if it is tied to the contract, it is saying to them if we lose the contract their pay also goes back down. My concern too is with the amount of hours they may be putting in. I guess I really don’t have a problem with the increases because it is coming from the contract amount. But I want them to know if this contract doesn’t work out they need to know they are going to lose the extra pay. I believe they both have the knowledge that they think this is something they can take on. But this is a contract if we or Nowthen decide it is not working its gone and so is the pay.

Feldman said again the increase is tied to the contract and we still receive the $150,000 net that was a concern of Bauer’s’. If it is affecting their jobs with St. Francis then we may back out of the contract and they go back to their previous wages. Nowthen and us both have out clauses in the contract. I believe we should pay the right wage to do this job.

Robinson said if our productivity falls in our town I don’t think we should continue with the contract. Would like Kohlmann to keep an eye on it and would like a report after six months or for sure after the first year to analyze it.

Bauer said I agree with Robinson, we really don’t know what this is going to look like. I don’t think we should give the money up front, lets net the extra money the first year and if they are going a good job and Nowthen is happy I wouldn’t mind giving them something in the second year. Right now, I just can’t get on board.
Discussion continued on the topic. Kohlmann stated this will be on the February 1, 2021 City Council meeting for formal consideration.

4. **Highway 47 Meeting**

Feldman asked Kohlmann to put this on the agenda. Looks like there would be no way to get a fact to face meeting with MnDOT until June or July. I didn't want to waste the whole summer without having some kind of direction from MnDOT. I guess we could agree to a Zoom meeting, we need to get on the same page. I would prefer four stops lights, are we going to get that, probably not. But willing to compromise. We need Hwy 47 to be safe and a benefit to St. Francis.

Robinson suggested Sarah (Udvig) should be part of the meeting group. Maybe even invite Superintendent Beth Giese and Bob King. Agree ask for what we really want knowing you may not get it all. I don't think you would be overwhelming them, but it's just good representation. Maybe even the Chamber of Commerce. Good representation. Feldman said Joe Kohlmann also suggesting Representative Kurt Daudt, Senator Michelle Benson and Commissioner Matt Look.

Udvig said in a perfect world it would be better face to face but I agree with the Zoom meeting. We have all been waiting long enough. I really hope our Senator and Representative can make the meeting too, I think it would be helpful. I agree we should go in with want we would want. I think Superintendent Giese would be more than willing to join. I think we should also include our police and fire chiefs. I would be willing to be a part of the group.

Feldman said before with meet with MnDOT we would have to meet as a group so we are all on the same page and go in as a unified force.

Bauer said I think it will be a stand. I would like stop lights and better turn lanes too. I agree to have police and fire at this meeting. There are multiple car accidents on this road. But I think how the lights operated makes a difference too. I would like to sit in and listen.

Feldman said we owe it to our residents. This road is important to us. We need to get this done right.

Bauer said if we do end up with four roundabouts they have to be ones that can service us as we grow. I don't see them bending and putting in lights. Feldman said at the end of the day it has to be workable for us.

Robinson said what is the possibility of litigation if we choose that route. Kohlmann said I think we looked briefly at this some time ago. I think Kate (Thunstrom) and I will put together a plan of all your suggestions tonight and we can explore the legal avenue with Scott (Lepak).
Bauer said one more thing. After all the meetings we had and then they came back and said by the way you have to pay one million dollars. It is a State Highway, I am willing to pay a little or none of it. Feldman said it ended up growing to three-five million.

Kohlmann and Thunstrom will come up with a plan and put together a group for the meeting.

5. **Liquor Store Expansion**

Kohlmann said I did get a late update this afternoon from Miles of Pearl Architectures with a new updated projected cost that is now $319,000. The fiber optics was removed because we have already done that portion. The project cost was presented to the council last February.

Feldman said I don't think the fiber optics should have been included in the project cost in the first place. We currently have a cash balance of $1,960,690 in the Liquor Fund. We have a younger age of residents. Now is the time to expand so we can buy in bulk and have a wine club. If we can get this bidding out early in the year we might get some good bids.

Robinson said he had two questions. It's been a year since we looked at this, where is the setback issue and road entrance modification. Feldman said the building was shifted to be in conformity. Thunstrom said part of that entrance was tied to Hwy 47. It all depends if that intersection is modified or not. Robinson said so did we pay to have the building redesigned? Kohlmann said yes. Robinson thought is it is not a show place destination but a good viable money making business for the city. We need to be good stewards of it. I agree with the storage is a problem. We are the only one around and should take advantage of it. Worth moving ahead.

Bauer agree it is a financially undertaking be agree it will pay for itself. Looks good. I am hoping the bidding doesn't blow up in our face.

Feldman said if we bid this out and bids comes back high we will put a timeout on it and wait. We won't spend what we don't have that's what the city has done in the past. We have the fiber optics in now and if we have to wait another year, we can.

Robinson said if the cost comes in too high maybe we do something. The cost I don't believe are going to get any cheaper in the next five years. Maybe we can do it in phases. They definitely need storage. Feldman said he agrees. We will look at it when they come in.

Udvig agreed to move forward with the addition. Even with their hours are adjusted they did well. They consistently kept up the sales during the pandemic. We have waited, now let's put it out there. If the bids come in high, we can adjust. This really does benefit our community. Let's move forward.
Council agreed to put this on the February 1, 2021 City Council meeting agenda.

6. **Adjourn**
Mayor Feldman adjourned the work session at 7:08 pm.

Barbara I. Held, City Clerk
TO: Joe Kohlmann, City Administrator
FROM: John Schmidt, Liquor Store Manager
SUBJECT: Part Time Liquor Store Employee
DATE: 2/1/21

OVERVIEW:
Melinda Michels has turned in her notice of resignation. She has agreed to complete the schedule that is currently out. Her official end date will be 1/31/2021.

ACTION TO BE CONSIDERED:
- Allow the resignation of part time employee
- Deny the resignation of part time employee

BUDGET IMPLICATION:
There will be no additional budget implications.

Attachments.
TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Tax Forfeit Property 33-34-24-24-0076
DATE: February 1, 2021

OVERVIEW:
Anoka County approved by Resolution 2020-139 a Classification List for Tax-Forfeited Property in Anoka County. Per Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction.

ACTION TO BE CONSIDERED:
Adopt Resolution 2021-04 Approving the Classification and Sale of Tax Forfeit land and staff will complete the additional required paperwork.

BUDGET IMPLICATIONS
This parcel will go back on the tax rolls.

Attachments: Document from Anoka County
January 11, 2021

Barb Held, City Clerk
CITY OF ST FRANCIS
23340 Cree Street NW
St. Francis, MN 55070

RE: 2020 Classification List for Tax-Forfeited Property

Dear Ms. Held:

Enclosed you should find the following:

A. Resolution #2020-139 dated 12/15/2020, classifying certain forfeit lands in Anoka County.

B. A classification and sale approval form listing the lands classified in Resolution #2020-139 that lie within your jurisdiction, which is to be signed, sealed and returned to the county along with a copy of the motion or resolution of your governing body approving the classification and sale.

C. A form for the forfeit parcels shown on the list of forfeit lands in your jurisdiction to help us analyze and appraise the parcel. We ask that you complete and return these form(s) to the county.

D. A verification of special assessments form(s) that is to be completed, signed, sealed and returned to the county.

Chapter 282.01, Subdivision 1, of the Minnesota Statutes requires that the town board or governing body of a municipality must approve the classification and sale of forfeit parcels that lie within their jurisdiction. If disapproval of any parcel is not made within 60 days from the date of this letter, it is deemed that the town board or governing body has approved the classification and sale.

If the town board or governing body desires to acquire any parcel lying within the boundaries of the municipality, it shall, within 60 days of the request for classification and sale approval, file a written application with the county board to withhold the parcel from sale. The county board will then withhold the parcel from sale for six months.

If the town board or governing body fails to acquire the property within the withholding period, the county may offer it for sale upon expiration of the withholding period.

A municipality or township will have to pay maintenance costs incurred by the county (if any) during the six months the property is withheld from public sale, and if the parcel is not offered for public sale after the six-month period.
All parcels on the list are still within the repurchase period. If you desire to acquire any parcels still within the repurchase period, you can file an application which can be acted upon at the appropriate time, assuming the county board does not allow repurchase of the parcel.

If you have any parcels in your packet that are shown as withdrawn under Chapter 282.018, you can apply to acquire them or approve their sale, but a special bill will first have to be passed by the legislature before they could be sold to anyone. That is assuming the Department of Natural Resources (DNR) will support the sale and not require them to remain in public ownership as forfeit land.

We would like to have all the form(s) and paperwork returned to me by March 1, 2021.

Thank you in advance for your assistance. If you have any questions, please do not hesitate to call me at 763-324-1121.

Sincerely,

Kristie Olson
Anoka County Land Commissioner

Enclosures
CLUBHSE PONDS GOLF COURSE
33-34-24-34-0076

Abstract

THAT PRT OF LOT 1 BLOCK 1 CLUBHOUSE AT
PONDS GOLF COURSE LYG WLY, NWLY AND SWLY
OF FOL DESC LINE: COM AT SE COR OF SD LOT 1,
TH S 89 DEG 36 MIN 47 SEC W, ASSD BRG, ALG S LINE
OF SD LOT 1, 63.68 FT TO POB OF LINE TO BE DESC,
TH N 03 DEG 58 MIN 30 SEC W, 67.57 FT, TH N 57 DEG
51 MIN 11 SEC W, 138.18 FT, TH N 25 DEG 59 MIN 38
SEC E, 368.75 FT, TH N 58 DEG 51 MIN 46 SEC W 167.67
FT TO NWLY LINE OF SD LOT 1 AND SD LINE THERE
TERM, EX RD SUBJ TO EASE OF REC

State of Minnesota

County of Anoka
State of Minnesota

The Foregoing classification of lands above described lying within the boundaries of the
CITY OF ST. FRANCIS
in said County and State is hereby approved.

Dated__________________________
Attest:__________________________

______________________________
(CLERK)

The CITY COUNCIL of the
CITY OF ST. FRANCIS

______________________________
BY_____________________________
(MAYOR)
VERIFICATION OF SPECIAL ASSESSMENTS

CITY OF ST. FRANCIS
PIN# 33-34-24-34-0076

DATE OF FORFEITURE: 11/10/2020

Before Forfeiture Amount

After Forfeiture Amount

Special Assessments Not Previously Certified

Watershed District

We ask that you enter the amount of special assessments by category on the captioned parcel. If there are none, please enter a zero.

If you need to verify the amounts, please contact Jenni Williams 763-324-1109 in the Property Records and Taxation Division.

If your municipality or township has not previously certified special assessments on a forfeit property, you should now certify them to the PROPERTY RECORDS AND TAXATION DIVISION, and enter them on the line, 'Special Assessments Not Previously Certified'.

Improvements before forfeiture should include principal and interest up to the date of forfeiture and all deferred installments of principal.

Improvements after forfeiture should include ONLY THE TOTAL PRINCIPAL AMOUNT. MS 282.01, Subd. 3 requires improvements made after forfeiture to be considered by the County Board in setting the appraised value for sale purposes. The apportionment of proceeds after sale is done in accordance with MS 282.08.

______________________________________________
(Seal)

Clerk of Township, Municipality or
Watershed District

Date
PIN# 33-34-24-34-0076

Please complete the following information by answering all applicable questions.

1. Is this parcel buildable?
   a) Has your city/township adopted a local ordinance governing minimum area, shape, frontage or access? (If yes, answer 1b; if no, proceed to question 5.)
   b) Does this parcel comply with your local ordinances regarding minimum area, shape, frontage or access and, because of this, can be improved? If it does not comply, please list reason(s) for non-compliance

2. Do you recommend combining this parcel with an abutting forfeit parcel, if there is one?

3. If your answer to #2 is yes, indicate which parcel on the list.

4. Do you recommend selling this parcel to the abutting landowner?

5. What is the current zoning of the forfeit parcel?

6. Are there any buildings on the parcel?

7. Does the city/township want an easement over the parcel?

Any other information you feel would be useful:

Name of person completing this questionnaire: 

Title of person completing this questionnaire: 

Thank you for providing this information. Please return to:

Pamela J. LeBlanc
Land Commissioner
2100 3rd Avenue
Anoka, MN 55303
2020 TAX-FORFEIT CLASSIFICATION OF NON-CONSERVATION PROPERTY FOR LAND SALE PURPOSES

WHEREAS, the real property described in the attached 2020 Tax-Forfeited Classification List, has forfeited to the state of Minnesota for the failure to pay ad valorem real estate taxes pursuant to provisions Minnesota Statutes, Chapter 279, Chapter 280 and Chapter 281; and,

WHEREAS, Anoka County Board of Commissioners, Anoka County, Minnesota ("County Board"), has determined that it is advisable to sell the real property described in 2020 Tax-Forfeited Classification List; and,

WHEREAS, pursuant to the provisions of Minnesota Statute, Section 282.01, Subdivision 1, the County Board is required to classify all tax-forfeited property as conservation or non-conservation; and,

WHEREAS, the County Board has considered the present use of adjacent lands found in 2020 Tax-Forfeited Classification List, the productivity of the soil, the character of forest or other growth, the accessibility of the lands listed to establish roads, schools, and other public services, and their peculiar suitability or desirability for particular uses; and,

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1 (h), if the tax-forfeited property is located within the boundaries of an organized town or incorporated municipality, a classification, reclassification and sale must first be approved by the town board of the town or governing body of the municipality in which the lands are located; and,

WHEREAS, the town board of the town or the governing body of the municipality is considered to have approved the classification or reclassification and sale if the County Board is not notified of the disapproval of the classification or reclassification and sale within 60 days of the date the request for approval was transmitted to the town board of the town or governing body of the municipality; and,

WHEREAS, if the town board or a governing body of a municipality or a park and recreation board in a city of the first-class desires to acquire any parcel lying in the town or municipality, it may file a written request with the County Auditor pursuant to the provisions of Minnesota Statutes, Section 282.01, Subdivision 1a; and,

WHEREAS, upon written request to the County Auditor from a state agency or governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months ("withholding period"); and,

WHEREAS, if the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance cost incurred by the county during the period the parcel is withheld; and,

WHEREAS, if a town board, governing body of the municipality or a governmental subdivision wishes to purchase a parcel of tax forfeited property it shall do so during the withholding period; and,

WHEREAS, if the town board, governing body of the municipality or a governmental subdivision fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period;

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby classify each parcel shown on the 2020 Tax-Forfeited Classification List as non-conservation and approved for sale, subject to review by the town boards, and governing bodies of municipalities in Anoka County under Minnesota Statutes, section 282.01.
RESOLUTION #2020-139

BE IT FURTHER RESOLVED that the Anoka County land commissioner shall forward a copy of this resolution to the town board of any organized township and to the governing body of an incorporated municipality in Anoka County for their review.

BE IT FURTHER RESOLVED that if the town board or governing body of a municipality fails to notify the County Board of the disapproval of a classification and sale of any of the lands described herein within sixty days of the date, the request herein is transmitted to the town board or governing body of a municipality, it will be deemed to have approved the classification and sale.

BE IT FURTHER RESOLVED that if the town board or governing body desires to acquire any parcel lying in the town or municipality under Section 282.01, it shall, within sixty days of the request for classification and sale, file a written application with the County Board to withhold the parcel from public sale for six (6) months.

BE IT FURTHER RESOLVED that if a governmental subdivision files a written application with the County Board to withhold a parcel from public sale for six (6) months, the governmental subdivision shall pay maintenance costs incurred by the county during the six-month period while the property is withheld from public sale, provided the property is not offered for public sale after the six-month period.

BE IT FURTHER RESOLVED that if the town board or governing body of the municipality fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period.

\[
\begin{array}{c|c|c}
\text{DEPUTY COUNTY ADMINISTRATOR} & \text{YES} & \text{NO} \\
\hline
\text{District #1 - Lock} & X & \\
\text{District #2 - Braastad} & X & \\
\text{District #3 - West} & X & \\
\text{District #4 - Meissner} & X & \\
\text{District #5 - Gamache} & X & \\
\text{District #6 - Reinert} & X & \\
\text{District #7 - Schulte} & X & \\
\end{array}
\]
RESOLUTION #2020-139
Page 3

2020 CLASSIFICATION LIST
EXHIBIT A
Tax Parcel Number Description of Property

CITY OF ANDOVER
Commissioner District 5
UNPLATTED
29-52-24-42-0008
Abstract
THAT PRT OF GOVT LOT 4 SEC 29 TWP 32 RGE 24 DESCR AS FOL: COM AT SE COR OF
SD GOVT LOT 1, TH N ALG S UNL THE OF 391.26 FT TO CLR OF S COON CRK DR TH
NWLY ALG S DL 223.7 FT TH SWLY AT RT AND TO SD DL 217.6 FT TO POB TH NWLY
AT RT ANG A PRLW DL OF S COON CRK DR 400 FT TH SWLY AT RT AND TO A PT
BEING 725 FT NWLY AT RT AND TO S LINE OF SAID GOVT LOT & 721.9 FT W TH THE
SE COR THEREOF TH SWLY & PRL TO SD DL OF S COON CRK DR 400 FT TH NWLY AT RT
ANG TO POB; EX RD; SUBJ TO EASE OF REC

CITY OF BLAINE
Commissioner District 9
LUCKOWS PINE VIEW
24-31-23-14-0104
Abstract
OUTLOT A LUCKOWS PINE VIEW; SUBJ TO EASE OF REC

CITY OF COLUMBIA HEIGHTS
Commissioner District 4
HART LAKE MANOR
38-30-24-43-0100
Abstract
HART LAKE MANOR
HART LAKE MANOR
CITY OF COLUMBIA HEIGHTS W 2 FT OF LOT 3 & ALL OF LOT 4

CITY OF COLUMBUS
Commissioner District 8
UNPLATTED
24-32-22-22-0003
Abstract
THAT PRT OF THE W 1/2 OF THE NW 1/4 DESC AS FOL: BEG AT THE PT OF INTER OF THE
W LINE OF SD NW 1/4 WITH OLD SLY RLW LINE OF CSAH NO 23 (TOW LAKE DR NE), Th
SLY ALG SD W LINE 800 FT, TH ELY AT RT AND 425 FT, TH NWLY AT RT AND 425 FT GRL-
TO SD SLY RLW LINE, TH NWLY ALG SD SLY RLW LINE 965 FT GRL TO THE POB; EX SD;
SUBJ TO EASE OF REC

CITY OF EAST BETHEL
Commissioner District 2
UNPLATTED
33-34-20-24-0-0102
Abstract
THAT PRT OF NE 1/4 OF SW 1/4 SEC 33 TWP 24 RGE 23 LYG NELY OF CASH NO 20, EX RD
SUBJ TO EASE OF REC

CITY OF FRIDLEY
Commissioner District 4
FRIDLEY PARK
16-30-25-44-0-0104
Abstract
LOT 7 BLK 18 FRIDLEY PARK, SUBJ TO EASE OF REC

CITY OF HAM LAKE
Commissioner District 2
UNPLATTED
34-32-23-21-0009
Abstract
THAT PRT OF THE NE 1/4 OF THE NW 1/4 OF SEC 24-23-22 LYG SLY OF THE SLY RLW
LINE OF CO RD NO 118 (TOW BUNKER LAKE BLVD NE); EX RD; SUBJ TO EASE OF REC

CITY OF LINO LAKES
Commissioner District 6
UNPLATTED
35-31-22-22-0008
Abstract
THAT PRT OF W 308 FT OF NW 1/4 OF NW 1/4 OF SEC 35 TWP 31 RGE 22 LYG N OF 1
LINE OF LOT 1 WHITLOGIS SUB, EX RD SUBJ TO EASE OF REC

CITY OF ST. FRANCIS
Commissioner District 1
CLUBHOUSE PONDS GOLF COURSE
33-34-24-34-0079
Abstract
THAT PRT OF LOT 1 BLOCK 1 CLUBHOUSE AT PONDS GOLF COURSE LYG WLY,
NWLY AND ELY OF PO, BLK 1; COM AT SE COR OF SO LOT 1, TH S 80 DEG 58
MIN 47 SEC W, AS SOB BRG, ALG S LINE OF SO LOT 1, 03.58 FT TO POB OF LINE TO JS
DESG, TH N 03 DEG 68 MIN 29 SEC W, 07.67 FT, TH N 07 DEG 61 MIN 11 SEC W, 136.78
FT, TH W 29 DEG 29 MIN 32 SEC E, 365.75 FT, TH N 68 DEG 10 MIN 40 SEC W 167.27 FT
TO NWLY LINE OF SD LOT 1 AND SD LINE THERE'TERM, EX RD SUBJ TO EASE OF REC
CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

RESOLUTION 2021-04

A RESOLUTION APPROVING THE CLASSIFICATION AND SALE
OF TAX FORFEIT LAND (33-34-24-34-0076)

WHEREAS, the Board of County Commissioners of Anoka County, Minnesota, has prepared Resolution #2020-139, which describes lands forfeited to the State of Minnesota pursuant to Chapter 282.01, Subdivision 1 of the Minnesota Statutes, and has determined that it is advisable to sell said land; and

WHEREAS, the City Council of St. Francis, Anoka County, Minnesota, has reviewed said list of forfeited lands and finds that the City of St. Francis does not wish to acquire any portion of this land.

NOW THEREFORE, BE IT RESOLVED that the land on the 2020-Classification List which is within the City of St. Francis be approved for the sale of tax forfeit land.


APPROVED:

______________
Steven D. Feldman, Mayor

ATTEST:

______________
Barbara I. Held, City Clerk
TO: Mayor & City Council  
FROM: Joe Kohlmann, City Administrator  
SUBJECT: Bottle Shop Addition/Renovation  
DATE: February 1st, 2021

OVERVIEW

The City has discussed remodeling the Bottle Shop extensively over the past two years. The City was considering moving forward with the renovation in 2020 but uncertainty due to COVID19 derailed the City's plan to potentially move forward.

Attached are the plans and specifications for the Bottle shop. Also attached is timeline for the renovation of the Bottle shop and a cost estimate.

Recommended Motion:
Motion to approve Resolution 2021-05 approving plans and specifications and ordering advertisement for bids for the Bottle Shop Addition/Renovation.

Attachments:
Project Timeline  
Cost estimate Projection  
Plans and Specifications
WHEREAS, pursuant to Council direction, Pearl Architecture has prepared plans and specifications for the rehabilitation (expansion and renovation) of the Bottle Shop; and

WHEREAS, staff has presented such plans and specifications to the council for approval.

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

1. Such plans and specifications, dated May 8, 2020, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The Drawings and Project Manual may be examined on Quest CDN which can be accessed at www.questcdn.com. Digital Construction Documents may be downloaded for a $30 fee, by entering Quest Project #7060838 on the Project Search page. The project information shall specify the work to be done, shall state that bids will be opened at 2:00 p.m. on April 8, 2021 in the Community Room adjacent to City Hall. No bids will be considered unless sealed and filed with the clerk and accompanied by a cashier’s check or bid bond in the amount of 5.0 per cent of the amount of such bid.


APPROVED:

ATTEST:

______________________________  ______________________
Steven D. Feldman, Mayor       Barbara I. Held, City Clerk
PROJECT SCHEDULE – Revised

From: Miles D. Britz, ALA, LEED AP

Date: 1/18/2021
Re: St. Francis Bottle Shop Addition & Alterations

Design Development: Completed / March 13, 2020
Construction Documents: Completed / May 8, 2020

Submit Dwg’s. to MNDLI: February 18, 2021 (3 – 4 week MEP plan review period at MNDLI)
Submit Drawings & Spec for City Code Plan Review: February 18, 2021 (req’d. plan review for issuing building permits)
Publish Advertisement To Bid: March 4, 2021 (runs for min. 3 weeks prior to bids due)
ISSUE For BID: March 4, 2021 (dwg’s. & spec. available online to contractors)
Send RFP to Special Inspectors: March 15, 2021 (solicit fee for Required Special Inspections – due 4/6/21)
Send RFP to John Britz: March 15, 2021 (solicit fee for exist. Walk-in Cooler scope – due 4/6/21)
Pre-Bid Conference: March 17, 2021 (Wed. 10:00-12:00 Tour of Bottle Shop by interested bidders – walking tour of the exist. Bottle Shop & questions / answer)
Last Addendum Issued: April 1, 2021 (last chance to edit / revise dwg’s. or spec’s.)
BIDS DUE: April 8, 2021 (Thursday at 2:00 pm at SF City Hall)
City Council Meeting: April 19, 2021 (discuss & award selected contractor bid)

Award Contract: April 19, 2021 (award contract to selected Contractor)
Mobilization & Start Construct: April 26, 2021 (typically 3 – 4 days after award of contract)
Pre-Construction Meeting: May 6, 2021 (typically within a week after award of contract)

Construction Phase: May 1 - November, 2021 (6 month construction period)
Substantial Completion: November 5, 2021 (2 weeks prior to Final Completion Date)
Certificate of Occupancy: November 19, 2021 (100% complete – ready for occupancy)

This schedule attempts to have the Bottle Shop re-open just prior to the Thanksgiving Holidays. However, Contractors will dictate if this is reasonable.

Documents to be dated FOR BID ISSUE: 3/04/2021

Pearl Architecture LLC
St. Paul, MN 55075
pearl.architecture@gmail.com
612-716-9676
**CITY OF ST. FRANCIS, MN**  
Proposed Addition & Interior Alterations to Bottle Shop

**Bottle Shop Addition (44' x 55' ) Revised 1/25/21**

### Hard Costs - Construction dollars

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Building Addition (44' x 55' )</td>
<td>2,420</td>
<td>$115</td>
<td>$278,300</td>
</tr>
<tr>
<td>* Strategic Demolition &amp; Temp Shoring (8' x 54')</td>
<td>432</td>
<td>$135</td>
<td>$59,320</td>
</tr>
<tr>
<td>* New Furnace &amp; Condensing Unit for Addition Sq. Footage</td>
<td></td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td>* New Interior Finishes; CT Floor, Carpeting, Wall Paint, Ceilings, Checkout Counter, Restroom HC requirements, etc.</td>
<td></td>
<td></td>
<td>$99,500</td>
</tr>
<tr>
<td>* Exterior Site Improvements / bit. paving, concrete walks, curbs, etc.</td>
<td></td>
<td></td>
<td>$24,000</td>
</tr>
<tr>
<td>* Exterior Landscaping Plants, Shrubs, Shade Trees</td>
<td></td>
<td></td>
<td>$8,500</td>
</tr>
<tr>
<td>* Install Lawn Irrigation System</td>
<td></td>
<td></td>
<td>$6,875</td>
</tr>
</tbody>
</table>

**Construction Cost:** $501,495

### Project Soft Costs - Owner's Obligations

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Site Topographic - Alta Survey (Completed 2020 @ $6,500 by HAA)</td>
<td>$</td>
</tr>
<tr>
<td>* Soil Borings / Geotechnical Report</td>
<td>Not Required</td>
</tr>
<tr>
<td>* Special Inspections and Soils Testing. Owner contracts separately with a Geotechnical Firm.</td>
<td>$4,500</td>
</tr>
<tr>
<td>* City Fees / Legal Fees</td>
<td>$8,500</td>
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<tr>
<td>* Building Permits / Plan Review Fees</td>
<td>$3,400</td>
</tr>
<tr>
<td>* Existing walk-in cooler; Remove, re-install &amp; expand 2 bays. Under Owner's separate Contract.</td>
<td>$18,735</td>
</tr>
<tr>
<td>* FFE (Furniture, Fixtures, Equipment) procurement</td>
<td>$10,500</td>
</tr>
<tr>
<td>* Signage Package - Interior</td>
<td>$</td>
</tr>
<tr>
<td>* Install Fiber Optics / ZAYO Network (Completed separate project 2020 @ $45,976)</td>
<td>$</td>
</tr>
<tr>
<td>* IT / Technology - Phones, Data Network, Installation costs</td>
<td>TBD</td>
</tr>
<tr>
<td>* A/E Design Fees (Includes WSV #01) (Paid in 2020 $57,240) Remaining for 2021</td>
<td>$14,784</td>
</tr>
<tr>
<td>* Printing - Reimbursables</td>
<td>TBD</td>
</tr>
<tr>
<td>* Construction Contingency at 10%</td>
<td>0.10</td>
</tr>
</tbody>
</table>

**Soft Costs Total:** $117,869

**OVERALL PROJECT BUDGET:** $619,364
TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director

Ordinance Update – Chapter 8 – Section 12 Establishing a Moratorium

SUBJECT: Regulating the Residency Location of a Predatory Offender within the City
2nd Reading

DATE: February 1, 2021

OVERVIEW

In September of 2016 Council adopted an ordinance to place a moratorium regulating the residency location of a predatory offender. Since that time this moratorium has expired and the City needs to put a permanent ordinance in place.

To complete a housekeeping matter to create a permanent ordinance, Community Development and Police updated the necessary areas of our current ordinance. This ordinance update has been reviewed by Legal.

ITEMS TO BE DISCUSSED:

Staff requests that council review and approve the updated Predatory Offender Residency Restriction as a first reading.

TIMELINE:
1st Reading: January 19, 2021
2nd Reading: February 1, 2021
30-day public Comment: February 5 – March 5
Effective: March 8, 2021

ATTACHMENTS:

Ordinance 268, SS Chapter 8 – Section 12 Predatory Offender Residency Restriction
CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

ORDINANCE 268, SECOND SERIES

AN ORDINANCE AMENDING CHAPTER 8, SECTION 12 OF THE CITY CODE REGARDING PREDATORY OFFENDER RESIDENCY RESTRICTION

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 8, Section 12 are hereby amended to read as follows:

"Exhibit A"

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


APPROVED:

______________________________
Steven D. Feldman
Mayor of St. Francis

ATTEST:

______________________________
Barbara I. Held
City Clerk

(seal)
SECTION 12. —ESTABLISHING A MORATORIUM REGULATING THE RESIDENCY LOCATION OF PREDATORY OFFENDERS WITHIN THE CITY—PREDATORY OFFENDER RESIDENCY RESTRICTION

8-12-1. - Definitions.

The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

A. Child means any person under the age of eighteen (18).

B. Child Care Facility. A facility licensed by the Minnesota Department of Human Services, or Anoka County to provide child care, including facilities having programs for children known as nursery schools, day nurseries, child care centers, day care centers, cooperative day care centers and Head Start programs.

C. Designated predatory offender means a Any person who has been categorized as a Level III predatory offender under Minnesota Statutes, Sec. 244.052, any successor statute, or a similar statute from another state in which that person's risk assessment indicates a high risk of re-offense.

D. Permanent residence, means a A place where a person abides, lodges, or resides for 14 or more consecutive days.

E. Temporary residence means a A place where a person abides, lodges, or resides for a period of 14 or more days in the aggregate during any calendar year and which is not the person's permanent address, or a place where the person routinely abides, lodges, or resides for a period of four or more consecutive or non-consecutive days in any month and which is not the person's permanent residence.

F. School means a Any public or non-public early childhood, pre-school, elementary, middle or secondary school.

G. Licensed child care center means a group child care center currently licensed by the applicable County or the State of Minnesota.

H. Public Park. A public recreation center or area, created, established, designated, maintained, provided or set aside by the City, county or state for the purpose of public rest, recreation and enjoyment and all buildings, facilities and structures located thereon.

I. Public playground means a publicly-owned, improved park or other outdoor area designed, equipped, and set aside primarily for children's play.

8-12-2. —Temporary Regulations on Predatory Offenders. Prohibited location of residence.

A. Prohibited location of residence.

a. It shall be unlawful for any designated predatory offender to establish a permanent or temporary residence within 2,000 feet of any school, licensed child care facility, public playground, or any other place where children are commonly known to regularly congregate.

b. It is unlawful for any designated offender to establish a permanent or temporary residence within 2,000 feet of another designated predatory offender.

B. Measurement of Distance. For purposes of determining the minimum distance separation required by this Section, the requirement shall be measured by following a straight line from the outer property line of the permanent or temporary residence of the designated predatory offender to the nearest outer property line of the protected property.

C. 8-12-3 Exemptions
A designated predatory offender residing within a prohibited area as described in this Section does not commit a violation of this Ordinance if any of the following apply:

1. The person established the permanent or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167 or any successor statute, prior to the effective date of the ordinance from which this Section derives;

2. The school, licensed child care center, or public playground within 2,000 feet of the person's permanent or temporary residence was opened after the person established such residence and reported and registered the residence pursuant to Minnesota Statutes, Sec. 243.166 and 243.167, or any successor statute;

3. The residence is also, as of the effective date of the ordinance from which this Section derives, the primary residence of the person's parents, grandparents, siblings, or spouse; or

4. The residence is a property purchased, leased, or contracted with and licensed by the Minnesota Department of Corrections prior to the effective date of the ordinance from which this Section derives.

5. The designated offender was a minor when they committed the offence and they were not convicted as an adult.

4. The designated offender is a minor.

5. The designated offender’s permanent or temporary residence is also the primary residence of the designated offender’s parent(s), grandparent(s), sibling(s), spouse or child(ren).

8-12-3.—Duration.

The regulations imposed by this Section shall be in effect for a period of one year from the date of its adoption, until the final adoption of an amendment to the City Code regarding the residency location of predatory offenders, or upon its express repeal by the City Council, whichever occurs first.

8-12-4. - Enforcement.

A violation of this Ordinance shall be a misdemeanor. In addition, the City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction, or through any administrative penalties program of the City Code.

(Ord. 221, SS, eff. 9-19-2016, Rev x-x-2021)
TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01/27/2021

OVERVIEW:
Attached are the bills received since the last council meeting. Total checks to be written are $106,153.46 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2020.

Other Payments to be approved:
- Debt service payments - $130,380.41
- Direct Transfer from Previous Month - None
- Manual Checks - None

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

BUDGET IMPLICATION:
City bills

Attachments:
- 01-19-2021 Packet List
- 01-19-2021 Other Checks
<table>
<thead>
<tr>
<th>Claim Type</th>
<th>Claim#</th>
<th>Description</th>
<th>Transaction Date</th>
<th>Due Date</th>
<th>Payment Method</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Airgas North Central</strong></td>
<td>9198</td>
<td>Other Operating Supplies - RENTAL</td>
<td>1/25/2021</td>
<td>2/24/2021</td>
<td>CASH</td>
<td>$13.39</td>
</tr>
<tr>
<td><strong>Always Bright Lights Ltd</strong></td>
<td>9286</td>
<td>Contract - REMOVED HOLIDAY BANNERS AND DÉCOR</td>
<td>1/28/2021</td>
<td>2/27/2021</td>
<td>CASH</td>
<td>$300.00</td>
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<tr>
<td><strong>Anoka County Chief of Police</strong></td>
<td>9198</td>
<td>Subscriptions - MEMBERSHIP DUES</td>
<td>1/25/2021</td>
<td>2/24/2021</td>
<td>CASH</td>
<td>$40.00</td>
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<tr>
<td><strong>Anoka County Treasury Dept</strong></td>
<td>9197</td>
<td>Economic Development - 2021 ECONOMIC DEV COST SHARE</td>
<td>1/25/2021</td>
<td>2/24/2021</td>
<td>CASH</td>
<td>$424.00</td>
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<tr>
<td><strong>Aspen Mills</strong></td>
<td>9199</td>
<td>Uniform Allowance - UNIFORMS - BULERA</td>
<td>1/25/2021</td>
<td>2/24/2021</td>
<td>CASH</td>
<td>$299.70</td>
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<tr>
<td><strong>Breakthru Beverage</strong></td>
<td>9200</td>
<td>Freight and Fuel Charges - FREIGHT</td>
<td>1/25/2021</td>
<td>2/24/2021</td>
<td>CASH</td>
<td>$13.41</td>
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<tr>
<td><strong>Breakthru Beverage</strong></td>
<td>9200</td>
<td>Liquor For Resale - LIQUOR</td>
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<td><strong>Breakthru Beverage</strong></td>
<td>9200</td>
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<td>1/25/2021</td>
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<td>Miscellaneous Merchandise - MISC</td>
<td>1/25/2021</td>
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<td>CASH</td>
<td>$147.70</td>
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**Total**: $966.96
CITY OF ST FRANCIS

*Claim Register®
AP 02-01-2021

January 2021

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<tbody>
<tr>
<td></td>
<td>9203</td>
<td>CRYSTAL SPRINGS ICE</td>
<td>E 609-49751-254 Miscellaneous Merchandis MISC</td>
<td>2002392</td>
<td>1/25/2021</td>
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<td>10100</td>
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<td>9204</td>
<td>DAHLHEIMER DIST. CO. INC.</td>
<td>E 609-49751-252 Beer For Resale BEER</td>
<td>1341865</td>
<td>1/25/2021</td>
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<td>DELL MARKETING L.P.</td>
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<td>1/25/2021</td>
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<tr>
<td></td>
<td>9206</td>
<td>ECM PUBLISHERS, INC.</td>
<td>E 101-41400-351 Legal Notices Publishing JAN 20 CHAPTER 10 AND 11 PH</td>
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## CITY OF ST FRANCIS
### *Claim Register®*
#### AP 02-01-2021

**January 2021**

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# CITY OF ST FRANCIS

*Claim Register®*

**AP 02-01-2021**

### January 2021

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### CITY OF ST FRANCIS

**Claim Register©**  
AP 02-01-2021

**January 2021**

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| Cash Payment | E 101-41910-130 Employer Paid Insurance | INSURANCE | $81.67 |
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| Cash Payment | E 101-45200-130 Employer Paid Insurance | INSURANCE | $180.49 |
| Cash Payment | E 601-49440-130 Employer Paid Insurance | INSURANCE | $131.34 |
| Cash Payment | E 602-49490-130 Employer Paid Insurance | INSURANCE | $131.33 |
| Cash Payment | E 609-49750-130 Employer Paid Insurance | INSURANCE | $144.97 |

| Transaction Date | 1/25/2021 | Due 2/24/2021 | CASH | 10100 | Total | $2,492.15 |

### Claim Type

#### Claim ID: 9228 VINOCOPIA, INC.

| Cash Payment | E 609-49751-206 Freight and Fuel Charges | FREIGHT | $14.00 |
| Cash Payment | E 609-49751-251 Liquor For Resale | LIQUOR | $644.00 |

| Transaction Date | 1/25/2021 | Due 2/24/2021 | CASH | 10100 | Total | $658.00 |

### Claim Type

#### Claim ID: 9229 WINE MERCHANTS

| Cash Payment | E 609-49751-206 Freight and Fuel Charges | FREIGHT | $7.85 |
| Cash Payment | E 609-49751-253 Wine For Resale | WINE | $680.00 |

| Transaction Date | 1/25/2021 | Due 2/24/2021 | CASH | 10100 | Total | $687.85 |

### Claim Type

#### Claim ID: 9230 ZIEGLER, INC.

| Cash Payment | E 101-43100-218 Equipment Repair & Maint | PARTS | $44.61 |

| Transaction Date | 1/25/2021 | Due 2/24/2021 | CASH | 10100 | Total | $44.61 |

| Pre-Written Checks | $0.00 |
| Checks to be Generated by the Computer | $75,502.05 |
| **Total** | **$75,502.05** |
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<td>MN PFA</td>
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**TOTAL**

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**TOTAL**

0.00
TO: Mayor & City Council  
FROM: Dave Schmidt, Fire Chief  
SUBJECT: Application for FEMA Assistance to Firefighters Grant (AFG)  
DATE: 02/01/2021

---

OVERVIEW:

The fire department is requesting authorization to apply for grant through FEMA for a Type 3, Urban Interface Fire Suppression Vehicle. This grant opportunity is called the Assistance to Firefighters Grant, commonly known as the "AFG." If we are awarded a grant, formal acceptance of any dollars would be brought forth to the Council for acceptance and approval. Grant awards can cover up to 100% of the purchase price. The grant application window closes on February 12th, 2021. Successful grant applicants are generally notified beginning around August. We are requesting $450,000.00 for this grant.

Action to be considered:
Motion to authorize the fire department to submit a FEMA Grant Application to the Assistance to Firefighters Grant Program.
CITY COUNCIL REPORT

TO: City of St. Francis City Council
FROM: Beth Richmond, Consulting Planner
SUBJECT: Zoning Code Update – Ordinance Adoption
MEETING DATE: February 1, 2021

Overview
Over the past 6 months, City Staff and HKGi have been working to update Chapters 10 Zoning and 11 Subdivision of the City Code. This update resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020 and to bring the Code up to date to reflect current land use trends. The Planning and Zoning Commission and City Council have given feedback and input throughout the ordinance drafting process. Draft code chapters were prepared for public review and published on the City’s website in December.

Planning Commission Meeting
A public hearing was held at the January 20, 2021 Planning Commission meeting. One member of the public attended the meeting and asked for clarification on the Urban Reserve district. After discussion, the Planning Commission unanimously recommended approval of the zoning and subdivision chapters.

Timeline
If Council is in agreement, the following timeline will apply:
February 1st – 1st Reading
February 16th – 2nd Reading
February 19th – Publish for Comment
March 19th – Effective

Following the adoption of the updated zoning ordinance and establishment of the new zoning districts, the zoning map will be updated. Staff is tentatively planning to present the updated zoning map for review by the City Council in March. Additional community engagement is planned for this step in the update process.

Attachments
The draft ordinance and executive summary are attached to this memo. A clean version of the draft chapters with updated references has been prepared and is available for review on the City’s website https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan-and-ccode-update.

Action
Council is requested to review and adopt the new Zoning and Subdivision chapters of the City Code.

Suggested Motion: "Move to approve First Reading of Ordinance No. 269, Second Series repealing and replacing the existing Chapters 10 and 11 of the City Code with the new Zoning and Subdivision chapters.”
ORDINANCE NO. 269, SECOND SERIES

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE REPEALING AND REPLACING CITY CHAPTER 10 ZONING AND
CITY CHAPTER 11 SUBDIVISIONS

WHEREAS, the Planning Commission on January 20, 2021, opened and closed a duly noticed
public hearing and considered the ordinance, the contents of the staff report, public testimony,
and other evidence available to the Commission; and

WHEREAS, the City Council on February 1, 2021, has considered the recommendations of
Staff and the Planning Commission, the ordinance, the contents of the staff report, public
testimony, and other evidence available to the Council.

THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA
COUNTY, MINNESOTA, ORDAINS:

Section 1. Existing City Code Chapter 10 Zoning is hereby repealed and replaced by the new City
Code Chapter 10 Zoning, a copy of which is attached as Exhibit A.

Section 2. Existing City Code Chapter 11 Subdivisions is hereby repealed and replaced by the new
City Code Chapter 11 Subdivisions, a copy of which is attached as Exhibit B.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and
publication according to law.

Approved and adopted by the City Council of the City of St. Francis this ___ day of February,
2021.

SEAL

CITY OF ST. FRANCIS

By: ________________________________
Steven D. Feldman, Mayor

ATTEST:

______________________________
Barbara I. Held, City Clerk

Published in the Anoka County Union Herald ________________________________.
EXHIBIT A

Chapter 10 Zoning – to be inserted
EXHIBIT B

Chapter 11 Subdivisions – to be inserted
This Executive Summary is intended to provide a brief description of St. Francis's revised Zoning and Subdivision Chapters, including their basic structure, key features, and the significant changes made between the existing and revised Chapters. St. Francis's revised Zoning and Subdivision Chapters are the official body of rules and regulations to guide land use and development in the City of St. Francis. While the City has routinely adopted amendments to address specific issues, a comprehensive evaluation of all its development codes was needed to update inconsistencies within its development codes as well as with the City's long-term plans, goals, and needs, particularly the 2020 Comprehensive Plan. The Zoning Code Update revised Chapter 10 Zoning and Chapter 11 Subdivision.

**CHANGES TO BASE DISTRICTS**

A number of new zoning districts were created as a result of the code update:

**UR Urban Reserve District**
- Changed to UR from A-3 Interim Agriculture to reflect the Comprehensive Plan's Future Land Use map.

**R-1 Urban Low Density Residential District**
- Combines existing R-1 Urban Estate Single Family Residential District and R-2 Urban Single Family Residential District into one

**BPK Business Park District**
- Combines existing B-3 Business Park District and I-1 Light Industrial District into one

**USE & DIMENSIONAL TABLES**

- Uses will now be consolidated into tables: three for principal uses and three for accessory uses.
- Uses are identified as "Permitted," "Permitted with Standards," "Conditional," or "Interim.
- A Permitted with Standards use is a use that can be allowed administratively so long as specific use standards are met. These uses are also subject to all other standards in the Code.
- Tables for lot and site dimensions have also been created.

**KEY IMPROVEMENTS**

- Consolidation and creation of zoning districts
- Organization of zoning district uses and dimensional standards into concise yet comprehensive tables
- Codification of site and architectural standards for R-1 district
- Creation of Use-Specific Standards Division consolidating scattered existing standards and new standards into a single location

**BASIC STRUCTURE OF NEW CODE**

In order to make the Code more user-friendly for interested parties (property owners, developers, citizens, staff, public officials), a new organizational level was introduced as part of the update, called Division. Divisions include groups of Sections, and multiple Divisions make up a Chapter. The updated structure of the Code is listed below.

**Chapter 10 Zoning**
- **Division 1** Title, Rules, Application
- **Division 2** Rules and Definitions
- **Division 3** Administration and Procedures
- **Division 4** Base Zoning Districts
- **Division 5** Overlay Zoning Districts
- **Division 6** Use-Specific Standards
- **Division 7** Development Standards
- **Division 8** Stormwater
- **Division 9** Signage

**Chapter 11 Subdivision**
- **Division 1** Title and Application
- **Division 2** Rules and Definitions
- **Division 3** Administration and Procedures
- **Division 4** Design Standards
- **Division 5** Required Improvements
- **Division 6** Enforcement
B-1 DISTRICT STANDARDS

Design standards listed in the St. Francis Design Guidelines were codified as part of the update and included as B-1 District standards.

Site Design Standards
» Parking lot location
  • Parking lots prohibited in the front yard
» Driveway access
  • No new accesses onto Bridge Street permitted

Building Design Standards
» Building frontage
  • No less than 70% of the ground floor frontage on Bridge Street shall be used for a commercial purpose
» Entryways
  • Primary entrance oriented toward Bridge Street
» Facade articulation and detail
  • Massing, color, or building material changes at least every 60 linear feet along street
  • Articulation includes cornices, molding, columns, pilasters, vertical recesses or projections of the wall face, or other ornamentation
» Windows/transparency
  • Street-facing walls shall be at least 30% transparent

USE-SPECIFIC STANDARDS

Use-Specific Standards, which are located in Chapter 10 Division 6, are those standards that only apply to a specific use. They are organized in one section to eliminate repetition in the Code. Examples of uses being newly addressed through the Code update include:

Vehicle Sales
» Includes in-person and online sales, leasing, and rental
» Moratorium established Spring 2020
» Allowed as conditional use in B-2 and I-1 districts and permitted with standards use in BPK district
» Required to have frontage on Hwy 47

Rural Event Center
» Includes uses like “wedding barns,” where groups of people gather for one-time events in rural areas of the City
» Allowed as permitted with standards use in A-2 district

Mobile Food Units
» Pertains to mobile food units parked on private property
» Allowed as permitted with standards accessory use in B-1, B-2, and BPK districts

Short-Term Vacation Rentals
» Includes Airbnb, VRBO, etc.
» Allowed as permitted with standards accessory use in A-2, UR, RR, R-1, and R-2 districts
» Number of guests limited to two times the number of bedrooms plus one

Accessory Dwelling Units (ADUs)
» A self-contained dwelling unit with a separate entrance, kitchen, sleeping area, and full bathroom facilities, which is located within or attached to an existing residential dwelling or detached garage.
  » Allowed as permitted with standards accessory use in UR, RR, and R-1 districts
  » Requirements
    • Property owner(s) must live in at least one of the dwelling units on-site
    • No larger than 35% finished floor area of principal structure
    • Deed restriction required limiting independent sale of ADUs

PROCEDURAL CHANGES

Minor Subdivision
» Subdivision creating not more than three parcels
» Reviewed and approved by City Council

Site Plan Review
» Specified when site plan review will be conducted administratively and when the Planning Commission and City Council will review and approve

Planned Unit Development (PUD)
» Major and minor amendments clarified
TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Fire Department
DATE: February 1st, 2021

OVERVIEW:

The City signed a Fire Management Service Contract with the City of Nowthen that will result in revenue of $75,069; $77,322; and $79,641. OR $232,032 over three years. The City of Nowthen will only be paying the City of St. Francis directly for Fire Management Services.

With the increased work load, time commitment and responsibility – Staff is bringing forward a proposal for the Fire Chief and Assistant Chief salaries. Below are comparable salaries for the Fire Chief position in the Metro Area.

The Met Council Population Estimates for St. Francis and Nowthen are 8,045 and 4,771 totaling 12,816.

*Note St. Francis/Nowthen shown in 2021 Salary compared to 2019 salaries

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<td>St. Anthony</td>
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<td>8,143</td>
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<td>East Bethel</td>
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<td>Victoria</td>
<td>10,144</td>
<td>$87,984</td>
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Recommended Motion:

Motion to approve Fire Chief salary to a Grade 19 Step 3 and Assistant Fire Chief to $17,500 annually – both contingent upon retaining the Fire Management Service contract with the City of Nowthen.

*Note: Assistant Chief pay per call will be removed upon completion of the action.
Respectfully Submitted by Chief Schmidt

February 1st, 2021
Letter from Fire Chief

Enclosed you will find the 2020 Annual Report from the fire department. While 2020 may have been the kind of year none of us quite anticipated. Despite the challenges we faced as a city, department and community the fire department not only continued to provide uninterrupted service, but took on the pandemic headlong.

Throughout the year we worked to update small tools and equipment, transitioning away from most of our gas powered equipment into battery operated tools. We successfully received a grant from the DNR to replace all of our nozzles, worked to secure a 3-year contract with the City of Nowthen for Management Services, utilized CARES funding to staff the fire station 24/7 for the first 3 months of the pandemic, utilized CARES money for mission critical EMS supplies including a Lucas Device. Additionally, we built a Google Classroom to ensure on-going training during the pandemic.

The department, like all city departments, remained flexible and creative as the year evolved. Reacting and anticipating our ever changing environment throughout 2020. The flexibility and adaptability of our firefighters have never been more apparent. For that we are grateful.

None of what we have accomplished in 2020 would have been possible without the support of the City Administrator, City Council, the residents and of course, our firefighters.

Regards-

Fire Chief
Dave Schmidt
Run Volumes

Run Volume

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<td>541</td>
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*61% INCREASE IN RUN VOLUME FROM 2017 – 2020*

**RUN VOLUME:**

As the city of St. Francis continues to grow and thrive, we see the demand for fire and EMS services grow in kind. The pattern of run volume growth is influenced by a number of factors. The first is with population, as the city’s population grows, demand for all services grows. Secondly, with growing demand for service across the county, the impact of ambulance response times increases as well. The fire department is trained to the EMT level and provides a number of advanced level interventions. When an ambulance is delayed due to their dispatch location, first responders are added to a call to offset the response delays from the ambulance. Lastly, during the pandemic, the fire department implemented a new response protocol, where the fire department was dispatched to all medical calls within the city. This response model is by far the most
appropriate response model in today's environment, specifically when it comes to cost and effectiveness, which we anticipate continuing in to the future.

**Response Times**

**RESPONSE TIMES**

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<tr>
<td>2019</td>
<td>11:34</td>
<td>(6%)</td>
</tr>
<tr>
<td>2020</td>
<td>9:38</td>
<td>(17%)</td>
</tr>
</tbody>
</table>

*38% Faster response time from 2017 to 2020*

**Response Times:**

Over the course of the past 4 years, the fire department has put in specific measures to reduce our response times for emergencies within the city. We have built in standards for response (each member must make 20% of the calls within a quarter). The department provided more structure to the duty officer program and hired a full time fire chief. Additionally, we have added staff from our 18 active firefighters from 2017 to 22 active firefighters in 2020. Lastly, the addition of our Quick Response Vehicles (2 Dodge Journeys and the Tahoe) have enabled the command staff to quickly respond directly to the scene and initiate patient care and interventions or develop an effective fire ground strategy for responding firefighters.
## Call Percentages

<table>
<thead>
<tr>
<th>Fire Personnel</th>
<th>Calls Attended</th>
<th>Call %</th>
<th>Q1 %</th>
<th>Q2 %</th>
<th>Q3 %</th>
<th>Q4 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Fighter #1</td>
<td>121</td>
<td>22%</td>
<td>19%</td>
<td>19%</td>
<td>27%</td>
<td>23%</td>
</tr>
<tr>
<td>Fire Fighter #2</td>
<td>138</td>
<td>26%</td>
<td>32%</td>
<td>21%</td>
<td>25%</td>
<td>26%</td>
</tr>
<tr>
<td>Fire Fighter #3</td>
<td>150</td>
<td>28%</td>
<td>40%</td>
<td>26%</td>
<td>26%</td>
<td>23%</td>
</tr>
<tr>
<td>Fire Fighter #4</td>
<td>125</td>
<td>23%</td>
<td>27%</td>
<td>22%</td>
<td>20%</td>
<td>25%</td>
</tr>
<tr>
<td>Fire Fighter #5</td>
<td>139</td>
<td>26%</td>
<td>18%</td>
<td>14%</td>
<td>27%</td>
<td>38%</td>
</tr>
<tr>
<td>Fire Fighter #6</td>
<td>168</td>
<td>31%</td>
<td>29%</td>
<td>29%</td>
<td>32%</td>
<td>33%</td>
</tr>
<tr>
<td>Fire Fighter #7</td>
<td>147</td>
<td>27%</td>
<td>35%</td>
<td>22%</td>
<td>27%</td>
<td>26%</td>
</tr>
<tr>
<td>Fire Fighter #8</td>
<td>152</td>
<td>28%</td>
<td>33%</td>
<td>21%</td>
<td>29%</td>
<td>30%</td>
</tr>
<tr>
<td>Fire Fighter #9</td>
<td>153</td>
<td>28%</td>
<td>28%</td>
<td>23%</td>
<td>33%</td>
<td>28%</td>
</tr>
<tr>
<td>Fire Fighter #10</td>
<td>129</td>
<td>24%</td>
<td>32%</td>
<td>13%</td>
<td>26%</td>
<td>25%</td>
</tr>
<tr>
<td>Fire Fighter #11</td>
<td>165</td>
<td>30%</td>
<td>29%</td>
<td>27%</td>
<td>29%</td>
<td>36%</td>
</tr>
<tr>
<td>Fire Fighter #12</td>
<td>95</td>
<td>18%</td>
<td>29%</td>
<td>5%</td>
<td>15%</td>
<td>23%</td>
</tr>
<tr>
<td>Fire Fighter #13</td>
<td>171</td>
<td>32%</td>
<td>29%</td>
<td>32%</td>
<td>30%</td>
<td>35%</td>
</tr>
<tr>
<td>Fire Fighter #14</td>
<td>88</td>
<td>16%</td>
<td>21%</td>
<td>10%</td>
<td>21%</td>
<td>14%</td>
</tr>
<tr>
<td>Fire Fighter #15</td>
<td>187</td>
<td>35%</td>
<td>29%</td>
<td>31%</td>
<td>43%</td>
<td>33%</td>
</tr>
<tr>
<td>Fire Fighter #16</td>
<td>172</td>
<td>32%</td>
<td>56%</td>
<td>22%</td>
<td>25%</td>
<td>31%</td>
</tr>
<tr>
<td>Fire Fighter #17</td>
<td>129</td>
<td>24%</td>
<td>32%</td>
<td>15%</td>
<td>25%</td>
<td>25%</td>
</tr>
<tr>
<td>Fire Fighter #18</td>
<td>155</td>
<td>29%</td>
<td>39%</td>
<td>16%</td>
<td>36%</td>
<td>26%</td>
</tr>
<tr>
<td>Fire Fighter #19</td>
<td>202</td>
<td>37%</td>
<td>30%</td>
<td>43%</td>
<td>36%</td>
<td>39%</td>
</tr>
<tr>
<td>Fire Fighter #20</td>
<td>255</td>
<td>47%</td>
<td>56%</td>
<td>37%</td>
<td>51%</td>
<td>46%</td>
</tr>
<tr>
<td>Fire Fighter #21</td>
<td>74</td>
<td>14%</td>
<td>20%</td>
<td>9%</td>
<td>16%</td>
<td>11%</td>
</tr>
<tr>
<td>Fire Fighter #22</td>
<td>144</td>
<td>27%</td>
<td>15%</td>
<td>19%</td>
<td>26%</td>
<td>40%</td>
</tr>
</tbody>
</table>

### Total Calls 2020

<table>
<thead>
<tr>
<th></th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls</td>
<td>541</td>
<td>98</td>
<td>129</td>
<td>155</td>
</tr>
</tbody>
</table>
The City began requiring fire fighters to meet a certain call percentage in 2017. This helps ensure that fire fighters are showing up to calls when needed. As you can see, with 22 fire fighters and 4 possible quarters for call percentages – fire fighters made their call percentage **80% of the time**. Calls can generally take anywhere from 1 hour to several hours depending the type of event. If broken down by quarter – 20% of calls for each quarter are as follows:

- Quarter 1 – 20
- Quarter 2 – 26
- Quarter 3 – 31
- Quarter 4 – 32

Total for all quarters: 109 calls to meet 20% call percentage

Put another way, we are requiring fire fighters to leave their families, occupations, free time, and hobbies about once every three days or so to respond to emergencies within the community. Our great team of fire fighters have been key to ensuring the safety and protections of our residents. One item that is important to note in this data set, is that for Quarters 1 and 2, percentage requirements were suspended due to staffing for our COVID-19 response during the Statewide shutdown. Which is why Q1 and Q2 numbers are lower in relation to Q3 and Q4.
Key Measurable Items on Medical Calls

Glucometer

<table>
<thead>
<tr>
<th>Year</th>
<th>Glucometer Usage</th>
<th>Number of Uses</th>
<th>Percentage Increase by Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>28</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>74</td>
<td>74</td>
<td>164%</td>
</tr>
<tr>
<td>2019</td>
<td>77</td>
<td>77</td>
<td>4%</td>
</tr>
<tr>
<td>2020</td>
<td>83</td>
<td>83</td>
<td>8%</td>
</tr>
</tbody>
</table>

*196% increase in the glucometer from 2017 to 2020

**Glucometer Usage:**

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in evaluating blood glucose (blood sugar) levels in our patients has grown tremendously.
**Aspirin Administered:**

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in administering Aspirin to our patients has grown significantly.

Aspirin is important treatment protocol for patients suffering chest pain which is cardiac in nature. Aspirin coats the platelets in the blood stream helping to slow the continued buildup of a blockage in the coronary arteries.

---

<table>
<thead>
<tr>
<th>Year</th>
<th>Aspirin Administered</th>
<th>Number of Uses</th>
<th>Percentage Increase by Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>11</td>
<td></td>
<td>175%</td>
</tr>
<tr>
<td>2019</td>
<td>12</td>
<td></td>
<td>9%</td>
</tr>
<tr>
<td>2020</td>
<td>19</td>
<td></td>
<td>58%</td>
</tr>
</tbody>
</table>

*375% increase in administering Aspirin from 2017 to 2020*
Nitroglycerin Administered:

As we have continued to increase our level of emergency medical response capabilities and training, we monitor our delivery and effectiveness of our interventions. As the comfort level of our providers increase with knowledge and experience, the utilization of our advanced level variances increases. The correlation to these metrics results in faster and more directed cares for patients. As you can see, from 2017 through 2020, the level of effectiveness in administering Nitroglycerin to our patients has grown significantly.

Nitroglycerin is a powerful vasodilator, meaning it causes the vessels in the cardiovascular system to dilate or expand. This allows more blood to flow around a potential blockage in the coronary arteries. Nitroglycerin is also essential in treating patients with Congestive Heart Failure.

---

<table>
<thead>
<tr>
<th>Nitroglycerin Administered</th>
<th>Number of Uses</th>
<th>Percentage Increase by Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>5</td>
<td>150%</td>
</tr>
<tr>
<td>2019</td>
<td>10</td>
<td>100%</td>
</tr>
<tr>
<td>2020</td>
<td>12</td>
<td>20%</td>
</tr>
</tbody>
</table>

*600% increase in administering nitroglycerine from 2017 to 2020
COVID-19

We first began to hear the term "Coronavirus" at the end of 2019 and early in to 2020. Little did we know at that time the kind of impact this virus would have on our society. Early in February, the fire department began to plan and purchase supplies for if or when the COVID-19 virus settled in to our area. This was an important decision in our response to the pandemic, as by late spring, supplies were nearly impossible to acquire. As we reacted to real-time data and tracking, we implemented a 24/7 Duty Crew from March-May, suspended in-person meetings, trainings, and public education events.

We developed new protocols and policies in regards to our response and personal protective equipment. Including discussions with neighboring departments as a contingency of an outbreak within the department.

The above graph displays how many responses over the course of the year that the department responded to with either a confirmed or suspected case of COVID-19.

The department did experienced 96 days of lost work due to staff either quarantined or ill. Thankfully due to the procedures implemented early with supplies at the ready, none of our lost work days were attributed to a service related exposure.

2021 has brought in a vaccine, we have had several staff members take advantage of this opportunity and have begun the process of vaccination.
Fire Inspections

The fire department over the past 3 years has completely rebuilt and retooled the inspection program. Prior to 2017, fire inspections for local businesses had not existed for several years. Since that time, the department focused on developing an inspection program nearly from scratch. Our inspection program is designed to become partners and advocates for our local businesses while ensuring their buildings are compliant with the fire code and safe for employees and customers. Captain Evan Sturzl leads our inspection program and has been an integral part of this programs resurgence and success.
Key Metrics in Dollars

Dollar Loss

<table>
<thead>
<tr>
<th>Year</th>
<th>Dollar Loss</th>
<th>Percentage Increase/Decrease by Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$109,899.00</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>$286,199.00</td>
<td>160%</td>
</tr>
<tr>
<td>2019</td>
<td>$31,300.00</td>
<td>(89%)</td>
</tr>
<tr>
<td>2020</td>
<td>$18,150.00</td>
<td>(42%)</td>
</tr>
</tbody>
</table>

**Dollar Loss:**

Over the past 4 years we have seen our dollar loss due to fire decline, although this statistic will rise and fall over the course of time, we very pleased to see this number remain low over the past 2 years.
Revenues - Grants, Reimbursements and Contracts

Revenues:

2017 MBTFE Training Reimbursement $5,000.00
2018 MBTFE Training Reimbursement $2,637.00
2018 AED Grant from Heart Safe – $2,500.00
2018 Shared Duty Crew Study- $20,000.00
2018 American Legion Donation in honor of Tony Walters $1000.00
2019 MBTFE Training Reimbursement Award $22,295.00
2019 Kwik Trip Donation $1,000.00
2020 MBTFE Training Reimbursement $4,600.00
2020 DNR Grant $8,600.00
2020 Annual Report (Unaudited)

Respectfully Submitted by:

John Schmidt
Liquor Store Manager
February 1st, 2021
To: Mayor & City Council

From: John Schmidt, Liquor Store Manager

RE: 2020 Annual Report Introduction

Date: February 1st, 2021

Please accept this annual report for 2020. The Bottle Shop had a record setting year with overall sales up 15% over 2019. COVID-19 has brought many challenges for world. The Bottle Shop was able to persevere through challenges brought on by COVID-19. Staff had to make some slight operational changes as information unfolded regarding the pandemic.

However, the Bottle Shop overall saw a continuity of service to the community through the difficult time. The hard work, dedication, and commitment from the Staff was critical to the Bottle Shop’s successful sales performance.

Respectfully,

John Schmidt
Manager Comments

Overall, gross sales were up approximately $348,861 over 2019. This reflects nearly a 15% increase in sales year over year. This is a positive trend for the Bottle Shop. The pandemic may have played a role in the volume of increased sales.
Manager Comments:

As you can see, sales in every month of 2020 were higher than the same month in 2019. This includes January and February, prior to the pandemic gaining traction.
### Manager Comments:

Beer and liquor continue to be the biggest sellers at the Bottle shop. All products show a positive trend in 2020 over 2019.
Manager Comment:

Overall, we saw the customer count decrease from 111,152 customers in 2019 to 109,567 in 2020. It appears the fewer customers are purchasing more products from the Bottle Shop.
**Manager Comments:**

The City upgraded the utilities to accept credit cards in 2020/2021. This was a good investment as we are increasingly processing more sales via credit card. For a short time in 2020, the Bottle Shop was not accepting cash due to the pandemic. Regardless, cash vs. credit card payments in 2019 vs. 2020 were:

<table>
<thead>
<tr>
<th>Type of Payment by Percentage</th>
<th>Cash</th>
<th>Credit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>29.85%</td>
<td>70.11%</td>
</tr>
<tr>
<td>2020</td>
<td>18.04%</td>
<td>81.94%</td>
</tr>
</tbody>
</table>
MEMO

To: Mayor and Council

From: Jason Windingstad

Date: 02/01/21

RE: 2020 Public Works Annual Report

When I started the interview process for the Director position last January, I don’t think anyone could have foreseen that we would soon be facing an on known pandemic called COVID-19.

Taking this position in March, right when the pandemic hit the United States, definitely had its individual challenges, but as a whole we worked as a team to make it through many situations that came our way. In fact, I think we accomplished more this last year than any of us could have expected. I am very blessed to have a team that really puts in the hard work every single day. Each individual on my team has a great work ethic and is completely dedicated to their position to the City of St. Francis. My staff not only takes great pride in their work on an individual level they work even better as a team in times of a crisis. Not one-person falters when a situation happens and they all come together to work out the issue(s) presented. I have the utmost confidence that our team will continue to strive to keep up this excellent work and we will raise that bar to improve wherever we can to ensure second to none services to our residents and businesses that they deserve.

Working within our leadership team, I feel that all of the departments work together very well and support each other’s needs. It’s a really unique thing to see every Department Head really care about their individual team and what they can bring to the table to help keep our city running efficiently as a whole.

Working with the Mayor and City Council has been a great experience. Having a City Council that sincerely listens to our department needs is truly what makes the difference. We would not be where we are today without your continued support. I am dedicated and eager for the challenges and projects that 2021 brings.

Sincerely,
Public Works Director
Jason Windingstad
2020 Public Works Annual Report
Public Works Completed Projects

Streets/Parks Projects

Sealcoating and Crack-filling
* Police and Public Works Facility (half)
* Quay St. – 235th Ave – 235th Ln. – Marigold St. – Heather St. – 237th Ave – Crocus St. – Flora Ct. – Eidelweiss St. – 236th Ct. – 234th Ln. – 230th Ct. – 234th Ave – 234th Ct. – Jonquil St. – Gladiola St. – 233rd Ln. – Ivywood St. – 232nd Ln. – Kerry St. – 231st Ln. – 230th Ln. – Dahlia St.

Mill and Overlay
* Arrowhead St.
* 231st Ln.
* Flora St.

Reconstruction
* 225th Lane
* 226th Ave
* Tulip St.
* Zea St.
* Butterfield Dr.

New Equipment
* Hustler Super 104 Zero Turn
* Cat 259 D3 Skid Steer
* 2020 Chevy 1500 Pick-up Truck

Misc.
* 1 New Kiosk at Deer Creek
* 2 New Benches at Community Park
* 1 New Bench at Highland Woods Park
* 1 New Bench at Hidden Ponds Park
* Concrete curb cut for access to Dellwood Trail
* Installed new playground crawl tube Seelye Brook

Relined the Public Works Shop
Water/Sewer Projects

Water Meter Project
Replaced over 1700 meters within the City Utility area.

Reconstruction of 225th Ln & 226th Ave, Butterfield Dr.
* New Water Mains - over 6400 linear feet of new 8" water main was installed, replacing the original 6" water main.
* 103 new curb stops installed.
* Over 3,043 linear feet of water services (1").
* 12 New Fire Hydrants
* 18 Brand New Gate Valves

With this project, we were able to loop the system, connecting to the water main at the wastewater facility.

Ambassador Blvd Watermain Improvements
* Replaced 2, 40-year-old hydrants and added three gate valves.
* Project will allow to better maintain water infrastructure along Ambassador Blvd.

Wastewater Treatment Facility Permit
* Staff continues to work with the Minnesota Pollution Control Agency (MPCA) on our new permit.
* Staff's intent is to clean up our new permit by eliminating discharge sites, sample locations creating a more streamlined permit.
Mission Statement: To ensure safe, long lived, reliable, attractive infrastructure systems, with durable quality construction, that results in efficient economical operations, low cost maintenance and continual improvement.

Jeremy Shook
Streets and Parks Supervisor
1/9/2020
Mayor and Council:

I am pleased to submit the 2020 Streets and Parks Annual Report. The Public Works department encompasses a number of different city services: water, sewer, streets, parks and recycling. The streets and parks department works closely with the water and sewer department, which has helped create efficiency in some of the activities performed in the department. In this report, you will find several activities of the day-to-day operations of the department and some of the projects that happened throughout the year.

As you look through the report one of big differences to point out is the amount of water used for the ice rinks. This past year we installed a spray bar with nozzles to the tanker which has increased the efficacy on how the water is applied.

We looking forward to another great and successful upcoming year.

Sincerely,

Jeremy Shook
Streets and Parks Supervisor
1191.7 miles in almost the equivalent of driving to Salt Lake City, Utah.
- 826 Cul-da-sacs
- 63 Parking Lots
- 409.4 miles of sidewalk and trails
- 76.4 tons of granite chips applied to roads
- 277 tons of salt applied to roads

- 113 street signs installed
- 417 hours spent on building maintenance
- 619 Inspections on building, parks, etc.
  - Preparation for 93 events
- 370 yards of debris sweep from the streets
- 4 hours spent on cleaning up after vandalism to city property
- 62 call outs which is for service request outside of normal working hours
  - 244 catch basins cleaned from debris and ice
Acres of Grass Mowed

- 2018: 1045
- 2019: 1403
- 2020: 1120
- 243 miles of mowing walking paths and trails
  - 240 acres of turf fertilized
  - 353.2 miles of roadside mowing
- Dragging of the ball field happened 49 times
- **398** hours spent on equipment maintenance greasing, washing, etc.
- **331** hours spent on equipment repair which is anything beyond normal maintenance, fabrication, etc.
- 113,000 gallons used on rinks in 2019
- 63,000 gallons used on the ice rinks in 2020
2018 – 5 recycle events with over 505 vehicles
2019 – 5 recycle events with over 523 vehicles
2020 – 4 recycle events with over 522 vehicles
Completed Projects

Sealcoating and Crackfilling

- Police and Public Works Facility (half)
- Quay St. – 235th Ave – 235th Ln. – Marigold St. – Heather St. – 237th Ave – Crocus St. – Flora Ct. – Eidelweiss St. – 236th Ct. – 234th Ln. – 230th Ct. – 234th Ave – 234th Ct. – Jonquil St. – Gladiola St. – 233rd Ln. – Ivywood St. – 232nd Ln. – Kerry St. – 231st Ln. – 230th Ln. – Dahlia St.

Mill and Overlay

- Arrowhead St.
- 231st Ln.
- Flora St.

Reconstruction

- 225th Lane
- 226th Ave
- Tulip St.
- Zea St.
- Butterfield Dr.

New Equipment

- Hustler Super 104 Zero Turn
- Cat 259 D3 Skid Steer

Misc.

- New Kiosk at Deer Creek
- 2 new benches at Community Park, 1 new bench at Highland Woods Park, and 1 new bench at Hidden Ponds Park
- Concrete curb cut for access to Dellwood Trail
- Installed new playground crawl tube Seelye Brook
- Relined the Public Works Shop
Misc. Photos of Projects
2020 WATER AND WASTEWATER REPORT
January 10th, 2020

Honorable Mayor and Council

I am excited to provide to you, our 2020-year end report. In March, we welcomed our new Public Works Director, Jason Windingstad. Welcome aboard, Jason! About that same time, Covid -19 hit. Certainly, with any pandemic, it presented some challenges to overcome. Starting with a hybrid work schedule, to offices being closed and projects delayed due to safety concerns. Staff adapted to and accepted those challenges and continued on. With new safety protocols in place, staff was able to complete goals and projects safely and maintain a healthy work environment. Here's to everyone's safety and good health in 2021!

One of the projects completed that was started in 2019, is the Water Meter Replacement Program. This project will allow staff to obtain real time meter readings and allow us to better serve our customers. As is the case with new technology, there have been some minor issues, but staff continues to iron them out.

Obviously, 2020 was a busy construction year. With the reconstruction of 225th and 226th and Butterfield Dr. Over 6400 linear feet of new 8” water main was installed, replacing the original 6” water main. With this project, we were able to loop the system, connecting to the water main at the wastewater facility. Looping a watermain provides another source of water to supply a development. It also helps with water quality issues on dead-ends and increases the volume of water supplied.

The Ambassador Blvd watermain improvements were completed in August. This consisted of replacing two-forty-year-old hydrants and the addition of three isolation gate valves. This project will allow us to better maintain water infrastructure along Ambassador Blvd.

Staff continues to work with the Minnesota pollution Control Agency (MPCA) on our new permit. Since the wastewater system was installed in the early 70’s, our facility has seen upgrades and been modified many times. Our previous permits have reflected those modifications with different discharge and sampling stations. It is staff’s intent to clean up our new permit by eliminating discharge sites, sample locations creating a more stream lined permit.

Thank you to our Public works team for all of their hard work over the year.

Respectfully,

Parish
Water Treatment Facility

High Service Pump Room

Constructed in 2008, the water treatment facility continues to provide quality drinking water for the residents of St. Francis and Oak Grove. The Water Treatment Facility is an iron and manganese removal facility that has a filtration capacity of 4,300,000 gallons a day. Currently, our daily treated or finished water average is roughly 515,000 gallons a day. Our highest volume month for 2020 was July, when we sold 27,283,000 gallons or an average of 710,000 gallons a day.
The Treatment facility receives Raw or untreated water from three wells and two aquifers that are located near the water tower. The wells range from 212 feet to 412 feet deep. The Minnesota department of Natural Recourses allows the city to withdraw 200,000,000 gallons annually. The graph below shows a comparison of pumping totals and water sold from 2019 and 2020. The figures below are Million Gallons.

![Pumping totals and Water sold Data](image)

The Drinking water in St. Francis has over sixty quality and assurance test performed annually by a certified lab. We met all of the required limits established by the Minnesota Department of Health. Those results are made available each July in our Consumer Confidence Report or CCR.

In order to achieve limits, set forth by the Minnesota Department of Health, the facility uses four different treatment aids to help treat the water.
This year we used 38,558 lbs. of sodium permanganate to help remove manganese. 1749 lbs. of chlorine gas was used as a disinfectant. We are required to add fluoride to the water. 407 gallons was used to help with dental hygiene. Another treatment aid that is used is Orthophosphate. 400 gallons was used as a corrosion inhibitor to help prevent pipe failure.

Below, is a list of all tasks completed for the Water Treatment Facility, Wellhouse and Distribution system for 2020.

<table>
<thead>
<tr>
<th>2020 WATER</th>
<th>TASK</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Inspect Facility Daily</td>
<td>Facility Inspection</td>
<td>237</td>
<td>Inspections</td>
</tr>
<tr>
<td>Water</td>
<td>Operational Hours</td>
<td>Hours Spent at Facility</td>
<td>474</td>
<td>Hours</td>
</tr>
<tr>
<td>Water</td>
<td>Calculate Influent and Effluent</td>
<td>Calculate gallons pumped for both influent and effluent.</td>
<td>Daily</td>
<td>Calculations</td>
</tr>
<tr>
<td>Water</td>
<td>Calculate Chemicals</td>
<td>Calculate treatment chemicals used daily.</td>
<td>Daily</td>
<td>Calculations</td>
</tr>
<tr>
<td>Water</td>
<td>Chemical Adjustment</td>
<td>Adjust chemicals based on lab testing results.</td>
<td>As Needed</td>
<td>Chemical Adjustments</td>
</tr>
<tr>
<td>Water</td>
<td>Daily Labs</td>
<td>Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.</td>
<td>637</td>
<td>Labs</td>
</tr>
<tr>
<td>Water</td>
<td>Well House</td>
<td>Inspect daily, take readings, drawdowns, and pump runtimes.</td>
<td>Daily</td>
<td>Inspections</td>
</tr>
<tr>
<td>Water</td>
<td>2020 In-house Lab Results and Flow Totals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Chlorine</td>
<td>.51</td>
<td>Mg/l</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Raw Iron</td>
<td>1.09</td>
<td>Mg/l</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Raw Manganese</td>
<td>.071</td>
<td>Mg/l</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Average Fluoride</td>
<td>.74</td>
<td>Mg/l</td>
<td></td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>2020 In-house Evaluation Results and Flow Totals, Continued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Iron Removal</td>
<td>98 %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manganese Removal</td>
<td>84 %</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Water Treatment Facility</th>
<th>2020 In-house Evaluation Results and Flow Totals, Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTP and Well House</td>
<td>Yearly Maintenance</td>
</tr>
<tr>
<td></td>
<td>Change oil, grease and inspect packing glands.</td>
</tr>
<tr>
<td></td>
<td>7 Motors</td>
</tr>
<tr>
<td></td>
<td>Motors</td>
</tr>
<tr>
<td>Well House</td>
<td>Annual VFD Inspection</td>
</tr>
<tr>
<td></td>
<td>Check voltage and amps on all units. Tighten lugs.</td>
</tr>
<tr>
<td></td>
<td>3 VFD's</td>
</tr>
<tr>
<td>Distribution System-Water</td>
<td>Hydrant Flushing</td>
</tr>
<tr>
<td></td>
<td>Ensure each hydrant is working order. Clean sediment from mains.</td>
</tr>
<tr>
<td></td>
<td>357 Hydrants</td>
</tr>
<tr>
<td>Distribution System-Water</td>
<td>Hydrant Maintenance</td>
</tr>
<tr>
<td></td>
<td>Pump down non-draining Hydrants</td>
</tr>
<tr>
<td></td>
<td>81 Hydrants</td>
</tr>
<tr>
<td>Distribution System-Water</td>
<td>Hydrant Painting</td>
</tr>
<tr>
<td></td>
<td>Paint hydrants in District 4 that were faded, chipped and rusty.</td>
</tr>
<tr>
<td></td>
<td>48 Hydrants</td>
</tr>
<tr>
<td>Distribution System-Water</td>
<td>Hydrant Rebuilds</td>
</tr>
<tr>
<td></td>
<td>Rebuilt hydrant that were hard to operate.</td>
</tr>
<tr>
<td></td>
<td>20 Hydrants</td>
</tr>
<tr>
<td>Distribution System-Water</td>
<td>Yearly RPZ Testing</td>
</tr>
<tr>
<td></td>
<td>Test all RPZ's and anti-siphon devices at WTP and parks.</td>
</tr>
<tr>
<td></td>
<td>10 Units</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Annual VFD Inspection</td>
</tr>
<tr>
<td></td>
<td>Check voltage and amps on all units. Tighten lugs.</td>
</tr>
<tr>
<td></td>
<td>4 VFD's</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Minnesota Department of Health- Routine Sampling</td>
</tr>
<tr>
<td></td>
<td>MDH collected some routine water quality samples- No Deficiencies</td>
</tr>
<tr>
<td></td>
<td>3 Samples</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Minnesota Department of Health, Sanitary Inspection</td>
</tr>
<tr>
<td></td>
<td>District engineer inspects all water facilities for deficiencies. None to report.</td>
</tr>
<tr>
<td></td>
<td>3 Hours</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Generator Exercising</td>
</tr>
<tr>
<td></td>
<td>The generator is tested each week to ensure unit will run when needed.</td>
</tr>
<tr>
<td></td>
<td>52 Exercises</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Filter Maintenance and Inspection</td>
</tr>
<tr>
<td></td>
<td>Drain each filter and measure media in each.</td>
</tr>
<tr>
<td></td>
<td>4 Filters</td>
</tr>
</tbody>
</table>
Every 10-11 years, pump manufacturers and American water works association recommend rebuilding or rehabbing pumps and motors to maintain working efficiencies. This year high service pump two and three were removed from service to have this work completed.

This work required having one pump at a time removed in order to provide redundancy to supply drinking water and maintain fire protection capabilities. Each pump is 100 hsp and can pump over 1500 gpm. Each pump has all bearings and seals replaced. The motor is completely gone through. Windings are are inspected for thermal issues. New bearings are installed as well.

The picture at the bottom, is pump # 2 being removed from the clear well by overhead crane. Pump # 3 was also removed and rebuilt.

This year, we will remove High service pump # 1 from service and have the same work performed.
The Wastewater Treatment Facility is an activated sludge, extended aeration facility. It has design wet weather flow of 814,000 gpd. Our 2020 influent daily average was 340,931 gpd. Our Effluent average was 346,000 gpd. Totals are million gallons.
The pollutants or constituents that we remove are Cbod, Tss, Ammonia Nitrogen and Phosphorus.

Our NPDES wastewater permit has limits for each, that are enforced by the Minnesota Pollution Control Agency. Those results are reported each month to the MPCA in our discharge monitoring report or DMR. Below, are 2019 and 2020 average influent results.

Below are 2019-2020 effluent results.
Note: Ammonia nitrogen limit of five, is an average of the four seasonal limits that range from 1.4 mg/l-8.2 mg/l. The facility continues to perform very well in removals.

What is Bisolids Processing?

Solids or “bugs” that are no longer needed for treating the wastewater are wasted or removed from the wastewater system. This liquid is stored in a 1.5 MG tank where they will wait for processing in the fall. Processing the liquid entails of pumping it to a large belt press, where a thickener will be added.

The picture above, shows the liquid at the beginning of the press and thickener being added.
As the liquid goes through the press, the solids solidify as seen in this picture and are pressed. The liquid and solids separate. From here, solids are loaded in a truck. They liquid is recycled back to the facility. The solids are stored on site, until crops are removed from the permitted sites and then are land applied.

Including City owned property, the City of St. Francis currently has about 210 acres that are approved and permitted for land applying biosolids. Biosolids are extremely beneficial for agriculture and lessen the need for other fertilizers, such as phosphorus and nitrogen.

The city currently processes 850,000 gallons of liquid biosolids each year. After treatment or pressing, we have roughly 230-260 tons of class B biosolids that will be land applied.

Below are Wastewater Treatment Facility statistics and projects that were completed by staff for 2020.

<table>
<thead>
<tr>
<th>Wastewater</th>
<th>2020 Yearly Statistics</th>
<th>2020 Yearly Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monthly Sampling</td>
<td>Perform required monthly sampling: 8 Influent 30 Constituents; 8 Effluent (40 Constituents:</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Operational Hours</td>
<td>Hours spent at facility,</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Inspect Operations Building</td>
<td>Daily inspection of building,</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Inspect Pre-treatment Building</td>
<td>Daily inspection of building,</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Inspect Tertiary Building</td>
<td>Daily inspection of building,</td>
</tr>
<tr>
<td>Wastewater</td>
<td>2020 Yearly Statistics, Continued</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>D.O Readings</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Take Required D.O Readings.</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>365</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>pH Readings</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Take Required pH Readings.</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>365</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Inspections</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Inspect 8 lift stations daily and calculate pump runtimes.</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>1896</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Lift Station Inspections</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Daily Lab</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>Process Control Test</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td>960</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wastewater Projects - Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>250</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>
## 2020 Wastewater Projects - Completed

<table>
<thead>
<tr>
<th>Waste Water Treatment Facility</th>
<th>Task Description</th>
<th>Frequency</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual RPZ and Vacuum Breaker Testing</td>
<td>Check all RPZ and vacuum breakers to ensure working order.</td>
<td>17</td>
<td>Backflow Devices</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Rapid Infiltration Basin Maintenance</td>
<td>12</td>
<td>Basins</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Aeration Basins</td>
<td>4</td>
<td>Days</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Monitoring Well Testing</td>
<td>12</td>
<td>Wells</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Backwash Tank Cleaning</td>
<td>1</td>
<td>Day</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Blower Maintenance</td>
<td>8</td>
<td>Blowers</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Annual VFD Inspection</td>
<td>35</td>
<td>VFD's</td>
</tr>
<tr>
<td>Waste Water Treatment Facility</td>
<td>Generator Exercising</td>
<td>52</td>
<td>Exercises</td>
</tr>
</tbody>
</table>

## Required State Agency Reports for:

<table>
<thead>
<tr>
<th>Waste Water Treatment Facility</th>
<th>Report Description</th>
<th>Frequency</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discharge Monitoring Report (DMR) (MPCA)</td>
<td>Required by our NPDES permit, each month, staff has to submit the DMR.</td>
<td>12</td>
<td>Reports</td>
</tr>
<tr>
<td>Reuse Report (MPCA)</td>
<td>Required by our NPDES permit, this report lists all reuse activities and results for the year</td>
<td>1</td>
<td>Report</td>
</tr>
<tr>
<td>Biosolids Report (MPCA)</td>
<td>Required by our NPDES permit, this report lists all results and site application activity.</td>
<td>1</td>
<td>Report</td>
</tr>
</tbody>
</table>
### Required State Agency Reports for, Continued:

<table>
<thead>
<tr>
<th>Water Treatment Facility</th>
<th>Fluoride Report</th>
<th>This report lists all fluoride used, results and location of test</th>
<th>12</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTP and Well House</td>
<td>Department of Natural resources, Water Use Report. (DNR)</td>
<td>Required by the DNR, this report lists all water pumped and water sold.</td>
<td>1</td>
<td>Report</td>
</tr>
<tr>
<td>Water Treatment Facility</td>
<td>Consumer Confidence Report or CCR. (MDH)</td>
<td>Required by the MDH, the city has to publish all drinking water results for Public viewing.</td>
<td>1</td>
<td>Report</td>
</tr>
<tr>
<td>Distribution System</td>
<td>Chlorine Residual Report (MDH)</td>
<td>Required by the MDH, this report includes our bacteria results chlorine test results</td>
<td>12</td>
<td>Reports</td>
</tr>
</tbody>
</table>

Staff is required to complete reports that are due either yearly or monthly in nature for Department of Health, Minnesota Pollution Control Agency and the Department of Natural Resources.

### Water/Sewer Tasks:

<table>
<thead>
<tr>
<th>Water/Sewer</th>
<th>Monthly Tasks</th>
<th>Process Locate Requests</th>
<th>1003</th>
<th>Utility Locate Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water/Sewer</td>
<td>Locates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water/Sewer</td>
<td>Water/Sewer connections</td>
<td></td>
<td>254</td>
<td>Inspections</td>
</tr>
<tr>
<td>Water/Sewer</td>
<td>Water Miscellaneous</td>
<td>Work Orders: re-reads, high</td>
<td>330</td>
<td>Work Orders</td>
</tr>
</tbody>
</table>
The city has eight lift stations that convey wastewater throughout the sanitary system. A lift station is needed to pump water to a point where water can flow by gravity. All of the lift stations have two pumps. Rivers Edge has three and the main lift at the wastewater plant has four. The pumps range in size from 5 horse power, up to 50 horse power.

Each year staff perform preventative maintenance to ensure that all lift stations are in working order. Below, is a list of all activity performed in 2020.
When we say that a pump is plugged, this is what we are referring to. Wipes and other items wind up within the impeller which can cause a drastic pumping deficiency. Most of the time, staff can free the plug loose by pulling on it. Other times require a cutting device, a prybar and channel locks.

When the impeller becomes to entangled, it causes the amps to rise which can lead to the pump tripping out the breaker or in some cases, lead to motor damage.

2020 Construction Projects

2020 was a busy construction season for the city. 225 lane, 226th Ave and Butterfield all being reconstructed. This work was primarily to replace inadequate watermain sizing and new water services. All new curb and gutter were installed as well.
Ambassador Blvd Watermain Improvements

This project included the removal and replacement of two 40-year-old hydrants and the addition of two isolation valves for each hydrant. We also added a 10-inch main line gate valve. This will help with any water main shut downs along Ambassador Blvd. The picture to the left is one of the new hydrants.

The Picture to the Right, is the bottom flange connection of an old hydrant.
The picture at the below, shows the new gate valve installed.

Rum River Blvd- Gate Valve Repair in June.
An issue that comes up time to time is non-stainless bolts. The crew in the top left corner removing the failed bolts.

As you can see in the top right corner, what soil conditions and time can do. When the top or bottom of the bolts fails, it allows the top bonnet of the valve to lift, causing a leak.

Because this valve was on the main that supplied 225th and 228th (River shores), staff and our contractor performed this repair at 3 am. Water was shut down for 3 hours to allow for the repair.

Before mill or overlays in the water and sewer district, contractors will excavate down to the gate valve and inspect or replace bolts prior to any new asphalt.

**Water Service-Leaks**

Staff assisted with this water service repair on Bridge St. Most of the time with copper water services, the leak is usually behind the flare fitting. Sometimes, a pinhole will form in the pipe as well.
2021 PW Projects

**Streets/Parks**

**Mill and Overlay**
- 239th Ave
- 241st Ave
- Ute St.
- Tamarack St.

**New Equipment**
- Updated wing post for Road Grader
- New Pickup and Plow (replacement for 2011 Dodge 2500)

**Streets**
- Gravel 229th Ave (shared road with City of Nowthen will be a split cost)
- Dust Control Gravel Roads
- Spot Gravel (Springhill Rd., Nacre St., Tamarack St., 245 Ave, Dogwood St., Varolite St.)
- Complete District 5 street sign update
- District 5 Seal coating and Crack-filling
- Road Striping (229th Ave, 233rd Ave, and Rum River Blvd)
- Spring and Fall Street Sweeping

**Parks**
- Refresh woodchips in playground areas
- Add a sign at Community Park entrance
- Update more picnic tables (school builds the frames)
- Dog Poop station at Community Park
- Ship Program
- Woodbury Park pavilion roof
- 2 new garbage recycling stations at Highland Woods Park and Seyle Brook Park

**Safety**
- Emergency Response Plan will be Updated by June 2021
Recycling
- 5 recycling events (2 at Public Works and 3 at Lepage and Sons).
- Recycling contract with Anoka County
- Meet recycling goal of 834 tons

Water/Sewer
Locating Equipment
A project that staff is hoping to start in the spring, is locating all the curb stops in the water and sewer district so they are on our new GIS Program. With this complete, it will help us better serve our customers in the event of leaks or any other internal plumbing repairs that are required. Although the city is growing, the current size of the city makes this ambitious goal obtainable.

Staff is currently researching locating equipment to make this happen. The locating device that we currently have is obsolete as far as technology goes. One of the issues that we have now is in the winter, staff has to use our metal detectors and search for the curb stop in the snow, which can take some time to do. With a GPS locator, staff will have an exact location, speeding up the customer service. With the data collected with this unit, staff can then import this data to the new GIS program. This device would be shared by other departments as well.

Wellhouse and Water Treatment Facility
Well #1 is scheduled to be removed from service this year. This work is similar to the high service pump work that was performed in 2020. The contractor would remove the well and repair or replace seals, gaskets inspect the condition of the drop pipe, the pump and the motor condition. This would take place in late fall, early winter when water demand is low allowing us to meet our demands with two wells.

High service pump #1 at the water treatment facility will also be removed from service this year. The same work mentioned above will happen with this pump. The timing of this will happen late fall, early winter as well.