



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Tuesday, January 16, 2024 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- A. City Council Minutes - January 2, 2024
- B. Stahl Construction – Pay Applications No. 4 – Labor & Material
- C. Acknowledgement to Conduct Excluded Bingo
- D. Police Department Policy Manual
- E. Clear Gov Digital Budget Book purchase
- F. Programmable Logic Controller Replacement
- G. WWTP Biosolids Removal Contract
- H. URRWMO 2025 Budget Ratification
- I. Vacation Rate – Paul Carpenter
- J. Police Department Administrative Assistant Position
- K. Change Orders – City Hall / Fire Station Project
- L. Hiring Part-Time Firefighters
- M. Authorization to Hire Part-time Captains and Lieutenants
- N. Police Department Donation
- O. Police Department Policy Manual
- P. Surplus Property
 - Resolution 2024-03 Declaring Surplus Property*
- Q. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

9. NEW BUSINESS

- A. 2023 Code Revisions – First Reading
 - Ordinance 325 Modifying Divisions 2, 3, 4, 6, 7, 8, and 9 of the Zoning Code*
 - Ordinance 326 Modifying Chapter 11 Subdivisions in the City Code*
- B. Educational Facility Zoning Ordinance Amendment – First Reading
 - Ordinance 327 Amending the Zoning Code to allow educational facilities in the B-1 District*

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

- A. Fire Department Monthly Report - December
- B. Community Development 2023 Annual Report

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

January 22 - Charter Commission Meeting @ 6:30 pm
February 5 - City Council Meeting @ 6:00 pm
February 19 - City Offices Closed in observance of President's Day
February 20 - City Council Meeting @ 6:00 pm
February 21 - Planning Commission Meeting @ 7:00 pm

January 29th - February 1st (7:00 am to 3:00 pm) - Recycling Event at Public Works
- Appliance and & Motor Oil Drop-Off

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

January 2, 2024

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 p.m. by Mayor Joe Muehlbauer.

2. ROLL CALL

Members Present: Mayor Joe Muehlbauer, Councilmembers Robert Bauer, Kevin Robinson, Crystal Kreklow, and Sarah Udvig.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Public Works Director Paul Carpenter, Liquor Store Manager Joe Pfeifer, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), and Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

MOTION BY: BAUER SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - December 18, 2023

B. Council Appointments

Resolution 2024-01 Approving the appointments for 2024

C. Park Commission Appointment

D. Policy Amendment

E. Accept the Resignation of Assistant Fire Chief Joe Lawrence

F. Payment of Claims

MOTION BY: ROBINSON SECOND: KREKLOW APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

6. SPECIAL BUSINESS - NONE**7. PUBLIC HEARINGS****A. ADA Transition Plan Public Hearing*****Resolution 2024-02 Approving ADA Transition Plan***

City Engineer Jochum reviewed the Staff report concerning the ADA Transition Plan.

Mayor Muehlbauer opened the Public Hearing at 6:02 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:03 p.m.

Bauer asked if this sets any type of standard for putting in sidewalks. Jochum said no and explained it is more to make the existing facilities ADA compliant.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING RESOLUTION 2024-02, A RESOLUTION ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

8. OLD BUSINESS - NONE**9. NEW BUSINESS****A. DNR ReLeaf Community Forest 2023 Grant Program**

Public Works Director Carpenter reviewed the Staff report in regard to the DNR ReLeaf Community Forest Grant Program. He shared that they were awarded over \$140,000 as a part of this grant, as well as an In-kind match of \$42,500.00.

Robinson asked if they will be able to spend all of the funds. Carpenter said yes and explained they already have very accurate pricing for this.

Robinson asked how they are choosing vendors for this work. Carpenter shared that he and Thunstrom are working on writing an RFP to request proposals from contractors.

Robinson asked if there are any local vendors that would be eligible to submit a proposal. Carpenter said yes.

Robinson asked if this is one time funding or if the program will be extended. Carpenter shared this has been going on for a few years and they will have this funding through 2026 when they can reapply for the grant again.

Robinson asked if they have found a way to repair or treat trees as opposed to having to buy new ones. Carpenter explained that before they applied for the grant program they had been testing this at Community Park. He shared they started injecting the trees in this area about three years ago and they are now dead. He said that once it is noticed that a tree is dying, it is too late. He stated they want to remove and replace these trees. He added that they will go off of the expertise of the contractor when deciding what to do.

Kreklow asked if it is part of the plan to maintain these new trees to make sure they do not get infested again. Carpenter explained there are ways to mitigate this. He said that after the trees are removed, the DNR is very specific on what types of trees they can replant with. He shared they will also be watering these trees for the first few years after they are planted.

Bauer asked if the in-kind match is dollars that the City has already spent. Carpenter explained they already have spent time working on this plan. He said these are in-house dollars as they will be adding this work to their daily duties.

MOTION BY: UDVIG SECOND: KREKLOW APPROVING THE DNR RELEAF COMMUNITY FOREST GRANT PROGRAM.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

Robinson shared that the St. Francis Chamber of Commerce will be having a Las Vegas night on January 26.

Mayor Muehlbauer shared he had the opportunity to meet with the Mayor of Oak Grove and they had a good conversation. He stated things look good for the two cities having a relationship moving forward.

13. UPCOMING EVENTS

January 2 - New City Hall Hours in effect
January 2 - URRWMO Meeting @ Oak Grove City Hall
January 11 - City Council Work Session @ 5:00 Police/Public Works Building
January 16 - City Council Meeting (Tuesday) @ 6:00 pm
January 17 - Planning Commission Meeting @ 7:00 pm
February 5 - City Council Meeting @ 6:00 pm

14. ADJOURNMENT

MOTION BY: BAUER SECOND: KREKLOW TO ADJOURN THE MEETING.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:16 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 4 – Labor & Material
DATE: January 16, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 4 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$203,207.54. The breakdown is below.

- Labor - \$98,520.87
- Material - \$104,686.67

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No. 4.

BUDGET IMPLICATION:

These will be paid out of the bond proceeds that were received in August 2023.

Attachments:

- Pay Application No. 4 Labor
- Pay Application No. 4 Material

Application and Certificate for Payment



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Agenda Item # 4B.

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	21,757.08
Changes Approved Previously	13,950.52
Changes Approved this Month	7,806.56
Current Contract Price	5,331,754.08
Work Completed and Material Stored to Date	905,359.93
Retainage 5% of Completed Work	24,865.56
Total Earned Less Retainage	880,494.37
Less Previous Certificates for payment	781,973.50

Current Payment Due \$ **98,520.87**

Balance to Finish, Plus Retainage \$ **4,451,259.71**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

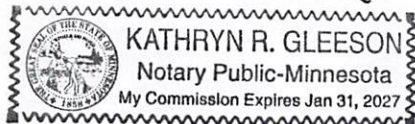
CONTRACTOR

By: *Deborah J. Adrick* Date: 12.2024

State: Minnesota
County: Hennepin

Subscribed and sworn to before me this 8th day of January, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Virgin Soehl* Date: 01/08/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified \$ **98,520.87**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet

Project: **St. Francis City Hall & Fire Station**
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ 0.00	\$ 1,370,425.00	\$ 251,349.06	52,110.88	\$ -	\$ 303,459.94	22%	\$ 1,066,965.06	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 7,150.00	293,796.00	208,250.00	-	-	208,250.00	71%	85,546.00	10,412.50	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	173,931.00	-	-	173,931.00	43%	227,584.00	8,696.55	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	310,914.00	38,864.25	-	-	38,864.25	13%	272,049.75	1,943.21	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	66,870.00	-	-	-	-	0%	66,870.00	-	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	201,619.00	-	-	-	-	0%	201,619.00	-	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	70,200.00	-	-	-	-	0%	70,200.00	-	5%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	2,749.00	2,749.00	-	-	2,749.00	100%	0.00	137.45	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	-	-	-	-	0%	15,000.00	-	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 1,559.00	77,550.00	-	-	-	-	0%	77,550.00	-	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	-	-	-	-	0%	23,352.00	-	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	25,641.00	-	-	-	-	0%	25,641.00	-	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	-	-	-	-	0%	82,500.00	-	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	-	-	-	-	0%	378,500.00	-	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	-	-	-	-	0%	33,901.00	-	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	-	-	-	-	0%	26,200.00	-	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	-	-	-	-	0%	22,160.00	-	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	-	-	-	-	0%	86,770.00	-	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	13,295.00	-	-	-	-	0%	13,295.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	(1,900.00)	-	-	-	-	0%	(1,900.00)	-	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	-	-	-	-	0%	5,880.00	-	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	-	-	-	0%	4,500.00	-	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	-	-	-	-	0%	32,512.00	-	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	301.00	-	-	-	-	0%	301.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	-	-	-	0%	37,164.00	-	5%
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	73,000.00	-	-	-	-	0%	73,000.00	-	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 3,757.00	405,757.00	22,500.00	45,000.00	-	67,500.00	17%	338,257.00	3,375.00	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 1,678.00	393,678.00	-	-	-	-	0%	393,678.00	-	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 12,904.27	298,041.27	3,683.00	2,334.00	-	6,017.00	2%	292,024.27	300.85	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	-	-	-	-	0%	34,700.00	-	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ (124.00)	218,876.00	-	-	-	-	0%	218,876.00	-	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	35,766.00	-	-	-	-	0%	35,766.00	-	5%

Continuation Sheet

 **STAHL**
LEAD | IT

Agenda Item # 4B.

Project: **St. Francis City Hall & Fire Station**
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances							-					
70 80 13		Allowance for Building Permit		110,000.00	\$ 0.00	110,000.00	82,993.56	-	-	82,993.56	75%	27,006.44	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	80,418.00	-	-	-	-	0%	80,418.00	-	0%
		Subtotals		\$ 5,249,997.00	\$ 20,216.27	\$ 5,261,113.27	\$ 793,919.87	\$ 99,444.88	\$ 0.00	\$ 893,364.75	17%	\$ 4,367,748.52	\$ 24,865.56	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	1,540.81	70,640.81	10,552.49	1,442.69	-	11,995.18	17%	58,645.63	0.00	0%
		Totals		\$ 5,309,997.00	\$ 21,757.08	\$ 5,331,754.08	\$ 804,472.36	\$ 100,887.57	\$ 0.00	\$ 905,359.93	17%	\$ 4,426,394.15	\$ 24,865.56	

Application and Certificate for Payment



STA
LEAD | INSPIRE | BUILD

Agenda Item # 4B.

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	18,819.37
Changes Approved Previously	(5,112.34)
Changes Approved this Month	23,931.71
Current Contract Price	6,550,399.37
Work Completed and Material Stored to Date	611,152.18
Retainage	-
Total Earned	611,152.18
Less Previous Certificates for payment	506,465.51

Current Payment Due \$ **104,686.67**

Balance to Finish, Including Retainage \$ **5,939,247.19**

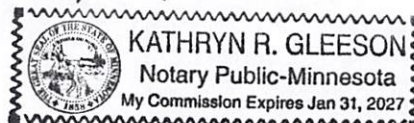
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By:  Date: 1.8.24
State: Minnesota
County: Hennepin

Subscribed and sworn to before me this 8th day of January, 2024

Notary Public: 



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By:  Date: 01/08/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified \$ **104,686.67**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet

Project: **St. Francis City Hall & Fire Station**
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance		Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%
03 30 00	Concrete		Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	110,297.00	-	-	110,297.00	49%	112,788.00	-	0%
03 41 00	Precast Concrete		Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	198,107.90	-	-	198,107.90	10%	1,782,971.10	-	0%
05 10 00	Furnish Metals		Ben's Structural	\$ 200,657.00	\$ 4,692.00	205,349.00	6,500.00	-	-	6,500.00	3%	198,849.00	-	0%
06 10 00	Rough Carpentry		Tekton	\$ 38,775.00	\$ 0.00	38,775.00	-	-	-	-	0%	38,775.00	-	0%
06 40 00	Architectural Woodwork		Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	-	-	-	-	0%	101,940.00	-	0%
06 60 00	Solid Surface / Stainless Fabrications		MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%
07 01 00	Dampproofing/Waterproofing			\$ 0.00	\$ 0.00	2,251.00	2,251.00	-	-	2,251.00	100%	0.00	-	0%
07 40 00	Metal Panels		Progressive Building Systems	\$ 9,277.00	\$ 0.00	11,022.00	-	-	-	-	0%	11,022.00	-	0%
07 50 00	Roofing		Northern Exposure	\$ 260,548.00	\$ 2,156.00	262,704.00	-	-	-	-	0%	262,704.00	-	0%
07 60 00	Flashing / Sheet Metal		MoCorp	\$ 25,000.00	\$ 0.00	25,000.00	-	-	-	-	0%	25,000.00	-	0%
07 92 00	Joint Sealants		TBD	\$ 8,000.00	\$ 0.00	8,000.00	-	-	-	-	0%	8,000.00	-	0%
08 10 00	Doors / Frames / Hardware		Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	-	-	-	-	0%	188,165.00	-	0%
08 36 00	Sectional OH Doors		TBD	\$ 190,981.00	\$ 0.00	190,981.00	-	-	-	-	0%	190,981.00	-	0%
08 40 00	Glass/Glazing		East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	-	-	-	-	0%	210,200.00	-	0%
09 20 00	Drywall		Prestige	\$ 145,000.00	\$ (500.00)	144,500.00	-	-	-	-	0%	144,500.00	-	0%
09 30 00	Tiling		Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	-	-	-	-	0%	34,536.00	-	0%
09 50 00	Acoustical Ceilings		Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	-	-	-	-	0%	40,300.00	-	0%
09 62 00	Specialty Flooring		Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%
09 68 00	Carpet		Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	-	-	-	-	0%	75,640.00	-	0%
09 90 00	Painting / VWC		Wasche	\$ 14,700.00	\$ 40.00	14,740.00	-	-	-	-	0%	14,740.00	-	0%
10 14 00	Signage		TBD	\$ 62,396.00	\$ 0.00	62,396.00	-	-	-	-	0%	62,396.00	-	0%
10 22 26	Operable Partitions		Skold	\$ 7,200.00	\$ 9,100.00	25,400.00	-	-	-	-	0%	25,400.00	-	0%
10 51 70	Security Lockers		Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	-	-	-	-	0%	22,370.00	-	0%
10 75 00	Light Poles		Construction Supply	\$ 44,955.00	\$ 0.00	44,955.00	-	-	-	-	0%	44,955.00	-	0%
11 99 00	Fire Pole		McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	15,466.67	-	-	15,466.67	31%	34,533.33	-	0%
12 20 00	Window Treatments		TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	-	-	-	0%	35,530.00	-	0%
12 36 00	Solid Surface Countertops		Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	-	-	-	-	0%	76,135.00	-	0%
13 24 00	Steam Bath		TBD	\$ 13,447.00	\$ 0.00	5,936.00	-	-	-	-	0%	5,936.00	-	0%
14 20 00	Elevators		Otis	\$ 55,748.00	\$ 0.00	55,748.00	-	-	-	-	0%	55,748.00	-	0%
14 60 00	Hoist and Cranes		Aero	\$ 7,250.00	\$ 0.00	7,250.00	-	-	-	-	0%	7,250.00	-	0%
21 00 00	Fire Suppression		Breth Zen Zen	\$ 58,800.00	\$ 0.00	58,800.00	-	-	-	-	0%	58,800.00	-	0%
22 00 00	Plumbing		Falcon	\$ 585,000.00	\$ 14,922.10	585,182.10	5,500.00	58,518.44	-	64,018.44	11%	521,163.66	-	0%
23 00 00	HVAC		Sentra Sola	\$ 436,000.00	\$ 4,586.00	440,586.00	-	-	-	-	0%	440,586.00	-	0%
26 00 00	Electrical		AJ Moore	\$ 844,523.00	\$ (18,998.58)	825,524.42	27,005.00	45,277.00	-	72,282.00	9%	753,242.42	-	0%
31 00 00	Earthwork		D.W.	\$ 99,500.00	\$ 0.00	99,500.00	97,000.00	-	-	97,000.00	97%	2,500.00	-	0%
32 12 00	Asphalt Paving		Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	-	-	-	-	0%	48,800.00	-	0%
32 16 00	Site Concrete		Crosstown Masonry	\$ 152,000.00	\$ 2,710.00	154,710.00	-	-	-	-	0%	154,710.00	-	0%
32 90 00	Landscaping		Springfall Landscaping	\$ 45,203.00	\$ 0.00	45,203.00	-	-	-	-	0%	45,203.00	-	0%

Continuation Sheet



Agenda Item # 4B.

Project: St. Francis City Hall & Fire Station
Contractor: Stahl Construction Company
Owner: City of St. Francis
Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
App. #: 4
App. Date: January 8, 2024
Month: December, 2023

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10		Unallocated		2,980.00		2,980.00		-						
71 00 00		Contingency		40,000.00	\$ 0.00	40,000.00	-	-	-	-	0%	40,000.00	-	0%
Subtotals				\$ 6,466,580.00	\$ 18,672.52	\$ 6,494,352.52	\$ 502,127.57	\$ 103,795.44	\$ 0.00	\$ 605,923.01	9%	\$ 5,885,449.51	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	146.85	56,046.85	4,337.94	891.23	-	5,229.17	9%	50,817.68	0.00	0%
Totals				\$ 6,531,580.00	\$ 18,819.37	\$ 6,550,399.37	\$ 506,465.51	\$ 104,686.67	\$ 0.00	\$ 611,152.18	9%	\$ 5,936,267.19	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement to Conduct Excluded Bingo
DATE: January 16, 2024

OVERVIEW:

The St. Francis Athletic Booster Club has applied for an exempt permit with the MN Gambling Control Board. The St. Francis Athletic Booster Club would like to hold bingo events at the St. Francis American Legion, Post #622 on the following dates:

- March 9, 2024
- April 13, 2024
- October 12, 2024
- November 30, 2024

In order for a nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Applications to Conduct Excluded Bingo from The St. Francis Athletic Booster Club for bingo events to be held at the St. Francis American Legion.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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Page 1 of 4

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: ST. FRANCIS ATHLETIC BOOSTER CLUB Previous Gambling Permit Number: X- 95038-23-009

Minnesota Tax ID Number, if any: 87-3782140 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 8698 253rd Ave NW

City: Zimmerman State: MN Zip: 55398 County: Santi

Name of Chief Executive Officer (CEO): Tracy Torson

CEO Daytime Phone: 612-308-5108 CEO Email: tracy.torson@sfathleticboosterclub.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 3073 Bridge St. NW

Check one:

☒ City: St. Francis Zip: 55070 County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 3/9/24

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

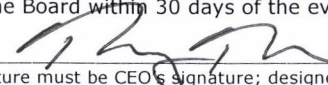
LG220 Application for Exempt Permit

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

<p>CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div><p>The city or county must sign before submitting application to the Gambling Control Board.</p></div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-3-24

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

Print Name: Tracy Torson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none">all gambling conducted on two or more consecutive days; orall gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none">a copy of your proof of nonprofit status; andapplication fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

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MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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Page 1 of 4

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

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

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

Application Fee (non-refundable)

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

ORGANIZATION INFORMATION

Organization Name: ST. FRANCIS ATHLETIC BOOSTER CLUB Previous Gambling Permit Number: X- 95038-23-009
Minnesota Tax ID Number, if any: 87-3782140 Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 8698 253rd Ave NW
City: Zimmerman State: MN Zip: 55398 County: Isanti
Name of Chief Executive Officer (CEO): Tracy Torson
CEO Daytime Phone: 612-308-5108 CEO Email: tracy.torson@sfathleticboosterclub.org
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
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Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis American Legion
Physical Address (do not use P.O. box): 3073 Bridge St. NW
Check one:
☒ City: St. Francis Zip: 55070 County: Anoka
☐ Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 4-13-24

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

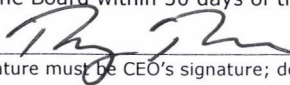
LG220 Application for Exempt Permit

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

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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-3-24

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

Print Name: TRACY TORSON

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none">all gambling conducted on two or more consecutive days; orall gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none">a copy of your proof of nonprofit status; andapplication fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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An equal opportunity employer

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

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Page 1 of 4

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Minnesota Tax ID Number, if any: 87-3782140 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 8698 253rd Ave NW

City: Zimmerman State: MN Zip: 55398 County: Isanti

Name of Chief Executive Officer (CEO): Tracy Torson

CEO Daytime Phone: 612-308-5108 CEO Email: tracy.torson@stfrancisathleticsboosterclub.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
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1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
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Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis American Legion

Physical Address (do not use P.O. box): 3073 Bridge St. NW

Check one:
☒ City: St. Francis Zip: 55070 County: Anoka
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 10-12-24

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

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-3-24

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

Print Name: Tracy Torson**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
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Only one application is required if one or more raffle drawings are conducted on the same day.

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

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

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MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none">• conducts lawful gambling on five or fewer days, and• awards less than \$50,000 in prizes during a calendar year. <p>If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.</p>	<p>Application Fee (non-refundable)</p> <p>Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.</p> <p>Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.</p>
<p>ORGANIZATION INFORMATION</p>	
<p>Organization Name: <u>ST. FRANCIS ATHLETIC BOOSTER CLUB</u> Previous Gambling Permit Number: X- <u>95038-23-009</u></p> <p>Minnesota Tax ID Number, if any: <u>87-3782140</u> Federal Employer ID Number (FEIN), if any: _____</p> <p>Mailing Address: <u>8698 253rd Ave NW</u></p> <p>City: <u>ZIMMERMAN</u> State: <u>MN</u> Zip: <u>55398</u> County: <u>Isanti</u></p> <p>Name of Chief Executive Officer (CEO): <u>Tracy Torson</u></p> <p>CEO Daytime Phone: <u>612-308-5108</u> CEO Email: <u>tracy.torson@sathleticboosterclub.org</u> (permit will be emailed to this email address unless otherwise indicated below)</p> <p>Email permit to (if other than the CEO): _____</p>	
<p>NONPROFIT STATUS</p>	
<p>Type of Nonprofit Organization (check one):</p> <p><input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Veterans <input checked="" type="checkbox"/> Other Nonprofit Organization</p>	
<p>Attach a copy of one of the following showing proof of nonprofit status:</p> <p>(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)</p> <p><input type="checkbox"/> A current calendar year Certificate of Good Standing Don't have a copy? Obtain this certificate from: MN Secretary of State, Business Services Division 60 Empire Drive, Suite 100 St. Paul, MN 55103 Secretary of State website, phone numbers: www.sos.state.mn.us 651-296-2803, or toll free 1-877-551-6767</p> <p><input checked="" type="checkbox"/> IRS income tax exemption (501(c)) letter in your organization's name Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.</p> <p><input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of <u>both</u> of the following: 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and 2. the charter or letter from your parent organization recognizing your organization as a subordinate.</p>	
<p>GAMBLING PREMISES INFORMATION</p>	
<p>Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): <u>ST. FRANCIS AMERICAN LEGION</u></p> <p>Physical Address (do not use P.O. box): <u>3073 Bridge St. NW</u></p> <p>Check one: <input checked="" type="checkbox"/> City: <u>ST. FRANCIS</u> Zip: <u>55070</u> County: <u>Anoka</u> <input type="checkbox"/> Township: _____ Zip: _____ County: _____</p> <p>Date(s) of activity (for raffles, indicate the date of the drawing): <u>11-30-24</u></p> <p>Check each type of gambling activity that your organization will conduct: <input checked="" type="checkbox"/> Bingo <input type="checkbox"/> Paddlewheels <input type="checkbox"/> Pull-Tabs <input type="checkbox"/> Tipboards <input checked="" type="checkbox"/> Raffle</p> <p>Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.</p>	

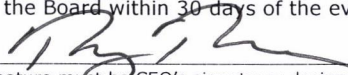
LG220 Application for Exempt Permit

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

<p>CITY APPROVAL for a gambling premises located within city limits</p> <div><input type="checkbox"/> The application is acknowledged with no waiting period.</div> <div><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</div> <div><input type="checkbox"/> The application is denied.</div> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div><p>The city or county must sign before submitting application to the Gambling Control Board.</p></div>	<p>COUNTY APPROVAL for a gambling premises located in a township</p> <div><input type="checkbox"/> The application is acknowledged with no waiting period.</div> <div><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</div> <div><input type="checkbox"/> The application is denied.</div> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 1-3-24

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

Print Name: Tracy Torson

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none">all gambling conducted on two or more consecutive days; orall gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <ul style="list-style-type: none">a copy of your proof of nonprofit status; andapplication fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

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CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: January 16, 2024

OVERVIEW:

The St. Francis Police Department has adopted Lexipol policy 307, Officer Response to Calls which is a new policy. The department has also replaced its current Rules and Regulations and Conduct Unbecoming a Police Officer policies with Lexipol policy 318, Standards of Conduct.

ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department policies 307, Officer Response to Calls and 318, Standards of Conduct. Both policies have received legal review.

BUDGET IMPLICATION:

No direct budget impact as a result of the policy updates.

Attachments:

- St. Francis Police Department Lexipol Policies, Officer Response to Calls and Standards of Conduct.
- Former department policies Rules and Regulations and Conduct Unbecoming a Police Officer.

Officer Response to Calls

307.1 PURPOSE AND SCOPE

The State of Minnesota finds that emergency vehicle operations are an integral part of law enforcement's commitment to public safety. This policy provides for the safe and appropriate response to all emergency and non-emergency situations (Minn. Stat. § 626.8458, Subd. 1).

307.2 POLICY

It is the policy of this department to appropriately and promptly, without undue delay, respond to emergency and nonemergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

307.3 RESPONSE TO CALLS

307.3.1 RESPONSE TO EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate. Officers responding to an emergency call shall sound the siren or display at least one lighted red light to the front of the vehicle. Whenever practicable, during an emergency call response the officer should continuously operate emergency lighting equipment and sound the siren (Minn. Stat. § 169.03 et seq.; Minn. Stat. § 169.17).

Responding with a red light, emergency lighting and/or siren does not relieve the operator of an authorized emergency vehicle or a law enforcement vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others. The use of any other warning equipment without emergency lights and siren does not provide an exemption under Minnesota law (Minn. Stat. § 169.17).

Officers should only respond with a red light, emergency lights and/or siren when so dispatched or when circumstances reasonably indicate an emergency response is appropriate. Officers not responding with a red light, emergency lights and/or siren shall observe all traffic laws.

307.3.2 LIGHTING EXEMPTION OF LAW ENFORCEMENT VEHICLES

An officer may operate a vehicle without lights as otherwise required while performing law enforcement duties when the officer reasonably believes that operating the vehicle without lights is necessary to investigate a criminal violation or suspected criminal violation of state laws, rules or orders, or local laws, ordinances or regulations. The operation of a vehicle without lights must be consistent with the standards adopted by Minnesota Peace officer Standards and Training Board (POST) (Minn. Stat. § 169.541).

307.4 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized

Officer Response to Calls

and emergency response is not required, the requesting officer shall promptly notify Central Communications.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required (if known)

307.4.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

307.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call officers may (Minn. Stat. § 169.03; Minn. Stat. § 169.17):

- (a) Proceed cautiously past a red or stop signal or stop sign but only after slowing down and utilizing a red light or siren as may be necessary for safe operation.
- (b) Exceed any speed limits, provided this does not endanger life or property.
- (c) Disregard regulations governing direction of movement or turning in specified directions as authorized by law.
- (d) Disregard regulations governing parking or standing when using a warning lamp.

The decision to continue an emergency call response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Central Communications. An officer shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

When emergency vehicles are on the scene of an emergency and pose any hazard, or when the vehicle operators seek exemption to park, stop or stand contrary to any law or ordinance pursuant to Minn. Stat. § 169.541, adequate warning lights shall be operated whenever practicable.

307.6 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency response has been initiated, the supervisor shall verify the following:

Officer Response to Calls

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The supervisor shall, whenever practicable, monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency call response, the supervisor should consider the following:

- The type of call or crime involved.
- The necessity of a timely response.
- Traffic and roadway conditions.
- The location of the responding units.

307.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency call response and respond accordingly. The officer shall notify a supervisor or Central Communications of the equipment failure so that another unit may be assigned to the emergency response.

307.8 TRAINING

The Instructor shall ensure the frequency and content of emergency vehicle operations training meets or exceeds that required by law (Minn. Stat. § 626.8458).

Standards of Conduct

318.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the St. Francis Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

318.1.1 STANDARDS OF CONDUCT FOR PEACE OFFICERS

The St. Francis Police Department adopts the Professional Conduct of Peace Officers model policy established and published by the Minnesota Board of Peace Officer Standards and Training Board (POST) (Minn. Stat. § 626.8457). This model policy applies to all peace officers of this department.

See attachment: MN POST Professional Conduct of Peace Officers Model Policy.pdf

The provisions of this policy are in addition to collective bargaining agreements or any other applicable law.

The Department shall report to POST any data regarding the investigation and disposition of cases involving alleged misconduct of officers (Minn. Stat. § 626.8457, Subd. 3).

318.2 POLICY

The continued employment or appointment of every member of the St. Francis Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

318.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

318.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or

Standards of Conduct

shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

318.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

318.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Minnesota constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

318.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action

Standards of Conduct

for violation of other rules, standards, ethics, and specific action or inaction that is detrimental to efficient department service.

318.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

318.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the St. Francis Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

318.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

318.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.

Standards of Conduct

- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know, of such criminal activities, except as specifically directed and authorized by this department.
- (f) Supporting or participating in the activities of a hate or extremist group (Minn. Stat. § 626.8436).

318.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

318.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

318.5.7 EFFICIENCY

- (a) Neglect of duty.

Standards of Conduct

- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

318.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department--related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:

Standards of Conduct

1. Unauthorized attendance while on-duty at official legislative or political sessions.
 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

318.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

Standards of Conduct

318.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

318.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Attachments

MN POST Professional Conduct of Peace Officers Model Policy.pdf

PROFESSIONAL CONDUCT OF PEACE OFFICERS MODEL POLICY

MN STAT 626.8457

I. POLICY

It is the policy of the _____ (law enforcement agency) to investigate circumstances that suggest an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

II. PROCEDURE

This policy applies to all officers of this agency engaged in official duties whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted this policy also applies to off duty conduct. Conduct not mentioned under a specific rule but that violates a general principle is prohibited.

A. PRINCIPLE ONE

Peace officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

1. **Rationale:** Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.

2. Rules

- a) Peace officers shall not knowingly exceed their authority in the enforcement of the law.
- b) Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence, except where permitted in the performance of duty under proper authority.
- c) Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
- d) Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction.
- e) Peace officers will not, according to MN STAT 626.863, knowingly allow a person who is not a peace officer to make a representation of being a peace officer or perform any act, duty or responsibility reserved by law for a peace officer.

B. PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

1. **Rationale:** Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

2. Rules

- a) Peace officers shall carry out their duties with integrity, fairness and impartiality.

- b) Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
- c) Peace officers shall truthfully, completely, and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- d) Peace officers shall take no action knowing it will violate the constitutional rights of any person.
- e) Peace officers must obey lawful orders but a peace officer must refuse to obey any order the officer knows would require the officer to commit an illegal act. If in doubt as to the clarity of an order the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
- f) Peace officers learning of conduct or observing conduct that is in violation of any law or policy of this agency shall take necessary action and report the incident to the officer's immediate supervisor who shall forward the information to the CLEO. If the officer's immediate supervisor commits the misconduct the officer shall report the incident to the immediate supervisor's supervisor.

C. PRINCIPLE THREE

Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

1. **Rationale:** Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.
2. **Rules**
 - a) Peace officers shall provide every person in our society with professional, effective and efficient law enforcement services.
 - b) Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

D. PRINCIPLE FOUR

Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their agency or otherwise impairs their ability or that of other officers or the agency to provide law enforcement services to the community.

1. **Rationale:** A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.
2. **Rules**

- a) Peace officers shall not consume alcoholic beverages or chemical substances while on duty except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in c).
- b) Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
- c) Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
- d) Peace officers, whether on or off duty, shall not engage in any conduct which the officer knows, or should reasonably know, constitutes sexual harassment as defined under Minnesota law, including but not limited to; making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- e) Peace officers shall not commit any acts which constitute sexual assault or indecent exposure as defined under Minnesota law. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- f) Peace officers shall not commit any acts which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or workplace.
- g) Peace officers, in the course of performing their duties, shall not engage in any sexual contact or conduct constituting lewd behavior including but not limited to, showering or receiving a massage in the nude, exposing themselves, or making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the agency.
- h) Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or agency. This rule does not prohibit those associations that are necessary to the performance of official duties or where such associations are unavoidable because of the officer's personal or family relationships.

E. PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

- 1. **Rationale:** Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.
- 2. **Rules**
 - a) Peace officers shall exercise reasonable courtesy in their dealings with the public, other officers, superiors and subordinates.

- b) No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
- c) Peace officers shall promptly advise any inquiring citizen of the agency's complaint procedure and shall follow the established agency policy for processing complaints.

F. PRINCIPLE SIX

Peace officers shall not compromise their integrity nor that of their agency or profession by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments or by using their status as a peace officer for personal, commercial or political gain.

1. **Rationale:** For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the agency.

2. Rules

- a) Peace officers shall not use their official position, identification cards or badges for: (1) personal or financial gain for themselves or another person; (2) obtaining privileges not otherwise available to them except in the performance of duty; and (3) avoiding consequences of unlawful or prohibited actions.
- b) Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
- c) Peace officers shall refuse favors or gratuities which could reasonably be interpreted as capable of influencing official acts or judgments.
- d) Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually oriented adult entertainment. This rule does not prohibit officers from conducting walk-throughs of such establishments as part of their regularly assigned duties.
- e) Peace officers shall:
 - not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this agency in connection with advertisements for any product, commodity or commercial enterprise;
 - maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
 - not make endorsements of political candidates while on duty or while wearing the agency's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

G. PRINCIPLE SEVEN

Peace officers shall not compromise their integrity, nor that of their agency or profession, by taking or attempting to influence actions when a conflict of interest exists.

1. **Rationale:** For the public to maintain its faith in the integrity and impartiality of peace officers and their agencies officers must avoid taking or influencing official actions

where those actions would or could conflict with the officer's appropriate responsibilities.

2. Rules

- a) Unless required by law or policy a peace officer shall refrain from becoming involved in official matters or influencing actions of other peace officers in official matters impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
- b) Unless required by law or policy a peace officer shall refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
- c) A peace officer shall not use the authority of their position as a peace officer or information available to them due to their status as a peace officer for any purpose of personal gain including but not limited to initiating or furthering personal and/or intimate interactions of any kind with persons with whom the officer has had contact while on duty.
- d) A peace officer shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

H. PRINCIPLE EIGHT

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

- 1. **Rationale:** Peace officers are entrusted with vast amounts of private and personal information or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information and to maintain public faith in the officer's and agency's commitment to preserving such confidences.

2. Rules

- a) Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- b) Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- c) Peace officers shall not divulge the identity of persons giving confidential information except as required by law or agency policy.

I. APPLICATION

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with MN STAT 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by *MN RULES* 6700.2000 to 6700.2600.

PB Rev 01/2011



TITLE: RULES AND REGULATIONS	NUMBER: 300
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

300.01 PURPOSE AND APPLICATION-

The purpose of these regulations is to provide a basis for the orderly and discipline performance of duty. Their publication will promote a surer knowledge of what is expected of personnel generally and of all ranks and assignments specifically. This should result in a greater degree of self-assurance in all positions. In relationships between the ranks, it should be our individual aim to building continuously mutual respect and confidence, which is essential to police operations. These regulations are a supplement to the City Personnel Rules and, if applicable, union contract. Employees are required to observe the requirements of the personnel policies, union contract and these regulations.

300.02 LOYALTY - Loyalty to the City, the department and to associates is an important factor in departmental morale and efficiency. Members and employees should maintain a loyalty to the City, to the department and their associates as is consistent with law, personal ethics and professional standards.

300.03 GENERAL RESPONSIBILITIES - Members of the department shall, within the boundaries of the City of St. Francis, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property, and enforce the Criminal Law of the United States, State of Minnesota, and the Ordinances of the City of St. Francis.

300.04 DEPARTMENT - All employees of the department shall be governed by the ordinary and reasonable rules of good conduct and behavior in their private and professional lives.

300.05 COORDINATION - In carrying out the functions of the department, members shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standards of efficiency.

- 300.06 COOPERATION BETWEEN THE RANKS** - The cooperation between the various ranks and between patrol and other divisions is essential to effect law enforcement.
- 300.07 COOPERATION WITH OTHER AGENCIES** - Officers shall cooperate with all law enforcement agencies, other city departments and public service organizations and shall give aid and information as such organizations may be entitled to receive consistent with departmental orders.
- 300.08 VIOLATION OF RULES** - Officers shall not commit any other acts or omit any other acts, which constitute a violation of any of the rules, regulations, directives, orders or policies of the department. Ignorance of the rules, regulations, directives, orders or policies shall not be considered as a justification for any such violations. Officers shall be responsible for their own acts and they shall not shift to others the burden of responsibility for executing or failing to execute a lawful order or police duty.
- 300.09 COURTESY** - Officers shall be courteous to the public. Officers shall be tactful in the performance of their duties, shall control their tempers and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.
- 300.10 KNOWLEDGE OF ORDINANCE AND REGULATIONS** - Every member is required to establish and maintain a working knowledge of municipal ordinance currently in force, the rules and policies of the department and the general and special orders of the department.
- 300.11 CONFORMANCE TO LAWS** - Officers shall obey all laws of the United States, of this state and of the local jurisdiction. A conviction of the violation of any law excluding petty misdemeanors shall be cause for disciplinary action.
- 300.12 REPORTING FOR DUTY** - Members of the department shall be punctual in reporting for duty at the time designated by their commanding officer. Failure to report promptly at the time directed may be deemed neglect of duty and made the subject of charges. A member should report sickness or illness at least two hours prior to the time he/she is due to report for duty. Once having reported off sick, the member shall keep the department advised as to his/her status and expected return to duty.

- 300.13 MAINTAINING OF COMMUNICATIONS** - Officers on duty or when officially on call shall be available by normal communications or shall keep the department or supervisor informed of the means by which they may be reached when not immediately available.
- 300.14 VISITING PROHIBITED ESTABLISHMENTS** - Officers shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state or local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a supervisor.
- 300.15 ASSOCIATIONS** - Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, gamblers, suspected felons, persons under criminal investigation or indictment, or who have reputation in the community for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the officer.
- 300.16 GAMBLING** - Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders for a superior officer.
- 300.17 PERSONAL APPEARANCE – SEE SECTION 400 - 402**
- 300.18 ABSENCE FROM DUTY** - Every member or employee who fails to appear for duty at the date, time and place specified for so doing without the consent of competent authority is "absent without leave." All scheduled time off, with the exception of justified sick leave, shall be granted only with prior permission from a Supervisor or any other person specifically given the authority to grant such leave. This will include vacation, holidays and unpaid leave. While it is preferred that normal channels with such advance notice being at least ten (10) days, days off may be granted if the Supervisor determines that such can be handled by the shift schedule, with lesser notice. At the time this general order is being put into effect, no persons other than the Chief of Police and Sergeant are authorized to approve time off requests and enter days onto the Duty Schedule.
- Any person failing to report for duty due to an unauthorized leave will be considered absent without leave.
- 300.19 LOITERING** - Officers shall not loiter in cafes, drive-ins, service stations or other public places except for purpose of transacting police business or to take regular meals and/or coffee breaks as provided for in departmental orders. When on duty, employees shall not loiter in or around the police

headquarters. If it is necessary to conduct business in these areas, it should be done as quickly as possible.

- 300.20 SLEEPING, LOAFING, OR IDLING ON DUTY** - Sleeping or loafing while on duty will be considered as neglect of duty.
- 300.21 ALCOHOLIC BEVERAGES IN POLICE INSTALLATIONS** - Officers shall not bring into or store alcoholic beverages in any police facility or police vehicle except alcoholic beverages, which are being held as evidence.
- 300.22 CITIZEN COMPLAINTS** - Officers shall courteously and promptly accept and record in writing any complaint made by a citizen against any officer or any department policy or procedure. Officers shall never attempt to dissuade any citizen from lodging a complaint against any officer or department policy or procedure. Officers shall notify their superior officer of a complaint as required by department procedures. If no superior officer is on duty when the complaint is received, the officer accepting the complaint shall notify a supervisor as soon as practical. (See Procedure 307.00).
- 300.23 RESPONDING TO CALLS** - Members of the department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls shall take precedence; however, all calls shall be answered as soon as possible, consistent with normal safety precautions and vehicular laws. If, due to the volume of calls or shortage of personnel, there becomes a backlog of unanswered calls, officers will take calls on a priority basis.
- 300.24 IMMEDIATE ACTION** - Except where circumstances make it necessary for members to report a matter or refer a complaint to a more suitable member or agency, members shall take suitable action on reports and complaints by a private person. Proper requests for information or assistance shall be fulfilled and members shall aid the person in otherwise obtaining the requested information or assistance.
- 300.25 REFERRALS** - No officer shall refer any citizen to the Mayor or Council members. If the request cannot be handled by the officer, it shall be referred up the chain of command.
- 300.26 CONTACTING PUBLIC OFFICIALS** - No member shall contact a Council member, the Mayor, City Administrator or Assistant Administrator on police problems except through regular channels or by permission of the Chief. Any member contacted by the Mayor, Council member, City Administrator or the Assistant Administrator about police business shall immediately notify the Chief of Police through normal channels of the incident and all details involved.

- 300.27 CARE OF DEPARTMENTAL PROPERTY** - All members are responsible for the safekeeping and proper care of all property used by them and belonging to the department. Property shall only be used for official purposes and in the capacity for which it was designed.
- 300.28 DAMAGED OR INOPERATIVE PROPERTY OR EQUIPMENT** - Members and employees shall immediately report to their supervisor on designated forms the loss or damage to the departmental property assigned to or used by them. The immediate superior will be notified of any defects or hazardous conditions existing in any departmental equipment or property.
- 300.29 COURT APPEARANCE** - Attendance at a court or quasi-judicial hearing as required is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent authority. While appearing in court, either the official uniform or "dress" clothes will be worn. Weapons will not be displayed unless wearing the uniform or permitted by the court. Members shall present a neat and clean appearance avoiding any mannerisms, which might imply disrespect to the court.
- 300.30 COURT DEMEANOR** - Members of the department shall observe the utmost attention and respect toward magistrates or other officers of the courts at all times. When giving testimony, they shall speak in a distinct, clear, audible tone to be easily heard by the court and jury. They shall not chew gum or smoke in court. They shall testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress or overstate the slightest circumstance with a view of favoring or discrediting any person. When cross-examined, they shall answer with the same readiness and civility as when testifying in support of a charge, remembering that the needs of justice will be promoted by showing a desire simply to tell the whole truth, whether it will be in favor or against the defendant.
- 300.31 GIFTS, GRATUITIES, AND LOANS** - No member of the department shall accept either directly or indirectly any gift, gratuity, loan or anything of value arising from or offered because of police employment or any activity connected with said employment. No member shall accept any gift, gratuity, loan or other thing of value, the acceptance of which could in any manner tend to influence directly or indirectly the action of said member to other members or employees in any matters of police business, or which might tend to cast adverse reflection on the department or any member or employee thereof. The accepting of free or reduced in price food, and/or drink, including coffee free, from establishments selling such products is expressly prohibited. No member of the department individually or collectively shall solicit any reward for the performance of duties nor shall

any member accept any reward except upon the expressed permission of the Chief of Police.

- 300.32 ABUSE OF POSITION** – All members are prohibited from using their official position, official identification cards or badges; (a) for personal or financial gain, (b) for obtaining privileges not otherwise available to them except in the performance of duty, or (c) for avoiding consequences of illegal acts. Members may not lend their identification cards or badges to another person, or permit them to be photographed or reproduced without the approval of the Chief.
Use of name, photograph or title: Members shall not permit or authorize the use of their names, photographs or official titles, which identify them as officers, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.
- 300.33 ENDORSEMENTS AND REFERRALS** - Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to process it or requests assistance, members shall proceed in accordance with established departmental procedures.
- 300.34 ACCEPTANCE OF FEES, COMPENSATION** - No member of the department shall accept any fees or compensation of any kind from any person's agencies, courts, court officials, or any others except such fees and compensation as are specifically provided and authorized by law. Officers may charge a fee to meet with insurance companies, investigators, attorneys, or their representatives on their own time.
- 300.35 OTHER TRANSACTIONS** - Every member and employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to his attention or which arose out of departmental employment except as may be officially authorized by the Chief of Police.
- 300.36 PROCESSING PROPERTY** - Property, which has been discovered, gathered or received in connection with departmental responsibilities, will be processed in accordance with established departmental procedures. Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property found in connection with an investigation or with police actions except in accordance with established departmental procedures. Property shall not be kept in an officer's personal locker.

- 300.37 OFF DUTY REPORTING IN EMERGENCIES** - Members off duty shall, upon official notice, report for duty immediately upon receipt of notification and comply with instructions given at the time of notification. Members shall report immediately in the event of any major disaster.
- 300.38 OFF DUTY NEIGHBORHOOD DISPUTES** - Members shall not intentionally become involved in neighborhood quarrels or disputes when off duty. These disputes should be handled by disinterested persons or on duty officers.
- 300.39 PUBLIC APPEARANCE AND STATEMENTS** - Officers shall not publicly criticize or ridicule the department, its policies, or other officers by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, tends to undermine the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. Officer shall not address public gatherings, appear on radio or television, prepare any articles of publication, act as correspondents to a newspaper or a periodical, release or divulge investigate information or any other matters of the department while holding themselves out as having an official capacity in such matters without official sanction or proper authority. Officers may lecture on "police" or other related subjects only with the prior approval of the Chief or the Chief's designee.
- 300.40 CRITICISM OF CITY AND DEPARTMENT** - Constructive criticism of any department, operation, and employee policy of local government is encouraged. Whenever there are any such constructive criticisms, they shall only be discussed with members of the department and shall be transmitted up the chain of command by appropriate action.
- 300.41 CRITICISM OF OFFICERS** - Every member shall refrain from making any statement or allusion, which discredits or disparages any member, except when reporting to superiors as required by these rules. Every member shall accord courtesy, consideration and cooperation to every member. Officers shall avoid the manifestation of any unfriendliness toward any member.
- 300.42 UNCALLED FOR REMARKS** - No officer or member of the department shall make any uncalled for remarks to any officer or member of the department, which may bring the department any officer or member thereof into disrepute, or subject it or them to any ridicule. Any such matter shall be brought to the attention of the Chief of Police through the chain of command.
- 300.43 FALSE OFFICIAL REPORTS** - No officer or member shall make a false official report, or make a false statement or gossip about any member or officer of the department, or the business of the department, to the

discredit or to the detriment of any such officer or member of the department, or the department as a whole.

- 300.44 ABUSE OF THE PROCESS/WITHHOLDING EVIDENCE** - Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove tamper with, or withhold evidence of information, or make false accusations of a criminal or traffic charge.
- 300.45 DEPARTMENTAL REPORT, TRUTHFULNESS** - Officers shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by officers shall be truthful and complete, and no officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information.
- 300.46 ASSISTANCE TO OTHER MEMBERS** - All members are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger might be impending.
- 300.47 OPERATION OF VEHICLES** - Officers shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the state and all departmental orders pertaining to such operation. Officers shall set a proper example for other persons by their operation of a vehicle. Loss or suspension of a civilian-driving license shall be reported to a supervisor immediately.
- 300.48 USE OF DEPARTMENT EQUIPMENT** - Officers shall utilize department equipment only for its intended purpose, in accordance with established departmental procedures and shall not abuse, damage or lose department equipment. All department equipment issued to officers, including manuals, shall be maintained in proper order.
- 300.49 CITIZENS IN PATROL CARS** – Persons allowed to ride in police vehicles include members of the department, reserve officers, individuals detained or being transported in the course of law enforcement work and those authorized under section 319.00 (Ride Along Policy).
- 300.50 PERSONAL ADVERTISING** - Employees shall not permit the use of their photographs or names for advertising purposes; or by testimonial, recommendation, or other means participate in any advertising scheme or enterprise related to or based upon their employment with the department without approval of the Chief of Police.
- 300.51 EMPLOYMENT OUTSIDE OF DEPARTMENT** - Officers may engage in off-duty employment subject to the following limitations; (1) such employment shall not interfere with the officer's employment with the department; (2) officers shall not engage in any employment or business

involving the sale or distribution of alcoholic beverages, investigative work for insurance agencies, collection agencies, attorneys or bail bond agencies, or knowingly work for an employer who has been convicted of a felony or who associates with convicted felons; (3) officers may wear items of their St. Francis Police uniforms only upon the approval of the Police Chief; (4) officers shall not identify themselves as St. Francis Police officers as a part of their outside employment except as they would lawfully identify themselves as police officers in an emergency situation; (5) officers shall not allow such off-duty employment to cause them to report for their police duties physically and/or mentally exhausted so as to affect the performance of their duties; and (6) such employment shall not interfere with the scheduling of the officer's regular duty hours.

- 300.52 UNNECESSARY INTERFERENCE, PRIVATE BUSINESSES** - Officers shall not interfere unnecessarily with the lawful business of any person.
- 300.53 CIVIL ACTIONS** - Employees shall not institute any civil action arising out of their official duties without first notifying the Chief of Police. Officers shall not use their position with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the officer.
- 300.54 PAYMENTS FOR LINE OF DUTY INJURY** - Employees or members shall not accept or agree to accept anything for personal injury incurred in the line of duty without first notifying the Chief of Police.
- 300.55 CIVIL DISPUTES** - Members shall avoid entering into civil disputes while performing their police duties, but shall prevent or abate breach of the peace or crime in all such cases.
- 300.56 TESTIFYING FOR THE DEFENDANT** - Any member or employee subpoenaed to testify for the defense in any trial or hearing or against the City or department, in any hearing or trial shall notify the Chief of Police upon receipt of the subpoena.
- 300.57 CHANGE OF ADDRESS** - Members shall notify the department within 24 hours of change of address.
- 300.58 TELEPHONE** - Officers shall immediately report any changes of telephone numbers to their superior officers and to such other persons as may be appropriate.
- 300.59 RESPECT TO SUPERIORS** - Every member shall accord respect to his commander, superior or supervisor at all times and shall refrain from critical or derogatory comment on orders received from or issued by that person.

- 300.60 INFORMING SUPERIORS** - Members shall inform superiors of any matter coming to their attention, which may affect the welfare, or be of interest to the department or any other City service.
- 300.61 CRITICISM OF ORDERS** - Members and employees shall not publicly criticize instructions or orders they have received.
- 300.62 INSUBORDINATION** - Officers shall promptly obey any lawful order of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.
- 300.63 CONFLICTING ORDERS** - Should any order conflict with any previous order from any other superior officer, the member shall promptly and respectfully call attention to such conflict or order for the benefit of said officer. If said superior officer does not change the order to obviate such conflicts, the order shall stand.
- 300.64 UNLAWFUL ORDERS** - No commanding or supervisory officer shall knowingly issue any order, which is in violation of any federal, state or local law or departmental order or rule.
- 300.65 ACTING SUPERIORS** - A member temporarily filling the position of a superior, in an acting capacity, shall be vested with all the authority and responsibility of the superior.
- 300.66 FORWARDING COMMUNICATIONS TO HIGH COMMAND** - Any member or employee receiving a written communication for transmission to a high command shall, in every case, forward such communication from a subordinate direction to a high command.
- 300.67 OFFICER IN CHARGE** - At the scene of any occurrence, in the absence of a commanding officer, the initial Officer assigned will be in charge.
- 300.68 RADIO DISCIPLINE** - All members of the department operating the police radio shall strictly observe regulations for such operation as set forth in departmental orders, by Anoka County, and by the Federal Communications Commission.
- 300.69 AVAILABILITY WHEN ON DUTY** - Members on duty shall not conceal themselves except for some police purposes. They shall be immediately and readily available to the public during duty hours.

- 300.70 DUTY REQUIRED** - Employees on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned.
- 300.71 ORDERS** - Any order posted on the bulletin boards of the department over the signature of commanding officers shall have the same effect as, and be construed as part of, these Rules and Regulations.
- 300.72 MARKING NOTICES OR DEFACING** - Members or employees of the department shall not mark, alter or deface any printed or written notices relating to police or to other City business. All notices of derogatory character related to official transactions with the department or the City or regarding any unit or person are prohibited.
- 300.73 OFFICIAL BUSINESS** - All members shall treat as confidential the business of the department. They shall give such information only to those authorized to receive it.
- 300.74 DIVULGING CRIMINAL RECORDS** - Contents of any criminal record or report filed in the Police department shall not be exhibited or divulged to any person other than during the process of an investigation or to another duly authorized law enforcement officer or under due process of law, except as directed by a commanding officer.
- 300.75 COMPROMISING CRIMINAL CASES** - Members and employees shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur; not participate in, or be concerned with, any activity, which might interfere with the process of law. Except in the interest of justice, they shall not attempt to have any traffic citations, notices to appear, or final warnings reduced, voided, or stricken from the records or files. Any member having knowledge of such actions and failing to inform his superior thereof shall be subject to charges.
- 300.76 INTERVENTION** - Officers shall not interfere with cases being handled by other officers of the department or by another agency or person unless;
1. Ordered to intervene by a superior officer; or
 2. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from non-inaction.
- 300.77 WITHHOLDING CRIMINAL INFORMATION** - Officers receiving or possessing facts or information relative to a criminal offense or case shall not retain such facts or information through ulterior motives, desire for personal credit, or aggrandizement, but shall report the facts or information in accordance with departmental procedure.

- 300.78 FALSE REPORTS OR ENTRIES** - No member of the department shall make false official reports or knowingly enter or cause to enter in any departmental book, record, or reports any inaccurate, false or improper police information or other material matter.
- 300.79 DEPARTMENTAL CORRESPONDENCE** - A member of the department may forward correspondence of a departmental nature over his signature without the permission of the Chief of Police, provided the correspondence is case related.
- 300.80 RELEASE OF INFORMATION TO NEWS MEDIA** - A member of the department will not issue any statement, copy of report, resume or any other information to representatives of the news media of any crime without the permission of the Chief of Police or his duly authorized representative.
- 300.81 DEPARTMENTAL INVESTIGATIONS - TESTIFYING** - Members or employees are required to fully and truthfully answer questions by or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.
- 300.82 MANUAL MAINTENANCE** - All members and employees issued departmental manuals and ordinance books are responsible for the maintenance and will make appropriate changes or inserts as directed.
- 300.83 ARRESTS** - In making arrests, members shall strictly observe the laws of arrest and use the following procedures: When arrests are made in certain danger areas, the arresting officer will remove the arrested person from the scene as soon as possible. Only necessary restraint to insure safe custody and the safety of the officer shall be employed. The arresting officer is responsible for the safety and protection of the arrested person while in his custody. He shall notify the transporting officers, if not himself, of any injury, apparent illness, or other conditions, which indicate the arrested person, may need special care.
- 300.84 CUSTODY OF PRISONERS** - Members charged with the custody of prisoners shall observe all laws and departmental orders regarding this activity. Prisoners shall be kept secure, treated firmly and humanely and shall not be subjected to unnecessary restraint.
- 300.85 PRISONERS OR SUSPECTS SAFEGUARDING** - Officers shall be cautious in the arrest and detention of prisoners or suspects and shall take all necessary precautions to prevent an escape, or the carrying of weapons on the prisoner's person after arrest, or injury to themselves or any other person, or damage to property.

- 300.86 SUBVERSIVE ORGANIZATION** - No member or employee shall knowingly become a member or connected with any subversive organization except when necessary in the performance of duty and then only under the direction of the Chief of Police.
- 300.87 REPORTING** - Members and employees shall promptly submit such reports as are required by the performance of their duties or by competent authority.
- 300.88 PAYMENT OF DEBTS** - Officers shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Officers shall not co-sign a note for any superior officer.
- 300.89 PRISONERS OR SUSPECTS, AVAILABILITY OF WEAPONS** - Officers shall not place weapons or objects adaptable for use as weapons, and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended, in any location in the police quarters normally accessible to a prisoner or suspect. This regulation does not apply to fixtures or furnishings, which are part of the physical plant.
- 300.90 PRISONER'S PROPERTY** - The arresting officer is responsible for the security of the personal property in the possession of the arrested person or under his control at the time of the arrest. He shall see that such properties are safely delivered to the proper custodial personnel, after which the officer will no longer be responsible for such property.
- 300.91 TRANSPORTATION OF PRISONERS** - When transporting a prisoner, the prisoner shall be handcuffed. The only exception to this rule being when the health or other physical condition of the prisoner does not permit it. At no time shall any person be handcuffed to any part of a motor vehicle. Handcuffs shall be double locked and behind the back, unless a physical condition does not permit it.
- 300.92 TRANSACTIONS WITH PRISONERS** - Members shall not conduct any non-police business with, or engage in any transaction with, any person confined in the jail without the expressed permission of the Chief of Police.

300.93 ARREST, SEARCH AND SEIZURE - Officers shall not make any arrest, search or seizure which they know or ought to know is not in accordance with law and established department procedures or policies.



TITLE: CONDUCT UNBECOMING A POLICE OFFICER	NUMBER: 301
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

This policy defines conduct unbecoming a peace officer. This policy supplements the ethical standard contained in the **Law Enforcement Code of Ethics**, a copy of which has been included for your reference.

301.01 POLICY

Law enforcement effectiveness depends upon community respect and confidence. Conduct, which detracts from this respect and confidence, is detrimental to the public interest and should be prohibited. The policy of this department is to investigate circumstances suggesting an officer has engaged in unbecoming conduct and if such circumstances are determined to be in violation of this policy, to impose disciplinary actions.

301.02 SCOPE

This policy applies to all officers of this agency engaged in official duties, whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted, this policy also applied to off duty conduct as well. Conduct not mentioned under a specific rule, but which violates a general principle is prohibited.

This policy is organized into eight principles governing conduct unbecoming an officer. Each principle is followed by the rationale explaining the principle and a set of rules.

301.03 PRINCIPLE ONE

Peace officers shall conduct themselves, whether on or off duty in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rule enacted to establish pursuant to legal authority.

Rationale:

Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining

the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.

Rules:

1. Peace officers shall not knowingly exceed their authority in the enforcement of the law.
2. Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogations, arrest, detention, searches, and seizures, use of informants and preservation of evidence.
3. Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
4. Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under the laws of the United States or any state or local jurisdiction in which the officer is present, except where permitted in the performance of duty under proper authority.

301.04 PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

Rationale:

Community cooperation with the police is a product of its trust that officers still act honestly and with impartiality. The peace officers, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

Rules:

1. Peace officers shall carry out their duties with integrity, fairness and impartiality.
2. Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
3. Peace officers shall truthfully, completely and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
4. Peace officers shall take no action knowing it will violate the constitutional rights of any person.

5. Peace officers must obey lawful orders, but must refuse to obey any orders the officer knows would required the officer to commit an illegal act. If in doubt as to the clarity of an order, the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
6. Peace officers learning of conduct or observing conduct, which is in violation of any law or policy of this department, shall take necessary action and report the incident to the officer's immediate supervisor, who shall forward the information to the chief law enforcement officer. If the officer's immediate supervisor commits the misconduct, the officer shall report the incident to the immediate supervisor's supervisor.

301.05 PRINCIPLE THREE

Peace officer shall perform their duties and apply the law impartially and without prejudice or discrimination.

Rationale:

Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity, and perform their duties without regard to race, color, creed, religion, national origin, and sex, and marital status, status with regard to public assistance, disability, sexual orientation or age.

Rules:

1. Peace officers shall provide every person in our society with professional and efficient law enforcement services.
2. Peace officers shall not express, whether by act, omission or statement, prejudice concerning race, color, creed, religion, national origin, sex, and marital status with regard to public assistance, disability, sexual orientation or age.
3. Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, sexual orientation or age.

301.06 PRINCIPLE FOUR

Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their department or otherwise impairs their ability

or that of other officers or the department to provide law enforcement services to the community.

Rationale:

A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by public.

Rules:

1. Peace officers shall not consume alcoholic beverages or chemical substances, while on duty, except as permitted in the performance of official duties, and under no circumstance while in uniform.
2. Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
3. Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
4. Peace officers, while on duty, shall not commit any act, which, as defined under Minnesota law, constitutes sexual harassment, including but not limited to making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
5. Peace officers, while off duty, shall not engage in any conduct which the officers knows, or reasonably should know, constitutes an unwelcome sexual advance or request for sexual favor, or unwelcome sexually motivated physical contact or other unwelcome verbal or physical conduct or communication of a sexual nature.
6. Peace officers shall not commit any acts, which, as defined under Minnesota law, constitute sexual assault or indecent exposure. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.

7. Peace officers shall not commit any acts, which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or work place.
8. Peace officers shall not, in the course of performing their duties, engage in any sexual contact or conduct constituting lewd behavior, including but not limited to, showering or receiving a massage in the nude, exposing themselves or otherwise making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the department.
9. Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or department. This rule does not prohibit those associations that are necessary to the performance of official duties, or where such associations are unavoidable because of the officer's personal or family relationships.

301.07 PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

Rationale:

Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.

Rules:

1. Peace officers shall exercise reasonable courtesy in their dealings with the public, fellow officers, superiors and subordinates.
2. No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
3. Peace officers shall promptly advise any inquiring citizen of the department's complaint procedure and shall follow the established department policy for processing complaints.

301.08 PRINCIPLE SIX

Peace officers shall not compromise their integrity, nor that of their department or profession, by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their

official acts or judgments, or by using their status as a peace officer for personal, commercial, or political gain.

Rationale:

For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the department.

Rules:

1. Peace officers shall not use their official position, identification cards or badges: (1) for personal or financial gain, for themselves or another person; (2) for obtaining privileges not otherwise available to them except in the performance of duty; and (3) for avoiding consequences of unlawful or prohibited actions.
2. Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
3. Peace officers shall refuse favors or gratuities, which could be reasonably interpreted as capable of influencing official acts or judgments.
4. Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have a primary purpose of providing sexually orientated adult entertainment. This rule does not prohibit officers from conducting walk-through of such establishments as part of regular assigned duties.
5. Peace officers shall:
 - (a) not authorize the use of their names, photographs or titles in a manner that identified the officer as an employee of this department in connection with advertisements for any product, commodity or commercial enterprise;
 - (b) maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity.
 - (c) not make endorsements of political candidates, while on duty, or while wearing the department's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

None of these rules shall prevent officers from engaging in the free expression of speech in their capacities as private citizens, or the rights of police fraternal or labor organizations to endorse political candidates or express views on political issues or other matters of public concern.

301.09 **PRINCIPLE SEVEN**

Peace officers shall not compromise their integrity, nor that of their department or profession, by taking or attempting to influence actions when a conflict of interest exists.

Rationale:

For the public to maintain its faith in the integrity and impartiality of peace officers and their departments, officers must avoid taking or influencing official actions where the officer's actions would or could conflict with the officer's appropriate responsibilities.

Rules:

1. Peace officers shall, unless required by law or policy, refrain from becoming involved in official matters, or influencing actions of other peace officers in official matters, impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
2. Peace officers shall, unless required by law or policy, refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
3. Peace officers shall not use the authority of their position as peace officers or information available to them due to their status as peace officers, for any purpose of personal gain including, but not limited to, initiating or further personal and/or intimate interactions of any kind with person with whom the officer has had contact while on duty.
4. Peace officers shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

301.10 **PRINCIPLE EIGHT**

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

Rationale:

Peace officers are entrusted with vast amounts of private and personal information, or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information, and to maintain public faith in the officers and department's commitment to preserving such confidences.

Rules:

1. Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
2. Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
3. Peace officers shall not divulge the identity of persons giving confidential information except as required by law or department policy.

APPLICATION

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with Minnesota Statute 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by POST Board Rules, Minn. R. Pt. 6700.2000 to 6700.2600.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Clear Gov Digital Budget Book purchase
DATE: January 16, 2024

OVERVIEW:

Attached is a proposal for Clear Gov's Digital Budget Book purchase. This last year saw the city move forward with the conversion to BS&A Software for all Financial, Payroll and Community Development processing. Clear Gov's Digital Budget Book would work with BS&A to complete the budget book each year. This solution is cloud based and would enhance the building of the budget book. Right now, the book is compiled through several spreadsheets and word documents. It is manually put together into a PDF format. This solution would pull all the parts together and automatically link to the data in BS&A.

ACTION TO BE CONSIDERED:

Approve the contract with Clear Gov for the Digital Budget Book-Civic Edition for an initial cost of \$5,700 in 2024 and the annual subscription rate is \$5,200 for 2025. The first year can be paid out of the ARP funds as we had money left in the computer software that was budgeted and the on-going fees each year would then be split between the major funds.

BUDGET IMPLICATION:

The first year can be paid out of the ARP funds as we had money left in the computer software that was budgeted and the on-going fees each year would then be split between the major funds.

Attachments:

- Clear Gov Service Order for Digital Budget Book-Civic Edition



Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

Created by	Joe Eiskant
Contact Phone	607-760-0524
Contact Email	jeiskant@cleargov.com

Order Date	Dec 14, 2023
Order valid if signed by	Jan 31, 2023

Customer Information					
Customer	St. Francis	Contact	Darcy Mulvihill	Billing Contact	Darcy Mulvihill
Address	23340 Cree Street NW	Title	Finance Director	Title	Finance Director
City, St, Zip	St. Francis, MN 55070	Email	dmulvihill@stfrancismn.org	Email	dmulvihill@stfrancismn.org
Phone	763-753-2630			PO # (If any)	

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions	Tier 1	\$ 1,800.00
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$ 1,800.00
Subscription Services	Tier	Service Fees
ClearGov BCM Digital Budget Book - Civic Edition	Tier 1	\$ 5,200.00
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$ 5,200.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Apr 1, 2024	Apr 1, 2024	ClearGov Setup Services
Pro-Rata	Apr 1, 2024	Dec 31, 2024	ClearGov Subscription Services
Initial	Jan 1, 2025	Dec 31, 2027	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Apr 1, 2024	\$ 1,800.00	One Time Setup Fee
Apr 1, 2024	\$ 3,900.00	9 Month Pro-Rata Subscription Fee
Jan 1, 2025	\$ 5,200.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein		
Billing Terms and Conditions		
Valid Until	Jan 31, 2023	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.

Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include sales, use or other taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement. In event of any conflict between the terms set forth in this ClearGov Service Order and any terms or conditions set forth in the ClearGov BCM Service Agreement, the terms of this ClearGov Service Order shall prevail.

Customer	
Signature	
Name	Darcy Mulvihill
Title	Finance Director

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities
<ul style="list-style-type: none">- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.- If Customer is subscribing to any products that require data onboarding:<ul style="list-style-type: none">- ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities
<ul style="list-style-type: none">- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.- If Customer is subscribing to any products that require data onboarding:<ul style="list-style-type: none">- Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Programable Logic Controller Replacement
DATE: January 16, 2024

OVERVIEW:

The Programable Logic Controller (PLC) is the “brain” that is integrated into the water plant and wellhouse, without it the wellhouse cannot pump water, or fill the water tower, and the water plant cannot make water. The current PLC is obsolete and is beyond repair and needs to be replaced. The City’s integrator, Total Control, will have to shut down the system and replace the PLC when the City’s water use is at a minimum because there is no way to pump water for 24 hours while this is being done. Public Works will supply water during this period from the water tower.

The tentative installation date is Fall of 2024 primarily because it will take time to acquire the hardware/software needed for the job.

ACTION TO BE CONSIDERED:

Council to approve the replacement of the Programable Logic Controller in the Water plant and Wellhouse.

BUDGET IMPLICATION:

The PLC is a CIP equipment item planned to be replaced in 2024. \$95,000 is set aside in the CIP.

Attachments:

- Total Control Systems replacement pricing for the wellhouse and water plant controllers.



Total Control Sys Agenda Item # 4F.
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

January 4th, 2023

To: Parish Barten

Re: St Francis, Minnesota – Well PLC Upgrade

Total Control Systems, Inc. (TCS) proposes the following equipment and services for the City of St. Francis SCADA system. Supply and configure new PLC components for Wells. Convert existing PLC software application to new PLC platform & make corrections not accounted for in conversion. Update FTVIEW & Win911 software applications for new address structure.

Hardware For Well #1 & #3

- Qty. 1 - 5069-L306ER Compactlogix CPU
- Qty. 1 - 5069-SERIAL Compactlogix Serial Card For Radio Communications
- Qty. 1 - 1769-AENTR Ethernet Network Module
- Qty. 1 - 1769-PA4 Power Supply
- Qty. 1 - 1769-ECR Right End Termination Card
- Qty. 2 - 1769-IA16 DC Input Card
- Qty. 2 - 1769-OW16 Relay Output Card
- Qty. 1 - 1769-IF8 Analog Input Card
- Qty. 1 - OF8C Analog Output Card
- Qty. 1 - 60W 24 VDC Power Supply

Hardware For Well #4

- Qty. 1 - Micrologix 1400 PLC

Includes: Install & configure all hardware & software
Verify all SCADA Functions

Total Project Cost: \$13,933.00 (NO Tax Included)

Does not include-

Sales Tax (Exempt)

- We acknowledge receipt of Addendum No. .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 30 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site. Freight allowed
- Start-up service/training, documentation and equipment adjustment is included as specified.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,

TOTAL CONTROL SYSTEMS, INC.

Kraig LaFreniere
KL/kd



Total Control Sys Agenda Item # 4F.
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

January 4th, 2023

To: Parish Barten

Re: St. Francis, Minnesota – WTP PLC Upgrade

Total Control Systems, Inc. (TCS) proposes the following equipment and services for the City of St. Francis SCADA system. Supply and configure new PLC components for WTP. Convert existing PLC software application to new PLC platform & make corrections not accounted for in conversion. Update FTVIEW & Win911 software applications for new address structure.

Hardware For WTP - SCP

- Qty. 1 - 5069-L320ER Compactlogix CPU
- Qty. 1 - 5069-SERIAL Compactlogix Serial Card For Radio Communications
- Qty. 1 - 1769-AENTR Ethernet Network Module
- Qty. 3 - 1769-PA4 Power Supply
- Qty. 1 - 1769-ECR Right End Termination Card
- Qty. 2 - 1769-CRL3 Expansion Cable
- Qty. 13 - 1769-IQ16 DC Input Card
- Qty. 6 - 1769-OW16 Relay Output Card
- Qty. 4 - 1769-IF8 Analog Input Card
- Qty. 2 - OF8C Analog Output Card
- Qty. 1 - 60W 24 VDC Power Supply

Includes: Install & configure all hardware & software
Verify all SCADA Functions

Total Project Cost: \$42,542.00 (NO Tax Included)

Does not include-

Sales Tax (Exempt)

- We acknowledge receipt of Addendum No. .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 30 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site. Freight allowed
- Start-up service/training, documentation and equipment adjustment is included as specified.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,

TOTAL CONTROL SYSTEMS, INC.

Kraig LaFreniere
KL/kd



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: WWTP Biosolids Removal Contract
DATE: January 16, 2024

OVERVIEW:

The City’s contract to remove biosolids from the WWTP has ended in 2023. Staff has reached out to potential contractors to obtain pricing for another five-year renewable contract to help provide flexibility to meet the limited application windows.

Processed solids are only allowed to be stored on a permitted land application site for thirty days before being cultivated into the soil. Due to this regulation, the dewatered biosolids will have to be stored at the wastewater facility site until the crops are harvested. Once the crops are harvested from the permitted land sites, the dewatered biosolids will be hauled to the sites for application and cultivation into the soil, in accordance with State and Federal regulations.

ACTION TO BE CONSIDERED:

Consider accepting the quote for the removal of biosolids from the wastewater treatment facility for the next 5 years from Fergus Power Pump to perform work as described in the amount of

- Year 1: \$86,700.00
- Year 2: \$89,250.00
- Year 3: \$92,650.00
- Year 4: \$95,200.00
- Year 5: \$99,450.00

BUDGET IMPLICATION:

Biosolids removal is a budgeted item in the yearly operations and maintenance budget for sewer.

Attachments:

- Fergus Power Pump Inc. Proposal
- Staff email
- Nutri-Ject Systems, Inc. Proposal
- Staff 2024 Biosolids pricing spreadsheet comparison



Biosolids
Management

• 24978 - 225th Street • Fergus Falls, MN 56537
Phone (218) 736-6772 • Fax (218) 736-7115
Email: fppinc@prtel.com • www.ferguspowerpump.com

12/21/23

Mr. Parish Barten
Water and Wastewater Systems Supervisor
City of St. Francis
4058 St. Francis Blvd
St. Francis, MN 55070

RE: PROPOSAL FOR REMOVAL OF BIOSOLIDS AND TANK CLEANING

Thank you for allowing Fergus Power Pump, Inc. to submit a proposal for the removal of Biosolids at St. Francis, MN. Fergus Power Pump Inc. will provide the best possible solution and production regarding the removal of Biosolids.

The proposal was prepared with the understanding services will be for a period of five (5) years.

Fergus Power Pump, Inc. will provide a belt press and all equipment to dewater approximately 850,000 gallons of Biosolids at 1 - 3% from your mechanical plant.

Fergus Power Pump, Inc. proposes the following:

Mobilization/Demobilization:

2024-2028	\$ 8,400.00
-----------	-------------

Dewatering, Hauling, Land Apply Dewater Cake (10 miles or less):

2024	850,000 gallons @ \$0.102	\$ 86,700.00
2025	850,000 gallons @ \$0.105	\$ 89,250.00
2026	850,000 gallons @ \$0.109	\$ 92,650.00
2027	850,000 gallons @ \$0.112	\$ 95,200.00
2028	850,000 gallons @ \$0.117	\$ 99,450.00

This pricing does include the cost of polymer.

Tank Cleaning and Extra Dewatering:

Fergus Power Pump Inc. Estimates there will be 200,000 gallons with wash water from the digester tank.

Since the project is tank cleaning Fergus Power Pump will charge an hourly rate instead of a per gallon rate.

The wash down will be completed by fire hose only, not pressure washing or sand blasting.

Fergus Power Pump, Inc. is not responsible for damage to any piping, should this occur during the cleaning process.

2024	Dewatering	\$875/hr EST 30 hrs
	Tank Cleaning	\$605/hr EST 30 hrs
2025	Dewatering	\$900/hr EST 30 hrs
	Tank Cleaning	\$625/hr EST 30 hrs
2026	Dewatering	\$935/hr EST 30 hrs
	Tank Cleaning	\$650/hr EST 30 hrs
2027	Dewatering	\$960/hr EST 30 hrs
	Tank Cleaning	\$675/hr EST 30 hrs
2028	Dewatering	\$975/hr EST 30 hrs
	Tank Cleaning	\$700/hr EST 30 hrs

Responsibilities of The City of St. Francis:

- The city is to supply loader and operator to load trucks at the facility.
- St. Francis will need to collect representative samples of the Biosolids and send to a lab for analysis.
- All fees associated with collecting samples and analytical fees will be the responsibility of St. Francis.
- All fees associated with collecting soil samples and analytical fees will be the responsibility of St. Francis.
- If project is to be completed in temperatures below 40 degrees F The unit needs to be place in a heated temporary structure. All fees associated with temporary structure will be the City’s responsibility.
- Provide adequate water supply for the tank cleaning as well as supply water and power for Fergus Power Pumps belt press.

Management:

Fergus Power Pump, Inc. will provide the following management services for land application.

1. Fergus Power Pump Inc. will prepare the Land Application permit for the field sites required for land application of Biosolids.

- 2. Fergus Power Pump Inc. will prepare the annual report required by the Minnesota Pollution Control Agency.
- 3. Fergus Power Pump Inc. will provide technical support and consulting services in the managing of the disposal of the Biosolids from the WWTF.

Management Cost Management services include but are not limited to; office time, meetings, telephone correspondence, preparation of reports etc. Travel includes but not limited to meetings, site reviews etc. Travel expense is the total time to and from the office and is separate from the cost for management services.

Management Services	\$125.00 per Hour
Travel	\$100.00 per Hour

Fergus Power Pump, Inc has a fixed fee for management services of **\$3,400.00 for the years 2024-2028.**

This agreement shall be in effect at the beginning of 2024 and continue for a period of five years, unless either party gives written notice to the other at least 90 days prior to the expiration of this contract. This contract will be renewed for an additional term of one year subject to all the terms and conditions contained herein, and therefore for successive subsequent one-year periods until terminated by either party as stated above. If the contract is extended for additional year, The City and Contractor agree that they may conduct an annual rate review.

Fergus Power Pump, Inc. reserves the unilateral right to modify the rates and charges in the event of any material cost, change in any law, rule, regulation, or any change in the interpretation, application, or enforcement thereof upon City of St Francis a 10 days' written notice.

FUEL CLAUSE: A fuel surcharge will be added should the price of fuel be over \$3.25 / gallon, per invoice of usage per unit. All equipment necessary will be full of fuel at the start of the project and refueled at the end of the end of the project.

Example: Surcharge = Current price of fuel \$3.85 - \$3.25 = \$0.60 * gallons used per unit

Removal and Land Application of Biosolids will be conducted as per Minnesota Pollution Control Agency, MPCA and EPA Rules within regard to land application of Biosolids. Fergus Power Pump is a MPCA Type IV Certified Corporation.

Once again, Fergus Power Pump, Inc. would like to thank you for the opportunity in submitting a proposal for City of St. Francis, MN.

If you have any questions or need clarifications, please do not hesitate to call.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

Fergus Power Pump, Inc.
a Minnesota Corporation

By: _____

Name & Title: _____

Date: _____

City of St. Francis, Minnesota

By: _____

Name & Title: _____

Date: _____

Taxpayer ID No. _____

Purchase Order No. _____

Scott Wienands

From: Parish Barten <PBarten@stfrancismn.org>
Sent: Thursday, December 21, 2023 12:00 PM
To: Scott Wienands
Subject: 5 year contract for biosolids

You don't often get email from pbarten@stfrancismn.org. [Learn why this is important](#)

EXTERNAL EMAIL: CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey Scott,

As I mentioned on the phone, we are looking for a 5 year contract for the dewatering and land applying of our bio solids.

In keeping apples to apples as far as the quote... this is what I would be looking for on a year to year basis. Example would be..

Year 1

- 1. Mobilization charge
- 2. Dewatering and land applying 850,000 gallons on our permitted sites
- 3. Tank cleaning each year.. roughly 200,000 gallons
- 4. Management fee per year for reporting and or any other fees associated with this work.

And so on each year for 5 years.

It was nice to talk to you earlier and look forward to hearing from you. Merry Christmas!

Thanks,

Parish Barten
Water and Wastewater systems Supervisor
City of St. Francis
4058 St.Francis blvd
St.Francis, Mn 55070
763-235-2305
PBarten@stfrancismn.org



NUTRI-JECT SYSTEMS, INC.

515 FIFTH STREET - PO BOX 398 - HUDSON, IOWA 50643

Phone: 319-988-4205 Fax: 319-988-3506

Turnkey Biosolids Management

Dredging, Digester Cleaning, Biosolids Hauling,

Land Application of Dry and Liquid Biosolids

High Pressure Water Blasting

QUOTATION FOR:	City of St. Francis 4058 St Francis Blvd. St. Francis, MN 55070 Attn: Parish Barten, Supt. Phone: 763-235-2305	DATE OF QUOTE:	12/28/2023
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WE ARE PLEASED TO SUBMIT A QUOTATION FOR THE FOLLOWING:

Dewatering and Land Application of Biosolids in St Francis, MN

We propose to provide all material and labor to dewater, and land apply 850,000 gallons of biosolids on the City of St. Francis permitted land application sites. Our services to include dewatering with a belt filter press and land application on suitable farmland procured by the City at a distance not to exceed (5) five one miles from the WWTP. All dewatering and land application will be completed in strict accordance with the rules of the MPCA and the USEPA pertaining to the land application of stabilized biosolids. All of this work will be completed with suitable equipment sized for a project of this nature and will be completed with no disruption to the day-to-day operations of the WWTP.

Our cost is as follows \$42,500.00 mobilization per occurrence lump sum.
Dewatering and land application.....\$ 0.28 per gallon.
Tank cleaning..... \$ 0.18 per gallon.
Annual reporting..... \$5,000.00 lump sum per year.
Annual cost of living..... 5% per year.

This quote is inclusive of all required MPCA and USEPA testing prior to the land application event, as well as full reports including the annual report within 10 days of completion of the project. This report will detail acres, gallons applied, total dry ton, agronomic loadings and trace metal loadings and certification of Pathogen/Vector attraction methods are met. This quote also includes MPCA and USEPA required pre-notification documents and final application report.

This quote is good for 30 days. Please let us know of your intentions so that we may schedule accordingly.

TERMS: 15 DAYS


DELIVERY: AS SCHEDULED

CUSTOMER'S NAME:

NUTRI-JECT SYSTEMS, INC.

By:

Date:


Scott Wienands, President

This quotation becomes a contract for delivery and payment of the merchandise.
listed above only when signed by the customer or one of its officers.

Fergus Power					
Year	Mobilization	Dewt/apply	Tank cleaning	Management fee	Total
2024	\$ 8,400.00	\$ 86,700.00	\$ 44,400.00	\$ 3,400.00	\$ 142,900.00
2025	\$ 8,400.00	\$ 89,250.00	\$ 45,750.00	\$ 3,400.00	\$ 146,800.00
2026	\$ 8,400.00	\$ 92,650.00	\$ 47,550.00	\$ 3,400.00	\$ 152,000.00
2027	\$ 8,400.00	\$ 95,200.00	\$ 49,050.00	\$ 3,400.00	\$ 156,050.00
2028	\$ 8,400.00	\$ 99,450.00	\$ 50,250.00	\$ 3,400.00	\$ 161,500.00
Totals	\$ 42,000.00	\$ 463,250.00	\$ 237,000.00	\$ 17,000.00	\$ 759,250.00

Nutriject					
Year	Mobilization	Dewt/apply	Tank cleaning	Management fee	Total
2024	\$ 42,500.00	\$ 238,000.00	\$ 36,000.00	\$ 5,000.00	\$ 321,500.00
2025	\$ 42,500.00	\$ 238,000.00	\$ 36,000.00	\$ 5,000.00	\$ 321,500.00
2026	\$ 42,500.00	\$ 238,000.00	\$ 36,000.00	\$ 5,000.00	\$ 321,500.00
2027	\$ 42,500.00	\$ 238,000.00	\$ 36,000.00	\$ 5,000.00	\$ 321,500.00
2028	\$ 42,500.00	\$ 238,000.00	\$ 36,000.00	\$ 5,000.00	\$ 321,500.00
Totals	\$ 212,500.00	\$ 1,190,000.00	\$ 180,000.00	\$ 25,000.00	\$ 1,607,500.00
This five-year pricing does not include 5% cost of living increase.					



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: URRWMO 2025 Budget Ratification
DATE: January 16, 2024

OVERVIEW:

Annually the URRWMO prepares a budget to each city that identifies the next years costs. Before you tonight is the budget that has been developed for 2025. With the ratification of the budget, the next step is to identify each cities proportion of the cost.

They are also working on updating the JPA

ACTION TO BE CONSIDERED:

Council to approve the proposed 2025 budget

Attachments:

- 2025 Budget and JPA Update



MEMO

To: URRWMO Cities
From: Jamie Schurbon, Watershed Projects Manager
Date: January 3, 2024
Re: 2025 Budget and JPA Update

2025 Budget to Ratify

The Upper Rum River Watershed Management Organization (URRWMO) board has developed its recommended 2025 budget. It must be ratified by each member community before it becomes final. Please consider ratification before **February 27**. **Notifications can be sent to jamie.schurbon@anokaswcd.org.**

Please know that the URRWMO board underwent a thorough process to develop a budget that includes only priorities. The budget as presented is **25% lower** than the amount for 2025 in our 10-year Watershed Management Plan.

For context, here are recent URRWMO budgets and the 2025 proposed:

2022	\$42,646.00
2023	\$44,814.00
2024	\$41,814.00
2025 DRAFT	\$45,946.00

JPA Update

The URRWMO board plans to update the URRWMO joint powers agreement in 2024. They have identified updates that they believe will be non-controversial and beneficial. This memo is to notify the cities of the planned upcoming process, but there is nothing you need to do at this time. The JPA has been mostly untouched since 1991.

The cost of the JPA update will be <\$2,500. The costs will be covered by unused funds from 2023 and previous years that would customarily go to undesignated reserve. In other words, the cities will not be invoiced any additional cost.

The URWMO board plans to keep costss low by nearly entirely copying the recently-updated agreement of the Sunrise River WMO. Until recently, the two WMO's had identical JPAs, and they operate similarly.

This JPA revision will NOT include a revision to the funding formula.

Anticipated next steps are:

1. URRWMO board will review the new SRWMO JPA and bylaws at their March and May meetings. May identify minor modifications.
2. Attorney prepares the updated URRWMO JPA and bylaws.
3. Document reviews by URRWMO board and cities.
4. Request approval by each city council.



2025 DRAFT Budget Detail

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

1/3/2025

	Sum of 2025 Budget
1 Non-operating	
2 Collaboration/Planning	
3 Aerial photos	\$0.00
4	
5 Education and Public Outreach	
6 Anoka Co Outreach Coordinator Position	\$1,500.00
7 Website operations/maintenance	\$1,030.00
8 Rum River biomonitoring with St. Francis High School	\$0.00
9 Website platform update	\$0.00
10 URRWMO public education and outreach	\$1,160.00
11	
12 Non-Operating General	
13 Watershed Coordinator - Facilitate Technical Advisory Committee (TAC)	\$1,856.00
14 Watershed Coordinator - WRAPS review	\$0.00
15 Watershed Coordinator - Grant applications	\$1,300.00
16 5-year Watershed Plan Amendment per BWSR Requirement	\$0.00
17 URRWMO JPA Update	\$0.00
18	
19 Water Quality Improvement Projects	
20 Projects as detailed in the URRWMO 10-year Plan	\$16,971.00
21	
22 Water Monitoring	
23 Lake Level Monitoring	\$1,440.00
24 Lake Water Quality Monitoring	\$0.00
25 Reference Wetland Hydrology Monitoring	\$3,750.00
26 Stream Water Quality Monitoring	\$2,700.00
27 Water Monitoring Fund	-\$390.00
28	
29 Studies	
30 Subwatershed Assessment Studies (SWAs) for priority waterbodies	\$2,500.00
31	
32 Operating	
33 Operating Expenses	
34 Advertise Bids for Pro Services (req'd in odd yrs)	\$0.00
35 Liability Insurance	\$2,667.00
36 Recording Secretary services	\$1,225.00
37 Watershed Coordinator - Facilitate regular URRWMO mtgs	\$3,711.00
38 Watershed Coordinator - Annual Report to State Auditor	\$742.00
39 Watershed Coordinator - Annual Report to BWSR	\$1,484.00
40 Watershed Coordinator - Other - see desc.	\$2,300.00
41	
42 Reserve Spend Down	
43 Undesignated Reserve Spend Down	\$0.00
44	
45 Grand Total	\$45,946.00



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Vacation Rate – Paul Carpenter
DATE: January 16, 2024

OVERVIEW:

It has been identified that during the promotion process of Paul, that the vacation accrual was not adjusted to reflect the promotion.

I am requesting that we make the correction and increase the vacation accrual from 4.62 hours per pay period to 6.154 hours per pay period.

ACTION TO BE CONSIDERED:

Council requested to approve the increased rate beginning the date of promotion of May 31, 2022



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Administrative Assistant Position
DATE: January 16, 2024

OVERVIEW:

After 16 years of employment with the City of St. Francis, Lori Roberts is ready for the next phase of her life. Lori Roberts began with the St. Francis Police Department on July 7th, 2008 working as a Records Clerk until February 2013 when she was promoted to the position of Administrative Assistant. Lori has faced and conquered numerous challenges over that time and kept the department moving forward as Anoka County Law Enforcement evolved in many areas.

Lori has also played a major role in the police departments community engagement efforts over that time. Lori has been an exceptional Records Clerk and Administrative Assistant for the police department and a dedicated employee to the City of St. Francis. Lori has submitted a letter of resignation which will be effective October 1st, 2024. Staff will work with City Council over the next several months on coordinating a plan to replace the future vacant position.

ACTION TO BE CONSIDERED:

City Council to accept Lori Roberts's letter of resignation effective October 1, 2024.

BUDGET IMPLICATION:

The police department will work with City administration and City Council to replace the Administrative Assistant position leading up to and following Lori Roberts's resignation. The Administrative Assistant is a budgeted position for the police department.

Attachments:

- Resignation Letter



St. Francis Police Department

Todd Schwieger, Chief of Police

January 4, 2024

Dear Jenni,

This letter is my official notification to you and to the city of St. Francis that my last day of work at the St. Francis Police Department will be **Oct 1, 2024**, on that day, I plan to retire.

I am excited about my impending retirement but wanted to take this opportunity to thank you for all you have done for me and the police department throughout the years. Through all the ups and downs and changes, I have genuinely enjoyed my employment as the administrative assistant and will miss you and my coworkers very much when my retirement day comes.

Please let me know what I can do to help with the transition of my work to another employee. I am happy to help you make it a smooth transition if needed.

I wish the city nothing but the best for the future.

Please feel free to contact me if you need additional information.

Sincerely,

Lori Roberts



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: January 16, 2024

OVERVIEW:

As the process goes, as the drawings and permits are reviewed, there are small updates due to material availability, need, adjustments for the building permit, etc. The steps being taken today with the change orders is ahead of the actual project and will save significant time during installation as to not create a slowdown.

The following change orders have been submitted for approval for the appropriate contract:

Project 4020-10 Material

PCO#007 Drawing updates on material related to furnish metals, roofing, electrical and concrete (bollards) Increase of \$564.10

Project 4020 Labor

PCO#008 Drawing updates changing labors requirements on concrete. Increase of \$2,506.72

Total cost change to project of \$3,070.82

ACTION TO BE CONSIDERED:

Council to review and approve the change orders as presented authorizing City Administrator to execute PCO/PCCO documents.

Attachments:

- PCO#006 (Material) \$564.10
- PCO#007 (Labor) \$2,506.72



Stahl Construction Company
861 E. Hennepin Avenue, Suite 200
Minneapolis, Minnesota 55414
Phone: (952) 931-9300

Project: 4020-10 - St. Francis City Hall & Fire Station-Material
3740 Bridge Street NW
St. Francis, Minnesota 55070

Prime Contract Potential Change Order #007: PR 07 - Drawing Updates | RFI (Material)

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	007 / 0	CONTRACT:	4020-10 - St. Francis City Hall & Fire Station-Material
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	12/13/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$564.10

POTENTIAL CHANGE ORDER TITLE: PR 07 - Drawing Updates | RFI (Material)

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #014 - PR 07 - Drawing Updates / RFI Inclusions (Material)

- Please review the attached PR and associated changes. **PLEASE ITEMIZE PRICING AND BE SURE TO BREAK OUT MATERIAL AND LABOR IN RESPONSE TO THE RESPECTIVE REQUESTS.**
- Stahl will issue formal RFQ's (Request for Quotes) to all contractors who we believe will be affected by these changes.
- Please reach out if you do not receive an RFQ but the changes associated with this PR will have cost or schedule impacts to your scope of work. Stahl will ensure an RFQ is sent to you as well.

ATTACHMENTS:

[A.J Moore Material.pdf](#) , [Northern Exposure.pdf](#) , [PR 07.pdf](#) , [PR-07-St-Francis-Cover.pdf](#)

#	Budget Code	Description	Amount
1	05-1000-__-.S Furnish Metals.SUBCONTRACT	PR 7 Update	\$1,837.00
2	09-2000-__-.S Drywall.SUBCONTRACT	PR 7 Update	\$0.00
3	07-5000-__-.S Roofing.SUBCONTRACT	PR 7 Update	\$(1,863.00)
4	06-4000-__-.S Architectural Woodwork.SUBCONTRACT	PR 7 Update	\$0.00
5	22-0000-__-.S Plumbing.SUBCONTRACT	PR 7 Update	\$0.00
6	08-4000-__-.S Glass / Glazing.SUBCONTRACT	PR 7 Update	\$0.00
7	23-0000-__-.S HVAC.SUBCONTRACT	PR 7 Update	\$0.00
8	26-0000-__-.S Electrical / Low Voltage.SUBCONTRACT	PR 7 Update	\$311.51



#	Budget Code	Description	Amount
9	32-1600-__-.S Site Concrete.SUBCONTRACT	PR7 Update	\$273.00
Subtotal:			\$558.51
Fee (1.00% Applies to all line item types.):			\$5.59
Grand Total:			\$564.10

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

23340 Cree Street NW
St. Francis, Minnesota 55070

861 E. Hennepin Avenue, Suite 200
Minneapolis, Minnesota 55414

DocuSigned by:

Virginia Schneider

F1C271E0F4824A6...

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Stahl Construction Company
861 E. Hennepin Avenue, Suite 200
Minneapolis, Minnesota 55414
Phone: (952) 931-9300

Project: 4020 - St. Francis City Hall & Fire Station
3740 Bridge St NW
St. Francis, Minnesota 55070

Prime Contract Potential Change Order #008: PR 07 - Drawing Updates | RFI (Labor)

TO:	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	FROM:	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
PCO NUMBER/REVISION:	008 / 0	CONTRACT:	4020- - St. Francis City Hall & Fire Station
REQUEST RECEIVED FROM:		CREATED BY:	Ryan Byrne (Stahl Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	12/13/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$2,506.72

POTENTIAL CHANGE ORDER TITLE: PR 07 - Drawing Updates | RFI (Labor)

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #013 - PR 07 - Drawing Updates / RFI Inclusions

ATTN Project Managers:

- Please review the attached PR and associated changes. PLEASE ITEMIZE PRICING AND BE SURE TO BREAK OUT MATERIAL AND LABOR IN RESPONSE TO THE RESPECTIVE REQUESTS.
- Stahl will issue formal RFQ's (Request for Quotes) to all contractors who we believe will be affected by these changes.
- Please reach out if you do not receive an RFQ but the changes associated with this PR will have cost or schedule impacts to your scope of work. Stahl will ensure an RFQ is sent to you as well.

Thank you.

ATTACHMENTS:

[A.J Moore Labor.pdf](#) , [23-0627F-NN-3 ST FRANCIS CITY HALL & FIRE STATION SHOPDRAWING REV 2.pdf](#) , [St Francis Fire Department & City Hall PR#7.pdf](#) , [PR-07 St. Francis Cover.pdf](#)

#	Budget Code	Description	Amount
1	32-1600-__-.S Site Concrete.SUBCONTRACT	PR 7 Update	\$1,500.00
2	09-2000-__-.S Drywall.SUBCONTRACT	PR 7 Update	\$0.00
3	07-5000-__-.S Roofing.SUBCONTRACT	PR 7 Update	\$(723.00)
4	06-2000-__-.S Finish Carpentry.SUBCONTRACT	PR 7 Update	\$0.00
5	22-0000-__-.S Plumbing.SUBCONTRACT	PR 7 Update	\$0.00
6	08-4000-__-.S Glass / Glazing.SUBCONTRACT	PR 7 Update	\$0.00
7	26-0000-__-.S DEMO.Electrical/Low Voltage.SUBCONTRACT	PR 7 Update	\$1,610.35



#	Budget Code	Description	Amount
8	23-0000-__-.S DEMO.HVAC.SUBCONTRACT	PR 7 Update	\$0.00
Subtotal:			\$2,387.35
GC Fee 5% (5.00% Applies to all line item types.):			\$119.37
Grand Total:			\$2,506.72

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)

Stahl Construction Company

23340 Cree Street NW
St. Francis, Minnesota 55070

861 E. Hennepin Avenue, Suite 200
Minneapolis, Minnesota 55414

DocuSigned by:

Virginia Schneider

4/4/2024 | 11:57 AM CST

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CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Hiring Part-Time Firefighters
DATE: January 16, 2024

OVERVIEW:

With the contract for fire protection coverage for the City of Bethel, as stated in the contract we are requesting to move forward with hiring 3 firefighters that have served the City of Bethel as St. Francis Firefighters. Additionally, we had an external applicant apply and was subsequently interviewed for a firefighter position. We are requesting authorization to hire Mark Troyer, Paula Troyer and James Rogers as part-time firefighters for the City of St. Francis, and assign them to Station 2 (Bethel) and a Contingent offer of employment to William Murphy, and assign him to Station 1 (St. Francis) upon successful completion of all pre-employment requirements.

ACTION TO BE CONSIDERED:

Approve the hiring of Mark Troyer, Paula Troyer, James Rogers, and William Murphy as part-time firefighters for the City of St. Francis, with a start date of February 1st, 2024.

BUDGET IMPLICATION:

All expenses covered by existing fire department budget.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Authorization to Hire Part-time Captains and Lieutenants
DATE: January 16, 2024

OVERVIEW:

With the contract for fire protection for the City of Bethel, the fire department has need to fill Captain and Lieutenant Positions for Station 2 (Bethel). We have personnel that will be reassigned to Station 2 as their primary response station, which will also leave a vacancy for a Lieutenant at Station 1 (SF).

The fire department is requesting to post for a Lieutenant assigned to the Operations Division out of Station 1 (SF), 1 Captain and 1 Lieutenant assigned to the Operations Division for Station 2 (Bethel) and a Training Captain. All of these positions will be part-time.

Candidates selected for a Captain or Lieutenant Position will subject to Council Approval

ACTION TO BE CONSIDERED:

Authorize the fire department to post vacant Captain and Lieutenant Positions.

BUDGET IMPLICATION:

Existing Fire Department Operating Budget



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Donation
DATE: January 16, 2024

OVERVIEW:

On December 27, 2023 the police department received an anonymous donation in the amount of \$400.00. The police department would like to utilize the donation towards its community engagement efforts including the Bike Rodeo and Winning With Cops.

ACTION TO BE CONSIDERED:

To accept the donation amount of \$400.00 provided to the police department on December 27, 2023.

BUDGET IMPLICATION:

The police department operating funds used for community engagement efforts and events would be supplemented by the donation.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: January 16, 2024

OVERVIEW:

The St. Francis Police Department has adopted Lexipol policy 307, Officer Response to Calls which is a new policy. The department has also replaced its current Rules and Regulations and Conduct Unbecoming a Police Officer policies with Lexipol policy 318, Standards of Conduct.

ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department policies 307, Officer Response to Calls and 318, Standards of Conduct. Both policies have received legal review.

BUDGET IMPLICATION:

No direct budget impact as a result of the policy updates.

Attachments:

- St. Francis Police Department Lexipol Policies, Officer Response to Calls and Standards of Conduct.
- Former department policies Rules and Regulations and Conduct Unbecoming a Police Officer.

Officer Response to Calls

307.1 PURPOSE AND SCOPE

The State of Minnesota finds that emergency vehicle operations are an integral part of law enforcement's commitment to public safety. This policy provides for the safe and appropriate response to all emergency and non-emergency situations (Minn. Stat. § 626.8458, Subd. 1).

307.2 POLICY

It is the policy of this department to appropriately and promptly, without undue delay, respond to emergency and nonemergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

307.3 RESPONSE TO CALLS

307.3.1 RESPONSE TO EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate. Officers responding to an emergency call shall sound the siren or display at least one lighted red light to the front of the vehicle. Whenever practicable, during an emergency call response the officer should continuously operate emergency lighting equipment and sound the siren (Minn. Stat. § 169.03 et seq.; Minn. Stat. § 169.17).

Responding with a red light, emergency lighting and/or siren does not relieve the operator of an authorized emergency vehicle or a law enforcement vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others. The use of any other warning equipment without emergency lights and siren does not provide an exemption under Minnesota law (Minn. Stat. § 169.17).

Officers should only respond with a red light, emergency lights and/or siren when so dispatched or when circumstances reasonably indicate an emergency response is appropriate. Officers not responding with a red light, emergency lights and/or siren shall observe all traffic laws.

307.3.2 LIGHTING EXEMPTION OF LAW ENFORCEMENT VEHICLES

An officer may operate a vehicle without lights as otherwise required while performing law enforcement duties when the officer reasonably believes that operating the vehicle without lights is necessary to investigate a criminal violation or suspected criminal violation of state laws, rules or orders, or local laws, ordinances or regulations. The operation of a vehicle without lights must be consistent with the standards adopted by Minnesota Peace officer Standards and Training Board (POST) (Minn. Stat. § 169.541).

307.4 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized

Officer Response to Calls

and emergency response is not required, the requesting officer shall promptly notify Central Communications.

If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required (if known)

307.4.1 NUMBER OF UNITS PARTICIPATING

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

307.5 RESPONSIBILITIES OF RESPONDING OFFICERS

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call officers may (Minn. Stat. § 169.03; Minn. Stat. § 169.17):

- (a) Proceed cautiously past a red or stop signal or stop sign but only after slowing down and utilizing a red light or siren as may be necessary for safe operation.
- (b) Exceed any speed limits, provided this does not endanger life or property.
- (c) Disregard regulations governing direction of movement or turning in specified directions as authorized by law.
- (d) Disregard regulations governing parking or standing when using a warning lamp.

The decision to continue an emergency call response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Central Communications. An officer shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

When emergency vehicles are on the scene of an emergency and pose any hazard, or when the vehicle operators seek exemption to park, stop or stand contrary to any law or ordinance pursuant to Minn. Stat. § 169.541, adequate warning lights shall be operated whenever practicable.

307.6 SUPERVISORY RESPONSIBILITIES

Upon being notified that an emergency response has been initiated, the supervisor shall verify the following:

Officer Response to Calls

- (a) The proper response has been initiated.
- (b) No more than those units reasonably necessary under the circumstances are involved in the response.
- (c) Affected outside jurisdictions are being notified as practicable.

The supervisor shall, whenever practicable, monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency call response, the supervisor should consider the following:

- The type of call or crime involved.
- The necessity of a timely response.
- Traffic and roadway conditions.
- The location of the responding units.

307.7 FAILURE OF EMERGENCY EQUIPMENT

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency call response and respond accordingly. The officer shall notify a supervisor or Central Communications of the equipment failure so that another unit may be assigned to the emergency response.

307.8 TRAINING

The Instructor shall ensure the frequency and content of emergency vehicle operations training meets or exceeds that required by law (Minn. Stat. § 626.8458).

Standards of Conduct

318.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the St. Francis Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

318.1.1 STANDARDS OF CONDUCT FOR PEACE OFFICERS

The St. Francis Police Department adopts the Professional Conduct of Peace Officers model policy established and published by the Minnesota Board of Peace Officer Standards and Training Board (POST) (Minn. Stat. § 626.8457). This model policy applies to all peace officers of this department.

See attachment: MN POST Professional Conduct of Peace Officers Model Policy.pdf

The provisions of this policy are in addition to collective bargaining agreements or any other applicable law.

The Department shall report to POST any data regarding the investigation and disposition of cases involving alleged misconduct of officers (Minn. Stat. § 626.8457, Subd. 3).

318.2 POLICY

The continued employment or appointment of every member of the St. Francis Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

318.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

318.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or

Standards of Conduct

shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

318.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

318.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Minnesota constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

318.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action

Standards of Conduct

for violation of other rules, standards, ethics, and specific action or inaction that is detrimental to efficient department service.

318.5.1 LAWS, RULES AND ORDERS

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

318.5.2 ETHICS

- (a) Using or disclosing one's status as a member of the St. Francis Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

318.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

318.5.4 RELATIONSHIPS

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
- (b) Engaging in on-duty sexual activity including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.

Standards of Conduct

- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know, of such criminal activities, except as specifically directed and authorized by this department.
- (f) Supporting or participating in the activities of a hate or extremist group (Minn. Stat. § 626.8436).

318.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

318.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.
- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

318.5.7 EFFICIENCY

- (a) Neglect of duty.

Standards of Conduct

- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

318.5.8 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department--related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
 - 1. While on department premises.
 - 2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
 - 3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:

Standards of Conduct

1. Unauthorized attendance while on-duty at official legislative or political sessions.
 2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on- or off-duty that brings discredit to this department.

318.5.9 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.
- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

Standards of Conduct

318.5.10 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

318.5.11 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Attachments

MN POST Professional Conduct of Peace Officers Model Policy.pdf

PROFESSIONAL CONDUCT OF PEACE OFFICERS MODEL POLICY

MN STAT 626.8457

I. POLICY

It is the policy of the _____ (law enforcement agency) to investigate circumstances that suggest an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

II. PROCEDURE

This policy applies to all officers of this agency engaged in official duties whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted this policy also applies to off duty conduct. Conduct not mentioned under a specific rule but that violates a general principle is prohibited.

A. PRINCIPLE ONE

Peace officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

1. **Rationale:** Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.
2. **Rules**
 - a) Peace officers shall not knowingly exceed their authority in the enforcement of the law.
 - b) Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence, except where permitted in the performance of duty under proper authority.
 - c) Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
 - d) Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction.
 - e) Peace officers will not, according to MN STAT 626.863, knowingly allow a person who is not a peace officer to make a representation of being a peace officer or perform any act, duty or responsibility reserved by law for a peace officer.

B. PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

1. **Rationale:** Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.
2. **Rules**
 - a) Peace officers shall carry out their duties with integrity, fairness and impartiality.

- b) Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
- c) Peace officers shall truthfully, completely, and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- d) Peace officers shall take no action knowing it will violate the constitutional rights of any person.
- e) Peace officers must obey lawful orders but a peace officer must refuse to obey any order the officer knows would require the officer to commit an illegal act. If in doubt as to the clarity of an order the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
- f) Peace officers learning of conduct or observing conduct that is in violation of any law or policy of this agency shall take necessary action and report the incident to the officer's immediate supervisor who shall forward the information to the CLEO. If the officer's immediate supervisor commits the misconduct the officer shall report the incident to the immediate supervisor's supervisor.

C. PRINCIPLE THREE

Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

1. **Rationale:** Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.
2. **Rules**
 - a) Peace officers shall provide every person in our society with professional, effective and efficient law enforcement services.
 - b) Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

D. PRINCIPLE FOUR

Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their agency or otherwise impairs their ability or that of other officers or the agency to provide law enforcement services to the community.

1. **Rationale:** A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.
2. **Rules**

- a) Peace officers shall not consume alcoholic beverages or chemical substances while on duty except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in c).
- b) Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
- c) Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
- d) Peace officers, whether on or off duty, shall not engage in any conduct which the officer knows, or should reasonably know, constitutes sexual harassment as defined under Minnesota law, including but not limited to; making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- e) Peace officers shall not commit any acts which constitute sexual assault or indecent exposure as defined under Minnesota law. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- f) Peace officers shall not commit any acts which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or workplace.
- g) Peace officers, in the course of performing their duties, shall not engage in any sexual contact or conduct constituting lewd behavior including but not limited to, showering or receiving a massage in the nude, exposing themselves, or making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the agency.
- h) Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or agency. This rule does not prohibit those associations that are necessary to the performance of official duties or where such associations are unavoidable because of the officer's personal or family relationships.

E. PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

- 1. **Rationale:** Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.
- 2. **Rules**
 - a) Peace officers shall exercise reasonable courtesy in their dealings with the public, other officers, superiors and subordinates.

- b) No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
- c) Peace officers shall promptly advise any inquiring citizen of the agency's complaint procedure and shall follow the established agency policy for processing complaints.

F. PRINCIPLE SIX

Peace officers shall not compromise their integrity nor that of their agency or profession by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments or by using their status as a peace officer for personal, commercial or political gain.

1. **Rationale:** For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the agency.

2. Rules

- a) Peace officers shall not use their official position, identification cards or badges for: (1) personal or financial gain for themselves or another person; (2) obtaining privileges not otherwise available to them except in the performance of duty; and (3) avoiding consequences of unlawful or prohibited actions.
- b) Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
- c) Peace officers shall refuse favors or gratuities which could reasonably be interpreted as capable of influencing official acts or judgments.
- d) Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually oriented adult entertainment. This rule does not prohibit officers from conducting walk-throughs of such establishments as part of their regularly assigned duties.
- e) Peace officers shall:
 - not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this agency in connection with advertisements for any product, commodity or commercial enterprise;
 - maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
 - not make endorsements of political candidates while on duty or while wearing the agency's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

G. PRINCIPLE SEVEN

Peace officers shall not compromise their integrity, nor that of their agency or profession, by taking or attempting to influence actions when a conflict of interest exists.

1. **Rationale:** For the public to maintain its faith in the integrity and impartiality of peace officers and their agencies officers must avoid taking or influencing official actions

where those actions would or could conflict with the officer's appropriate responsibilities.

2. Rules

- a) Unless required by law or policy a peace officer shall refrain from becoming involved in official matters or influencing actions of other peace officers in official matters impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
- b) Unless required by law or policy a peace officer shall refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
- c) A peace officer shall not use the authority of their position as a peace officer or information available to them due to their status as a peace officer for any purpose of personal gain including but not limited to initiating or furthering personal and/or intimate interactions of any kind with persons with whom the officer has had contact while on duty.
- d) A peace officer shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

H. PRINCIPLE EIGHT

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

- 1. **Rationale:** Peace officers are entrusted with vast amounts of private and personal information or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information and to maintain public faith in the officer's and agency's commitment to preserving such confidences.

2. Rules

- a) Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- b) Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- c) Peace officers shall not divulge the identity of persons giving confidential information except as required by law or agency policy.

I. APPLICATION

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with MN STAT 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by *MN RULES* 6700.2000 to 6700.2600.

PB Rev 01/2011



TITLE: RULES AND REGULATIONS	NUMBER: 300
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

300.01 PURPOSE AND APPLICATION-

The purpose of these regulations is to provide a basis for the orderly and discipline performance of duty. Their publication will promote a surer knowledge of what is expected of personnel generally and of all ranks and assignments specifically. This should result in a greater degree of self-assurance in all positions. In relationships between the ranks, it should be our individual aim to building continuously mutual respect and confidence, which is essential to police operations. These regulations are a supplement to the City Personnel Rules and, if applicable, union contract. Employees are required to observe the requirements of the personnel policies, union contract and these regulations.

300.02 LOYALTY - Loyalty to the City, the department and to associates is an important factor in departmental morale and efficiency. Members and employees should maintain a loyalty to the City, to the department and their associates as is consistent with law, personal ethics and professional standards.

300.03 GENERAL RESPONSIBILITIES - Members of the department shall, within the boundaries of the City of St. Francis, preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property, and enforce the Criminal Law of the United States, State of Minnesota, and the Ordinances of the City of St. Francis.

300.04 DEPARTMENT - All employees of the department shall be governed by the ordinary and reasonable rules of good conduct and behavior in their private and professional lives.

300.05 COORDINATION - In carrying out the functions of the department, members shall direct and coordinate their efforts in such manner as will tend to establish and maintain the highest standards of efficiency.

- 300.06 COOPERATION BETWEEN THE RANKS** - The cooperation between the various ranks and between patrol and other divisions is essential to effect law enforcement.
- 300.07 COOPERATION WITH OTHER AGENCIES** - Officers shall cooperate with all law enforcement agencies, other city departments and public service organizations and shall give aid and information as such organizations may be entitled to receive consistent with departmental orders.
- 300.08 VIOLATION OF RULES** - Officers shall not commit any other acts or omit any other acts, which constitute a violation of any of the rules, regulations, directives, orders or policies of the department. Ignorance of the rules, regulations, directives, orders or policies shall not be considered as a justification for any such violations. Officers shall be responsible for their own acts and they shall not shift to others the burden of responsibility for executing or failing to execute a lawful order or police duty.
- 300.09 COURTESY** - Officers shall be courteous to the public. Officers shall be tactful in the performance of their duties, shall control their tempers and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, officers shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle or similar personal characteristics.
- 300.10 KNOWLEDGE OF ORDINANCE AND REGULATIONS** - Every member is required to establish and maintain a working knowledge of municipal ordinance currently in force, the rules and policies of the department and the general and special orders of the department.
- 300.11 CONFORMANCE TO LAWS** - Officers shall obey all laws of the United States, of this state and of the local jurisdiction. A conviction of the violation of any law excluding petty misdemeanors shall be cause for disciplinary action.
- 300.12 REPORTING FOR DUTY** - Members of the department shall be punctual in reporting for duty at the time designated by their commanding officer. Failure to report promptly at the time directed may be deemed neglect of duty and made the subject of charges. A member should report sickness or illness at least two hours prior to the time he/she is due to report for duty. Once having reported off sick, the member shall keep the department advised as to his/her status and expected return to duty.

- 300.13 MAINTAINING OF COMMUNICATIONS** - Officers on duty or when officially on call shall be available by normal communications or shall keep the department or supervisor informed of the means by which they may be reached when not immediately available.
- 300.14 VISITING PROHIBITED ESTABLISHMENTS** - Officers shall not knowingly visit, enter or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state or local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a supervisor.
- 300.15 ASSOCIATIONS** - Officers shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are racketeers, sexual offenders, gamblers, suspected felons, persons under criminal investigation or indictment, or who have reputation in the community for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the officer.
- 300.16 GAMBLING** - Officers shall not engage or participate in any form of illegal gambling at any time, except in the performance of duty and while acting under proper and specific orders for a superior officer.
- 300.17 PERSONAL APPEARANCE – SEE SECTION 400 - 402**
- 300.18 ABSENCE FROM DUTY** - Every member or employee who fails to appear for duty at the date, time and place specified for so doing without the consent of competent authority is "absent without leave." All scheduled time off, with the exception of justified sick leave, shall be granted only with prior permission from a Supervisor or any other person specifically given the authority to grant such leave. This will include vacation, holidays and unpaid leave. While it is preferred that normal channels with such advance notice being at least ten (10) days, days off may be granted if the Supervisor determines that such can be handled by the shift schedule, with lesser notice. At the time this general order is being put into effect, no persons other than the Chief of Police and Sergeant are authorized to approve time off requests and enter days onto the Duty Schedule.
- Any person failing to report for duty due to an unauthorized leave will be considered absent without leave.
- 300.19 LOITERING** - Officers shall not loiter in cafes, drive-ins, service stations or other public places except for purpose of transacting police business or to take regular meals and/or coffee breaks as provided for in departmental orders. When on duty, employees shall not loiter in or around the police

headquarters. If it is necessary to conduct business in these areas, it should be done as quickly as possible.

- 300.20 SLEEPING, LOAFING, OR IDLING ON DUTY** - Sleeping or loafing while on duty will be considered as neglect of duty.
- 300.21 ALCOHOLIC BEVERAGES IN POLICE INSTALLATIONS** - Officers shall not bring into or store alcoholic beverages in any police facility or police vehicle except alcoholic beverages, which are being held as evidence.
- 300.22 CITIZEN COMPLAINTS** - Officers shall courteously and promptly accept and record in writing any complaint made by a citizen against any officer or any department policy or procedure. Officers shall never attempt to dissuade any citizen from lodging a complaint against any officer or department policy or procedure. Officers shall notify their superior officer of a complaint as required by department procedures. If no superior officer is on duty when the complaint is received, the officer accepting the complaint shall notify a supervisor as soon as practical. (See Procedure 307.00).
- 300.23 RESPONDING TO CALLS** - Members of the department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls shall take precedence; however, all calls shall be answered as soon as possible, consistent with normal safety precautions and vehicular laws. If, due to the volume of calls or shortage of personnel, there becomes a backlog of unanswered calls, officers will take calls on a priority basis.
- 300.24 IMMEDIATE ACTION** - Except where circumstances make it necessary for members to report a matter or refer a complaint to a more suitable member or agency, members shall take suitable action on reports and complaints by a private person. Proper requests for information or assistance shall be fulfilled and members shall aid the person in otherwise obtaining the requested information or assistance.
- 300.25 REFERRALS** - No officer shall refer any citizen to the Mayor or Council members. If the request cannot be handled by the officer, it shall be referred up the chain of command.
- 300.26 CONTACTING PUBLIC OFFICIALS** - No member shall contact a Council member, the Mayor, City Administrator or Assistant Administrator on police problems except through regular channels or by permission of the Chief. Any member contacted by the Mayor, Council member, City Administrator or the Assistant Administrator about police business shall immediately notify the Chief of Police through normal channels of the incident and all details involved.

- 300.27 CARE OF DEPARTMENTAL PROPERTY** - All members are responsible for the safekeeping and proper care of all property used by them and belonging to the department. Property shall only be used for official purposes and in the capacity for which it was designed.
- 300.28 DAMAGED OR INOPERATIVE PROPERTY OR EQUIPMENT** - Members and employees shall immediately report to their supervisor on designated forms the loss or damage to the departmental property assigned to or used by them. The immediate superior will be notified of any defects or hazardous conditions existing in any departmental equipment or property.
- 300.29 COURT APPEARANCE** - Attendance at a court or quasi-judicial hearing as required is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case or other competent authority. While appearing in court, either the official uniform or "dress" clothes will be worn. Weapons will not be displayed unless wearing the uniform or permitted by the court. Members shall present a neat and clean appearance avoiding any mannerisms, which might imply disrespect to the court.
- 300.30 COURT DEMEANOR** - Members of the department shall observe the utmost attention and respect toward magistrates or other officers of the courts at all times. When giving testimony, they shall speak in a distinct, clear, audible tone to be easily heard by the court and jury. They shall not chew gum or smoke in court. They shall testify with the strictest accuracy, confining themselves to the case before the court, and neither suppress or overstate the slightest circumstance with a view of favoring or discrediting any person. When cross-examined, they shall answer with the same readiness and civility as when testifying in support of a charge, remembering that the needs of justice will be promoted by showing a desire simply to tell the whole truth, whether it will be in favor or against the defendant.
- 300.31 GIFTS, GRATUITIES, AND LOANS** - No member of the department shall accept either directly or indirectly any gift, gratuity, loan or anything of value arising from or offered because of police employment or any activity connected with said employment. No member shall accept any gift, gratuity, loan or other thing of value, the acceptance of which could in any manner tend to influence directly or indirectly the action of said member to other members or employees in any matters of police business, or which might tend to cast adverse reflection on the department or any member or employee thereof. The accepting of free or reduced in price food, and/or drink, including coffee free, from establishments selling such products is expressly prohibited. No member of the department individually or collectively shall solicit any reward for the performance of duties nor shall

any member accept any reward except upon the expressed permission of the Chief of Police.

- 300.32 ABUSE OF POSITION** – All members are prohibited from using their official position, official identification cards or badges; (a) for personal or financial gain, (b) for obtaining privileges not otherwise available to them except in the performance of duty, or (c) for avoiding consequences of illegal acts. Members may not lend their identification cards or badges to another person, or permit them to be photographed or reproduced without the approval of the Chief.
- Use of name, photograph or title:** Members shall not permit or authorize the use of their names, photographs or official titles, which identify them as officers, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief.
- 300.33 ENDORSEMENTS AND REFERRALS** - Members shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, etc.). In the case of ambulance or towing service, when such service is necessary and the person needing the service is unable or unwilling to process it or requests assistance, members shall proceed in accordance with established departmental procedures.
- 300.34 ACCEPTANCE OF FEES, COMPENSATION** - No member of the department shall accept any fees or compensation of any kind from any person's agencies, courts, court officials, or any others except such fees and compensation as are specifically provided and authorized by law. Officers may charge a fee to meet with insurance companies, investigators, attorneys, or their representatives on their own time.
- 300.35 OTHER TRANSACTIONS** - Every member and employee is prohibited from buying or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to his attention or which arose out of departmental employment except as may be officially authorized by the Chief of Police.
- 300.36 PROCESSING PROPERTY** - Property, which has been discovered, gathered or received in connection with departmental responsibilities, will be processed in accordance with established departmental procedures. Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property found in connection with an investigation or with police actions except in accordance with established departmental procedures. Property shall not be kept in an officer's personal locker.

- 300.37 OFF DUTY REPORTING IN EMERGENCIES** - Members off duty shall, upon official notice, report for duty immediately upon receipt of notification and comply with instructions given at the time of notification. Members shall report immediately in the event of any major disaster.
- 300.38 OFF DUTY NEIGHBORHOOD DISPUTES** - Members shall not intentionally become involved in neighborhood quarrels or disputes when off duty. These disputes should be handled by disinterested persons or on duty officers.
- 300.39 PUBLIC APPEARANCE AND STATEMENTS** - Officers shall not publicly criticize or ridicule the department, its policies, or other officers by speech, writing or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, tends to undermine the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity. Officer shall not address public gatherings, appear on radio or television, prepare any articles of publication, act as correspondents to a newspaper or a periodical, release or divulge investigate information or any other matters of the department while holding themselves out as having an official capacity in such matters without official sanction or proper authority. Officers may lecture on "police" or other related subjects only with the prior approval of the Chief or the Chief's designee.
- 300.40 CRITICISM OF CITY AND DEPARTMENT** - Constructive criticism of any department, operation, and employee policy of local government is encouraged. Whenever there are any such constructive criticisms, they shall only be discussed with members of the department and shall be transmitted up the chain of command by appropriate action.
- 300.41 CRITICISM OF OFFICERS** - Every member shall refrain from making any statement or allusion, which discredits or disparages any member, except when reporting to superiors as required by these rules. Every member shall accord courtesy, consideration and cooperation to every member. Officers shall avoid the manifestation of any unfriendliness toward any member.
- 300.42 UNCALLED FOR REMARKS** - No officer or member of the department shall make any uncalled for remarks to any officer or member of the department, which may bring the department any officer or member thereof into disrepute, or subject it or them to any ridicule. Any such matter shall be brought to the attention of the Chief of Police through the chain of command.
- 300.43 FALSE OFFICIAL REPORTS** - No officer or member shall make a false official report, or make a false statement or gossip about any member or officer of the department, or the business of the department, to the

discredit or to the detriment of any such officer or member of the department, or the department as a whole.

- 300.44 ABUSE OF THE PROCESS/WITHHOLDING EVIDENCE** - Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove tamper with, or withhold evidence of information, or make false accusations of a criminal or traffic charge.
- 300.45 DEPARTMENTAL REPORT, TRUTHFULNESS** - Officers shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by officers shall be truthful and complete, and no officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information.
- 300.46 ASSISTANCE TO OTHER MEMBERS** - All members are required to take appropriate police action toward aiding a fellow officer exposed to danger or in a situation where danger might be impending.
- 300.47 OPERATION OF VEHICLES** - Officers shall operate official vehicles in a careful and prudent manner, and shall obey all laws of the state and all departmental orders pertaining to such operation. Officers shall set a proper example for other persons by their operation of a vehicle. Loss or suspension of a civilian-driving license shall be reported to a supervisor immediately.
- 300.48 USE OF DEPARTMENT EQUIPMENT** - Officers shall utilize department equipment only for its intended purpose, in accordance with established departmental procedures and shall not abuse, damage or lose department equipment. All department equipment issued to officers, including manuals, shall be maintained in proper order.
- 300.49 CITIZENS IN PATROL CARS** – Persons allowed to ride in police vehicles include members of the department, reserve officers, individuals detained or being transported in the course of law enforcement work and those authorized under section 319.00 (Ride Along Policy).
- 300.50 PERSONAL ADVERTISING** - Employees shall not permit the use of their photographs or names for advertising purposes; or by testimonial, recommendation, or other means participate in any advertising scheme or enterprise related to or based upon their employment with the department without approval of the Chief of Police.
- 300.51 EMPLOYMENT OUTSIDE OF DEPARTMENT** - Officers may engage in off-duty employment subject to the following limitations; (1) such employment shall not interfere with the officer's employment with the department; (2) officers shall not engage in any employment or business

involving the sale or distribution of alcoholic beverages, investigative work for insurance agencies, collection agencies, attorneys or bail bond agencies, or knowingly work for an employer who has been convicted of a felony or who associates with convicted felons; (3) officers may wear items of their St. Francis Police uniforms only upon the approval of the Police Chief; (4) officers shall not identify themselves as St. Francis Police officers as a part of their outside employment except as they would lawfully identify themselves as police officers in an emergency situation; (5) officers shall not allow such off-duty employment to cause them to report for their police duties physically and/or mentally exhausted so as to affect the performance of their duties; and (6) such employment shall not interfere with the scheduling of the officer's regular duty hours.

- 300.52 UNNECESSARY INTERFERENCE, PRIVATE BUSINESSES** - Officers shall not interfere unnecessarily with the lawful business of any person.
- 300.53 CIVIL ACTIONS** - Employees shall not institute any civil action arising out of their official duties without first notifying the Chief of Police. Officers shall not use their position with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the case in favor of the officer.
- 300.54 PAYMENTS FOR LINE OF DUTY INJURY** - Employees or members shall not accept or agree to accept anything for personal injury incurred in the line of duty without first notifying the Chief of Police.
- 300.55 CIVIL DISPUTES** - Members shall avoid entering into civil disputes while performing their police duties, but shall prevent or abate breach of the peace or crime in all such cases.
- 300.56 TESTIFYING FOR THE DEFENDANT** - Any member or employee subpoenaed to testify for the defense in any trial or hearing or against the City or department, in any hearing or trial shall notify the Chief of Police upon receipt of the subpoena.
- 300.57 CHANGE OF ADDRESS** - Members shall notify the department within 24 hours of change of address.
- 300.58 TELEPHONE** - Officers shall immediately report any changes of telephone numbers to their superior officers and to such other persons as may be appropriate.
- 300.59 RESPECT TO SUPERIORS** - Every member shall accord respect to his commander, superior or supervisor at all times and shall refrain from critical or derogatory comment on orders received from or issued by that person.

- 300.60 INFORMING SUPERIORS** - Members shall inform superiors of any matter coming to their attention, which may affect the welfare, or be of interest to the department or any other City service.
- 300.61 CRITICISM OF ORDERS** - Members and employees shall not publicly criticize instructions or orders they have received.
- 300.62 INSUBORDINATION** - Officers shall promptly obey any lawful order of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank.
- 300.63 CONFLICTING ORDERS** - Should any order conflict with any previous order from any other superior officer, the member shall promptly and respectfully call attention to such conflict or order for the benefit of said officer. If said superior officer does not change the order to obviate such conflicts, the order shall stand.
- 300.64 UNLAWFUL ORDERS** - No commanding or supervisory officer shall knowingly issue any order, which is in violation of any federal, state or local law or departmental order or rule.
- 300.65 ACTING SUPERIORS** - A member temporarily filling the position of a superior, in an acting capacity, shall be vested with all the authority and responsibility of the superior.
- 300.66 FORWARDING COMMUNICATIONS TO HIGH COMMAND** - Any member or employee receiving a written communication for transmission to a high command shall, in every case, forward such communication from a subordinate direction to a high command.
- 300.67 OFFICER IN CHARGE** - At the scene of any occurrence, in the absence of a commanding officer, the initial Officer assigned will be in charge.
- 300.68 RADIO DISCIPLINE** - All members of the department operating the police radio shall strictly observe regulations for such operation as set forth in departmental orders, by Anoka County, and by the Federal Communications Commission.
- 300.69 AVAILABILITY WHEN ON DUTY** - Members on duty shall not conceal themselves except for some police purposes. They shall be immediately and readily available to the public during duty hours.

- 300.70 DUTY REQUIRED** - Employees on duty shall devote their entire time and energies to the duties and responsibilities of the rank, grade, or position to which they are assigned.
- 300.71 ORDERS** - Any order posted on the bulletin boards of the department over the signature of commanding officers shall have the same effect as, and be construed as part of, these Rules and Regulations.
- 300.72 MARKING NOTICES OR DEFACING** - Members or employees of the department shall not mark, alter or deface any printed or written notices relating to police or to other City business. All notices of derogatory character related to official transactions with the department or the City or regarding any unit or person are prohibited.
- 300.73 OFFICIAL BUSINESS** - All members shall treat as confidential the business of the department. They shall give such information only to those authorized to receive it.
- 300.74 DIVULGING CRIMINAL RECORDS** - Contents of any criminal record or report filed in the Police department shall not be exhibited or divulged to any person other than during the process of an investigation or to another duly authorized law enforcement officer or under due process of law, except as directed by a commanding officer.
- 300.75 COMPROMISING CRIMINAL CASES** - Members and employees shall not interfere with the proper administration of criminal justice. They shall not attempt to interrupt legal process except where a manifest injustice might otherwise occur; not participate in, or be concerned with, any activity, which might interfere with the process of law. Except in the interest of justice, they shall not attempt to have any traffic citations, notices to appear, or final warnings reduced, voided, or stricken from the records or files. Any member having knowledge of such actions and failing to inform his superior thereof shall be subject to charges.
- 300.76 INTERVENTION** - Officers shall not interfere with cases being handled by other officers of the department or by another agency or person unless;
1. Ordered to intervene by a superior officer; or
 2. The intervening officer believes beyond a reasonable doubt that a manifest injustice would result from non-inaction.
- 300.77 WITHHOLDING CRIMINAL INFORMATION** - Officers receiving or possessing facts or information relative to a criminal offense or case shall not retain such facts or information through ulterior motives, desire for personal credit, or aggrandizement, but shall report the facts or information in accordance with departmental procedure.

- 300.78 FALSE REPORTS OR ENTRIES** - No member of the department shall make false official reports or knowingly enter or cause to enter in any departmental book, record, or reports any inaccurate, false or improper police information or other material matter.
- 300.79 DEPARTMENTAL CORRESPONDENCE** - A member of the department may forward correspondence of a departmental nature over his signature without the permission of the Chief of Police, provided the correspondence is case related.
- 300.80 RELEASE OF INFORMATION TO NEWS MEDIA** - A member of the department will not issue any statement, copy of report, resume or any other information to representatives of the news media of any crime without the permission of the Chief of Police or his duly authorized representative.
- 300.81 DEPARTMENTAL INVESTIGATIONS - TESTIFYING** - Members or employees are required to fully and truthfully answer questions by or render material and relevant statements to a competent authority in a departmental personnel investigation when so directed.
- 300.82 MANUAL MAINTENANCE** - All members and employees issued departmental manuals and ordinance books are responsible for the maintenance and will make appropriate changes or inserts as directed.
- 300.83 ARRESTS** - In making arrests, members shall strictly observe the laws of arrest and use the following procedures: When arrests are made in certain danger areas, the arresting officer will remove the arrested person from the scene as soon as possible. Only necessary restraint to insure safe custody and the safety of the officer shall be employed. The arresting officer is responsible for the safety and protection of the arrested person while in his custody. He shall notify the transporting officers, if not himself, of any injury, apparent illness, or other conditions, which indicate the arrested person, may need special care.
- 300.84 CUSTODY OF PRISONERS** - Members charged with the custody of prisoners shall observe all laws and departmental orders regarding this activity. Prisoners shall be kept secure, treated firmly and humanely and shall not be subjected to unnecessary restraint.
- 300.85 PRISONERS OR SUSPECTS SAFEGUARDING** - Officers shall be cautious in the arrest and detention of prisoners or suspects and shall take all necessary precautions to prevent an escape, or the carrying of weapons on the prisoner's person after arrest, or injury to themselves or any other person, or damage to property.

- 300.86 SUBVERSIVE ORGANIZATION** - No member or employee shall knowingly become a member or connected with any subversive organization except when necessary in the performance of duty and then only under the direction of the Chief of Police.
- 300.87 REPORTING** - Members and employees shall promptly submit such reports as are required by the performance of their duties or by competent authority.
- 300.88 PAYMENT OF DEBTS** - Officers shall not undertake any financial obligations which they know or should know they will be unable to meet, and shall pay all just debts when due. An isolated instance of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated instances of financial difficulty may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, provided that a good faith effort to settle all accounts is being undertaken. Officers shall not co-sign a note for any superior officer.
- 300.89 PRISONERS OR SUSPECTS, AVAILABILITY OF WEAPONS** - Officers shall not place weapons or objects adaptable for use as weapons, and capable of inflicting serious bodily injury, or permit such weapons or objects to remain unattended, in any location in the police quarters normally accessible to a prisoner or suspect. This regulation does not apply to fixtures or furnishings, which are part of the physical plant.
- 300.90 PRISONER'S PROPERTY** - The arresting officer is responsible for the security of the personal property in the possession of the arrested person or under his control at the time of the arrest. He shall see that such properties are safely delivered to the proper custodial personnel, after which the officer will no longer be responsible for such property.
- 300.91 TRANSPORTATION OF PRISONERS** - When transporting a prisoner, the prisoner shall be handcuffed. The only exception to this rule being when the health or other physical condition of the prisoner does not permit it. At no time shall any person be handcuffed to any part of a motor vehicle. Handcuffs shall be double locked and behind the back, unless a physical condition does not permit it.
- 300.92 TRANSACTIONS WITH PRISONERS** - Members shall not conduct any non-police business with, or engage in any transaction with, any person confined in the jail without the expressed permission of the Chief of Police.

300.93 ARREST, SEARCH AND SEIZURE - Officers shall not make any arrest, search or seizure which they know or ought to know is not in accordance with law and established department procedures or policies.



TITLE: CONDUCT UNBECOMING A POLICE OFFICER	NUMBER: 301
EFFECTIVE DATE: 01/01/2020	REVIEW DATE: 01/01/2023

This policy defines conduct unbecoming a peace officer. This policy supplements the ethical standard contained in the **Law Enforcement Code of Ethics**, a copy of which has been included for your reference.

301.01 POLICY

Law enforcement effectiveness depends upon community respect and confidence. Conduct, which detracts from this respect and confidence, is detrimental to the public interest and should be prohibited. The policy of this department is to investigate circumstances suggesting an officer has engaged in unbecoming conduct and if such circumstances are determined to be in violation of this policy, to impose disciplinary actions.

301.02 SCOPE

This policy applies to all officers of this agency engaged in official duties, whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted, this policy also applied to off duty conduct as well. Conduct not mentioned under a specific rule, but which violates a general principle is prohibited.

This policy is organized into eight principles governing conduct unbecoming an officer. Each principle is followed by the rationale explaining the principle and a set of rules.

301.03 PRINCIPLE ONE

Peace officers shall conduct themselves, whether on or off duty in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rule enacted to establish pursuant to legal authority.

Rationale:

Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining

the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.

Rules:

1. Peace officers shall not knowingly exceed their authority in the enforcement of the law.
2. Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogations, arrest, detention, searches, and seizures, use of informants and preservation of evidence.
3. Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
4. Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under the laws of the United States or any state or local jurisdiction in which the officer is present, except where permitted in the performance of duty under proper authority.

301.04 PRINCIPLE TWO

Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

Rationale:

Community cooperation with the police is a product of its trust that officers still act honestly and with impartiality. The peace officers, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

Rules:

1. Peace officers shall carry out their duties with integrity, fairness and impartiality.
2. Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
3. Peace officers shall truthfully, completely and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
4. Peace officers shall take no action knowing it will violate the constitutional rights of any person.

5. Peace officers must obey lawful orders, but must refuse to obey any orders the officer knows would required the officer to commit an illegal act. If in doubt as to the clarity of an order, the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
6. Peace officers learning of conduct or observing conduct, which is in violation of any law or policy of this department, shall take necessary action and report the incident to the officer's immediate supervisor, who shall forward the information to the chief law enforcement officer. If the officer's immediate supervisor commits the misconduct, the officer shall report the incident to the immediate supervisor's supervisor.

301.05 PRINCIPLE THREE

Peace officer shall perform their duties and apply the law impartially and without prejudice or discrimination.

Rationale:

Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity, and perform their duties without regard to race, color, creed, religion, national origin, and sex, and marital status, status with regard to public assistance, disability, sexual orientation or age.

Rules:

1. Peace officers shall provide every person in our society with professional and efficient law enforcement services.
2. Peace officers shall not express, whether by act, omission or statement, prejudice concerning race, color, creed, religion, national origin, sex, and marital status with regard to public assistance, disability, sexual orientation or age.
3. Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, sexual orientation or age.

301.06 PRINCIPLE FOUR

Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their department or otherwise impairs their ability

or that of other officers or the department to provide law enforcement services to the community.

Rationale:

A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by public.

Rules:

1. Peace officers shall not consume alcoholic beverages or chemical substances, while on duty, except as permitted in the performance of official duties, and under no circumstance while in uniform.
2. Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
3. Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
4. Peace officers, while on duty, shall not commit any act, which, as defined under Minnesota law, constitutes sexual harassment, including but not limited to making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
5. Peace officers, while off duty, shall not engage in any conduct which the officers knows, or reasonably should know, constitutes an unwelcome sexual advance or request for sexual favor, or unwelcome sexually motivated physical contact or other unwelcome verbal or physical conduct or communication of a sexual nature.
6. Peace officers shall not commit any acts, which, as defined under Minnesota law, constitute sexual assault or indecent exposure. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.

7. Peace officers shall not commit any acts, which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or work place.
8. Peace officers shall not, in the course of performing their duties, engage in any sexual contact or conduct constituting lewd behavior, including but not limited to, showering or receiving a massage in the nude, exposing themselves or otherwise making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the department.
9. Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or department. This rule does not prohibit those associations that are necessary to the performance of official duties, or where such associations are unavoidable because of the officer's personal or family relationships.

301.07 PRINCIPLE FIVE

Peace officers shall treat all members of the public courteously and with respect.

Rationale:

Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.

Rules:

1. Peace officers shall exercise reasonable courtesy in their dealings with the public, fellow officers, superiors and subordinates.
2. No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
3. Peace officers shall promptly advise any inquiring citizen of the department's complaint procedure and shall follow the established department policy for processing complaints.

301.08 PRINCIPLE SIX

Peace officers shall not compromise their integrity, nor that of their department or profession, by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their

official acts or judgments, or by using their status as a peace officer for personal, commercial, or political gain.

Rationale:

For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the department.

Rules:

1. Peace officers shall not use their official position, identification cards or badges: (1) for personal or financial gain, for themselves or another person; (2) for obtaining privileges not otherwise available to them except in the performance of duty; and (3) for avoiding consequences of unlawful or prohibited actions.
2. Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
3. Peace officers shall refuse favors or gratuities, which could be reasonably interpreted as capable of influencing official acts or judgments.
4. Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have a primary purpose of providing sexually orientated adult entertainment. This rule does not prohibit officers from conducting walk-through of such establishments as part of regular assigned duties.
5. Peace officers shall:
 - (a) not authorize the use of their names, photographs or titles in a manner that identified the officer as an employee of this department in connection with advertisements for any product, commodity or commercial enterprise;
 - (b) maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity.
 - (c) not make endorsements of political candidates, while on duty, or while wearing the department's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

None of these rules shall prevent officers from engaging in the free expression of speech in their capacities as private citizens, or the rights of police fraternal or labor organizations to endorse political candidates or express views on political issues or other matters of public concern.

301.09 **PRINCIPLE SEVEN**

Peace officers shall not compromise their integrity, nor that of their department or profession, by taking or attempting to influence actions when a conflict of interest exists.

Rationale:

For the public to maintain its faith in the integrity and impartiality of peace officers and their departments, officers must avoid taking or influencing official actions where the officer's actions would or could conflict with the officer's appropriate responsibilities.

Rules:

1. Peace officers shall, unless required by law or policy, refrain from becoming involved in official matters, or influencing actions of other peace officers in official matters, impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
2. Peace officers shall, unless required by law or policy, refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
3. Peace officers shall not use the authority of their position as peace officers or information available to them due to their status as peace officers, for any purpose of personal gain including, but not limited to, initiating or further personal and/or intimate interactions of any kind with person with whom the officer has had contact while on duty.
4. Peace officers shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

301.10 **PRINCIPLE EIGHT**

Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

Rationale:

Peace officers are entrusted with vast amounts of private and personal information, or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information, and to maintain public faith in the officers and department's commitment to preserving such confidences.

Rules:

1. Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
2. Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
3. Peace officers shall not divulge the identity of persons giving confidential information except as required by law or department policy.

APPLICATION

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with Minnesota Statute 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by POST Board Rules, Minn. R. Pt. 6700.2000 to 6700.2600.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Surplus Property
DATE: January 16, 2024

OVERVIEW:

The equipment listed below has been palletized and sitting in the WWTP garage for a minimum of 10 years and needs to be disposed of according to City Code.

Equipment List: Highest bidder on Auction/Ebid

1. Aluminum trench box
2. 22 gallon air compressor
3. Weather guard 90 fuel tank
4. Aluminum weather guard truck tool box
5. Gray aluminum weather guard tool box
6. Homelite garden hose water pump
7. Homelite 3hp water pump
8. Homelite 3.5hp water pump
9. 6.5ft x 12ft Felling aluminum trailer

Staff will dispose of this equipment via Municibid. Municibid is used by more than 2500 governments and schools nationally to sell vehicles, equipment, and tools. Municibid requires no costs, fees, or contracts. St. Francis city code 8-7-3 (7) authorizes the City to sell supplies, materials, or equipment at the highest price utilizing an electronic selling process in an open and interactive environment.

ACTION TO BE CONSIDERED:

To adopt Resolution 2024-03 declaring the listed equipment as surplus and be disposed of under the guidelines of the St. Francis city code.

BUDGET IMPLICATION:

None. Work performed prepping the equipment for disposal will be conducted during regular business hours.

Attachments:

- Resolution 2024-03

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

RESOLUTION 2024-03

**A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE
DISPOSAL OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property:	Estimated Value
Aluminum trench box	Highest bidder on Auction/Ebid
22 gallon air compressor	Highest bidder on Auction/Ebid
Weather guard 90 fuel tank	Highest bidder on Auction/Ebid
Aluminum weather guard truck tool box	Highest bidder on Auction/Ebid
Gray aluminum weather guard tool box	Highest bidder on Auction/Ebid
Homelite garden hose water pump	Highest bidder on Auction/Ebid
Homelite 3hp water pump	Highest bidder on Auction/Ebid
Homelite 3.5hp water pump	Highest bidder on Auction/Ebid
6.5 ft x 12 ft Felling aluminum trailer	Highest bidder on Auction/Ebid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY
OF JANUARY, 2024

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: January 16, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$105,119.53 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfer from November-\$377,947.27

Credit Card Payment- N/A

Manual Checks-N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 01-16-2024 Packet List-\$105,119.53
- 01-16-2024 ACH Payments-December-\$377,947.27

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 3998 - ABDO							
481943 00034349	ABDO	12/31/2023		9,000.00	9,000.00	Open	N 12/31/2023
	2023 AUDIT	DMULVIHILL					
	101-41540-40301	AUDITING AND ACCTG SERVICES		2,250.00			
	601-49440-40301	AUDITING AND ACCTG SERVICES		2,250.00			
	602-49490-40301	AUDITING AND ACCTG SERVICES		2,250.00			
	609-49750-40301	AUDITING AND ACCTG SERVICES		2,250.00			
481805 00034360	ABDO	12/06/2023		1,500.00	1,500.00	Open	N 12/31/2023
	ESST ON SITE TRAINING	NSANTILLO					
	101-41910-40318	ESST ON SITE TRAINING		1,500.00			
Total Vendor 3998 - ABDO				10,500.00	10,500.00		
Vendor 15 - AIRGAS NORTH CENTAL							
5504586724 00034350	AIRGAS NORTH CENTAL	12/31/2023		98.68	98.68	Open	N 12/31/2023
	CYLINDER RENTAL	NSANTILLO					
	101-43100-40217	OTHER OPERATING SUPPLIES		19.74			
	101-43210-40217	OTHER OPERATING SUPPLIES		19.74			
	101-45200-40217	OTHER OPERATING SUPPLIES		19.74			
	601-49440-40217	OTHER OPERATING SUPPLIES		19.74			
	602-49490-40217	OTHER OPERATING SUPPLIES		19.72			
Total Vendor 15 - AIRGAS NORTH CENTAL				98.68	98.68		
Vendor 6591 - BAYCOM, INC							
EQUIPINV_047149 00034300	BAYCOM, INC	12/28/2023		7,982.00	7,982.00	Open	N 12/31/2023
	EQUIPMENT	DMULVIHILL					
	402-42110-40556	SQUAD COMPUTERS		7,982.00			
Total Vendor 6591 - BAYCOM, INC				7,982.00	7,982.00		
Vendor 10326 - BECKER, DEAN							
.12312023 00034362	BECKER, DEAN	12/31/2023		140.00	140.00	Open	N 12/31/2023
	2023 PLANNING COMMISSION PAY	NSANTILLO					
	101-41910-40110	2023 PLANNING COMMISSION PAY		140.00			
Total Vendor 10326 - BECKER, DEAN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
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Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 10326 - BECKER, DEAN				140.00	140.00		
Vendor 10089 - BLUE CLOUD DISTRIBUTION OF MN							
100982122							
00034310	BLUE CLOUD DISTRIBUTION OF MN BEER 609-49751-40252	01/03/2024 CBUSKEY BEER		392.25 392.25	392.25	Open	N 01/03/2024
Total Vendor 10089 - BLUE CLOUD DISTRIBUTION OF MN				392.25	392.25		
Vendor 10672 - BRAUN INTERTEC CORPORATION							
B369750							
00034359	BRAUN INTERTEC CORPORATION PUBLIC IMPROVEMENTS/RESIDENTIAL DEVELOPM NSANTILLO	12/15/2023		12,777.00	12,777.00	Open	N 12/31/2023
Total Vendor 10672 - BRAUN INTERTEC CORPORATION				12,777.00	12,777.00		
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
22378							
00034358	BRUNTON ARCHITECTS & ENGINEERS CONSTRUCTION ADMINISTRATION 404-41400-40589	01/03/2024 DMULVIHILL CONSTRUCTION ADMINISTRATION		3,600.00 3,600.00	3,600.00	Open	N 12/31/2023
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS				3,600.00	3,600.00		
Vendor 2628 - CITY OF COON RAPIDS							
14205							
00034322	CITY OF COON RAPIDS 2023 SEALCOATING/LEGAL COSTS 101-43100-40303	12/28/2023 NSANTILLO ENGINEERING FEES		612.51 612.51	612.51	Open	N 12/31/2023
Total Vendor 2628 - CITY OF COON RAPIDS				612.51	612.51		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4007914							
00034337	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	01/04/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		146.00 4.00 142.00	146.00	Open	N 01/07/2024
Total Vendor 4854 - CRYSTAL SPRINGS ICE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 4854 - CRYSTAL SPRINGS ICE				146.00	146.00		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2085741 00034332	DAHLHEIMER DIST. CO. INC. BEER/NA 609-49751-40255 609-49751-40252	01/04/2024 CBUSKEY N/A PRODUCTS BEER		9,310.69 54.80 9,255.89	9,310.69	Open	N 01/07/2024
2085919 00034333	DAHLHEIMER DIST. CO. INC. BEER 609-49751-40252	01/03/2024 CBUSKEY BEER		(29.40) (29.40)	(29.40)	Open	N 01/07/2024
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				9,281.29	9,281.29		
Vendor 9782 - DEBORAH HUMANN							
.12312023 00034363	DEBORAH HUMANN 2023 PLANNING COMMISSION PAY 101-41910-40110	12/31/2023 NSANTILLO 2023 PLANNING COMMISSION PAY		140.00 140.00	140.00	Open	N 12/31/2023
Total Vendor 9782 - DEBORAH HUMANN				140.00	140.00		
Vendor 9783 - DUSTIN PAVEK							
.12312023 00034364	DUSTIN PAVEK 2023 PLANNING COMMISSION PAY 101-41910-40110	12/31/2023 NSANTILLO 2023 PLANNING COMMISSION PAY		120.00 120.00	120.00	Open	N 12/31/2023
Total Vendor 9783 - DUSTIN PAVEK				120.00	120.00		
Vendor 110 - ELECTRO WATCHMAN, INC.							
416097 00034323	ELECTRO WATCHMAN, INC. SECURITY 101-43100-40401 101-45200-40401 601-49440-40401 602-49490-40401 101-42110-40401	12/28/2023 NSANTILLO BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		807.68 161.54 161.54 161.54 161.54 161.52	807.68	Open	N 12/31/2023

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 110 - ELECTRO WATCHMAN, INC.

Total Vendor 110 - ELECTRO WATCHMAN, INC.

807.68

807.68

Vendor 10327 - GENIN, GAIL

.12312023

00034361

GENIN, GAIL
2023 PLANNING COMMISSION PAY
101-41910-4011012/31/2023
NSANTILLO
2023 PLANNING COMMISSION PAY

140.00

140.00

Open

N
12/31/2023

140.00

Total Vendor 10327 - GENIN, GAIL

140.00

140.00

Vendor 10659 - GLOBAL RESERVE DISTRIBUTION

ORD-7123

00034331

GLOBAL RESERVE DISTRIBUTION
THC
609-49751-4025701/04/2024
CBUSKEY
THC

871.20

871.20

Open

N
01/07/2024

871.20

Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION

871.20

871.20

Vendor 130 - GOPHER STATE ONE-CALL, INC.

3120763

00034302

GOPHER STATE ONE-CALL, INC.
DECEMBER LOCATES
601-49440-40442
602-49490-4044212/31/2023
DMULVIHILL
GOPHER STATE
GOPHER STATE

12.15

12.15

Open

N
12/31/2023

6.08

6.07

Total Vendor 130 - GOPHER STATE ONE-CALL, INC.

12.15

12.15

Vendor 132 - GRAINGER, INC.

822493656

00034341

GRAINGER, INC.
SUPPLIES
602-49490-4022901/05/2024
DMULVIHILL
PROJECT MAINTENANCE

59.49

59.49

Open

N
01/16/2024

59.49

Total Vendor 132 - GRAINGER, INC.

59.49

59.49

Vendor 4691 - GRANITE CITY JOBBING CO.

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 4691 - GRANITE CITY JOBBING CO.

367398

00034330

GRANITE CITY JOBBING CO.
TOBACCO/OPERATING/MISC
609-49750-40210
609-49751-40254
609-49751-40206
609-49751-40256

01/05/2024

CBUSKEY
OPERATING SUPPLIES
MISCELLANEOUS MERCHANDISE
FREIGHT
TOBACCO PRODUCTS

4,239.26

248.18
54.56
10.00
3,926.52

4,239.26

Open

N
01/07/2024

Total Vendor 4691 - GRANITE CITY JOBBING CO.

4,239.26

4,239.26

Vendor 1145 - HACH COMPANY

13871002

00034338

HACH COMPANY
BASIN CONTROLLER
602-49490-40229

01/04/2024

NSANTILLO
PROJECT MAINTENANCE

3,226.00

3,226.00

3,226.00

Open

N
01/16/2024

13871003

00034339

HACH COMPANY
AERATION BASIN
602-49490-40311

01/04/2024

NSANTILLO
CONTRACT

3,254.00

3,254.00

3,254.00

Open

N
01/16/2024

13871054

00034340

HACH COMPANY
TESTING
602-49490-40235

01/04/2024

NSANTILLO
LAB SUPPLIES

469.78

469.78

469.78

Open

N
01/16/2024

Total Vendor 1145 - HACH COMPANY

6,949.78

6,949.78

Vendor 9357 - HARRIS

SR000048606

00034299

HARRIS
STAND UP COOLER REPAIRS
609-49750-40228

12/29/2023

DMULVIHILL
EQUIPMENT MAINTENANCE

2,127.32

2,127.32

2,127.32

Open

N
12/31/2023

Total Vendor 9357 - HARRIS

2,127.32

2,127.32

Vendor 8982 - HINGOS, DUSTIN

.12312023

00034366

HINGOS, DUSTIN
2023 PLANNING COMMISSION PAY
101-41910-40110

12/31/2023

NSANTILLO
2023 PLANNING COMMISSION PAY

120.00

120.00

120.00

Open

N
12/31/2023

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Vendor 8982 - HINGOS, DUSTIN

Total Vendor 8982 - HINGOS, DUSTIN

120.00

120.00

Vendor 10322 - INFINITE DATA, LLC

1585

00034309

INFINITE DATA, LLC
CAPITAL EQUIPMENT SOFTWARE
101-42110-40310
101-42210-40310
101-43100-40310
601-49440-40310
602-49490-40310
609-49750-40310

01/01/2024

DMULVIHILL
COMPUTER CONSULTING FEES
COMPUTER CONSULTING FEES
COMPUTER CONSULTING FEES
COMPUTER CONSULTING FEES
COMPUTER CONSULTING FEES
COMPUTER CONSULTING FEES

3,412.50

3,412.50

Open

N
01/16/2024

568.75

568.75

568.75

568.75

568.75

568.75

Total Vendor 10322 - INFINITE DATA, LLC

3,412.50

3,412.50

Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, L

IN4419014

00034304

INNOVATIVE OFFICE SOLUTIONS, L
OFFICE SUPPLIES
101-41400-40200

12/27/2023

DMULVIHILL
OFFICE SUPPLIES

263.48

263.48

Open

N
12/31/2023

263.48

IN4412096

00034305

INNOVATIVE OFFICE SOLUTIONS, L
OFFICE SUPPLIES
101-42110-40200

12/18/2023

DMULVIHILL
OFFICE SUPPLIES

153.81

153.81

Open

N
12/31/2023

153.81

IN4411338

00034306

INNOVATIVE OFFICE SOLUTIONS, L
SUPPLIES
101-45200-40200

12/15/2023

DMULVIHILL
OFFICE SUPPLIES

29.78

29.78

Open

N
12/31/2023

29.78

SCN-124044

00034307

INNOVATIVE OFFICE SOLUTIONS, L
RETURN
101-41400-40200

11/17/2023

DMULVIHILL
OFFICE SUPPLIES

(149.91)

(149.91)

Open

N
12/31/2023

(149.91)

IN4405943

00034308

INNOVATIVE OFFICE SOLUTIONS, L
SUPPLIES
101-41400-40200

12/11/2023

DMULVIHILL
OFFICE SUPPLIES

10.64

10.64

Open

N
12/31/2023

10.64

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Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, L							
IN4427851							
00034369	INNOVATIVE OFFICE SOLUTIONS, L	01/08/2024		54.67	54.67	Open	N
	OFFICE SUPPLIES	NSANTILLO					01/16/2024
	101-42110-40200	OFFICE SUPPLIES		54.67			
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, L				362.47	362.47		
Vendor UB-REFUND - JACOB SULLIVAN							
.01092024							
00034371	JACOB SULLIVAN	01/09/2024		89.79	89.79	Open	N
	REFUND ACCT #5767	NSANTILLO					01/16/2024
	601-49440-40444	REFUND ACCT #5767		89.79			
Total Vendor UB-REFUND - JACOB SULLIVAN				89.79	89.79		
Vendor 1601 - King's County Market							
.12312023							
00034357	King's County Market	12/31/2023		15.92	15.92	Open	N
	MISC	NSANTILLO					12/31/2023
	101-42210-40441	MISCELLANEOUS		15.92			
Total Vendor 1601 - King's County Market				15.92	15.92		
Vendor UB-REFUND - KYLLONEN, TYLER							
.01092024							
00034374	KYLLONEN, TYLER	01/09/2024		50.30	50.30	Open	N
	REFUND ACCT #4679	NSANTILLO					01/16/2024
	601-49440-40444	REFUND ACCT #4679		50.30			
Total Vendor UB-REFUND - KYLLONEN, TYLER				50.30	50.30		
Vendor UB-REFUND - LAND TITLE							
.01092024							
00034372	LAND TITLE	01/09/2024		34.33	34.33	open	N
	REFUND ACCT #5781	NSANTILLO					01/16/2024
	601-49440-40444	REFUND ACCT #5781		34.33			
Total Vendor UB-REFUND - LAND TITLE				34.33	34.33		

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Vendor 561 - LEAGUE OF MN CITIES							
397919							
00034295	LEAGUE OF MN CITIES	01/02/2024		990.00	990.00	Open	N
	PEACE OFFICER TRAINING	NSANTILLO					01/16/2024
	101-42110-40208	TRAINING		990.00			
Total Vendor 561 - LEAGUE OF MN CITIES				990.00	990.00		
Vendor 10671 - LILLEBOE DUANE & KIMM							
.01042024							
00034324	LILLEBOE DUANE & KIMM	01/04/2024		37.89	37.89	Open	N
	ESCROW RELEASE	NSANTILLO					01/16/2024
	803-00000-22150	ESCROW RELEASE		37.89			
Total Vendor 10671 - LILLEBOE DUANE & KIMM				37.89	37.89		
Vendor 5280 - LIZ FAIRBANKS							
.12312023							
00034365	LIZ FAIRBANKS	12/31/2023		175.00	175.00	Open	N
	2023 PLANNING COMMISSION PAY	NSANTILLO					12/31/2023
	101-41910-40110	2023 PLANNING COMMISSION PAY		175.00			
Total Vendor 5280 - LIZ FAIRBANKS				175.00	175.00		
Vendor 10675 - MARTINSON MACHINE LLLP							
.01012024							
00034377	MARTINSON MACHINE LLLP	01/10/2024		470.58	470.58	Open	N
	ESCROW RELEASE	NSANTILLO					01/16/2024
	803-00000-22126	ESCROW RELEASE		470.58			
Total Vendor 10675 - MARTINSON MACHINE LLLP				470.58	470.58		
Vendor 202 - MCDONALD DIST CO.							
726319							
00034311	MCDONALD DIST CO.	01/03/2024		2,156.29	2,156.29	open	N
	BEER/WINE	CBUSKEY					01/03/2024
	609-49751-40253	WINE		341.64			
	609-49751-40252	BEER		1,814.65			

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Vendor 202 - MCDONALD DIST CO.							
726318							
00034312	MCDONALD DIST CO.	01/03/2024		(19.20)	(19.20)	Open	N
	BEER	CBUSKEY					01/03/2024
	609-49751-40252	BEER		(19.20)			
Total Vendor 202 - MCDONALD DIST CO.				2,137.09	2,137.09		
Vendor 3408 - METRO CITIES - AMM							
1776							
00034376	METRO CITIES - AMM	01/03/2024		3,540.00	3,540.00	Open	N
	METRO CITIES 2024 MEMBERSHIP DUES	NSANTILLO					01/16/2024
	101-41400-40433	METRO CITIES 2024 MEMBERSHIP DUES		3,540.00			
Total Vendor 3408 - METRO CITIES - AMM				3,540.00	3,540.00		
Vendor 3689 - METRO SALES, INC.							
INV2430265							
00034321	METRO SALES, INC.	12/21/2023		195.00	195.00	Open	N
	COPIES	NSANTILLO					12/31/2023
	101-41400-40200	OFFICE SUPPLIES		97.50			
	101-42400-40200	OFFICE SUPPLIES		97.50			
Total Vendor 3689 - METRO SALES, INC.				195.00	195.00		
Vendor 10337 - METRO-INET							
1706							
00034352	METRO-INET	01/01/2024		15,039.00	15,039.00	Open	N
	IT SERVICES-JANUARY	NSANTILLO					01/16/2024
	101-41110-40310	COMPUTER CONSULTING FEES		601.56			
	101-41400-40310	COMPUTER CONSULTING FEES		2,105.46			
	101-41910-40310	COMPUTER CONSULTING FEES		300.78			
	101-42110-40310	COMPUTER CONSULTING FEES		7,369.11			
	101-42210-40310	COMPUTER CONSULTING FEES		1,353.51			
	101-42400-40310	COMPUTER CONSULTING FEES		601.56			
	101-43100-40310	COMPUTER CONSULTING FEES		601.56			
	101-45200-40310	COMPUTER CONSULTING FEES		601.56			
	601-49440-40310	COMPUTER CONSULTING FEES		601.56			
	602-49490-40310	COMPUTER CONSULTING FEES		601.56			
	609-49750-40310	COMPUTER CONSULTING FEES		300.78			

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Vendor 10337 - METRO-INET							
1722 00034353	METRO-INET SUBSCRIPTION SERVICES 101-42110-40310	12/29/2023 NSANTILLO COMPUTER CONSULTING FEES		119.00 119.00	119.00	Open	N 12/31/2023
1717 00034354	METRO-INET SUBSCRIPTION - IT 101-45200-40200	12/28/2023 NSANTILLO OFFICE SUPPLIES		113.00 113.00	113.00	Open	N 12/31/2023
Total Vendor 10337 - METRO-INET				15,271.00	15,271.00		
Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION							
63078 00034328	MN MUNICIPAL UTILITIES ASSOCIATION 1ST QUARTER SAFETY 101-41400-40311	01/01/2024 DMULVIHILL CONTRACT		6,830.00 683.00	6,830.00	Open	N 01/16/2024
	101-42110-40311	CONTRACT		683.00			
	101-42210-40311	CONTRACT		683.00			
	101-43100-40311	CONTRACT		1,024.50			
	101-45200-40311	CONTRACT		1,024.50			
	601-49440-40311	CONTRACT		1,024.50			
	602-49490-40311	CONTRACT		1,024.50			
	609-49750-40311	CONTRACT		683.00			
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION				6,830.00	6,830.00		
Vendor 418 - MN STATE FIRE CHIEFS ASSN.							
7211 00034329	MN STATE FIRE CHIEFS ASSN. TRAINING-KIZER 101-42210-40208	01/04/2024 NSANTILLO TRAINING-KIZER		285.00 285.00	285.00	Open	N 01/16/2024
7242 00034368	MN STATE FIRE CHIEFS ASSN. TRAINING - CARL JOHNSON 101-42210-40208	01/09/2024 NSANTILLO TRAINING - CARL JOHNSON		285.00 285.00	285.00	Open	N 01/16/2024
Total Vendor 418 - MN STATE FIRE CHIEFS ASSN.				570.00	570.00		
Vendor UB-REFUND - PROGRESSIVE BUILDERS							

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Vendor UB-REFUND - PROGRESSIVE BUILDERS

.01092024							
00034370	PROGRESSIVE BUILDERS	01/09/2024		11.56	11.56	Open	N
	REFUND ACCT #6702	NSANTILLO					01/16/2024
	601-49440-40444	REFUND ACCT #6702		11.56			

Total Vendor UB-REFUND - PROGRESSIVE BUILDERS

11.56

11.56

Vendor 7655 - RITEWAY BUSINESS FORMS

23-85285							
00034301	RITEWAY BUSINESS FORMS	12/29/2023		272.98	272.98	Open	N
	1099 & W-2S	DMULVIHILL					12/31/2023
	101-41500-40200	OFFICE SUPPLIES		272.98			

Total Vendor 7655 - RITEWAY BUSINESS FORMS

272.98

272.98

Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

B011561							
00034303	RMB ENVIRONMENTAL LABORATORIES, INC	01/03/2024		187.31	187.31	Open	N
	WEEKS 2-4 COOLER1	DMULVIHILL					01/16/2024
	602-49490-40313	SAMPLE TESTING		187.31			
B011576							
00034327	RMB ENVIRONMENTAL LABORATORIES, INC	01/04/2024		135.04	135.04	Open	N
	ALL WEEKS COOLER 2	DMULVIHILL					01/16/2024
B011601							
00034342	RMB ENVIRONMENTAL LABORATORIES, INC	01/05/2024		188.10	188.10	Open	N
	DATA MANAGEMENT FEE	DMULVIHILL					01/16/2024
	602-49490-40313	SAMPLE TESTING		94.05			
	601-49440-40313	SAMPLE TESTING		94.05			

Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

510.45

510.45

Vendor 6072 - ROYAL SUPPLY, INC

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Vendor 6072 - ROYAL SUPPLY, INC

5781

00034313	ROYAL SUPPLY, INC	01/03/2024		420.00	420.00	Open	N
	SUPPLIES	DMULVIHILL					01/16/2024
	101-41940-40210	OPERATING SUPPLIES		70.00			
	101-42110-40217	OTHER OPERATING SUPPLIES		70.00			
	101-43100-40217	OTHER OPERATING SUPPLIES		70.00			
	101-45200-40217	OTHER OPERATING SUPPLIES		70.00			
	601-49440-40217	OTHER OPERATING SUPPLIES		70.00			
	602-49490-40217	OTHER OPERATING SUPPLIES		70.00			

Total Vendor 6072 - ROYAL SUPPLY, INC

420.00	420.00
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Vendor 7455 - SOUTHERN GLAZERS OF MN

9556748

00034284	SOUTHERN GLAZERS OF MN	01/02/2024		(180.00)	(180.00)	Open	N
	LIQUOR	CBUSKEY					01/02/2024
	609-49751-40251	LIQUOR		(180.00)			

9556631

00034285	SOUTHERN GLAZERS OF MN	01/02/2024		(12.00)	(12.00)	Open	N
	WINE	CBUSKEY					01/02/2024
	609-49751-40253	WINE		(12.00)			

9556711

00034286	SOUTHERN GLAZERS OF MN	01/02/2024		(84.00)	(84.00)	Open	N
	LIQUOR	CBUSKEY					01/02/2024
	609-49751-40251	LIQUOR		(84.00)			

2430526

00034334	SOUTHERN GLAZERS OF MN	01/04/2024		552.68	552.68	Open	N
	LIQUOR	CBUSKEY					01/07/2024
	609-49751-40206	FREIGHT		7.68			
	609-49751-40251	LIQUOR		545.00			

Total Vendor 7455 - SOUTHERN GLAZERS OF MN

276.68	276.68
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Vendor 8792 - ST. FRANCIS AREA SCHOOLS

11.01-12.18.202

00034297	ST. FRANCIS AREA SCHOOLS	12/31/2023		620.00	620.00	Open	N
	CITY COUNCIL MEETINGS 11.01-12.18.2023	NSANTILLO					12/31/2023
	101-41400-40311	CITY COUNCIL MEETINGS 11.01-12.18.2023		620.00			

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Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
.12202023							
00034298	ST. FRANCIS AREA SCHOOLS PLANNING & ZONING MEETING ROOM	12/31/2023 NSANTILLO		110.00	110.00	Open	N 12/31/2023
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS				730.00	730.00		
Vendor 863 - THE BERNICK COMPANIES							
10167776							
00034335	THE BERNICK COMPANIES NA 609-49751-40255	01/04/2024 CBUSKEY N/A PRODUCTS		50.40 50.40	50.40	Open	N 01/07/2024
10167775							
00034336	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	01/04/2024 CBUSKEY N/A PRODUCTS BEER		136.90 39.20 97.70	136.90	Open	N 01/07/2024
Total Vendor 863 - THE BERNICK COMPANIES				187.30	187.30		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M28832							
00034356	TIMESAVER OFF SITE SEC. INC 12.18.2023 CITY COUNCIL MEETING 101-41400-40311	12/29/2023 NSANTILLO CONTRACT		159.00 159.00	159.00	Open	N 12/31/2023
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				159.00	159.00		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
1							
00034325	TOM LYNCH ELECTRIC LLC WASTEWATER ELECTRIC 602-49490-40229	01/02/2024 JSHOOK PROJECT MAINTENANCE		925.00 925.00	925.00	Open	N 01/16/2024
2							
00034326	TOM LYNCH ELECTRIC LLC BUILDING MAINTENANCE 101-42210-40401 101-45200-40401 101-43100-40401 601-49440-40401 602-49490-40401	01/02/2024 JSHOOK BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		1,960.00 350.00 750.00 535.00 162.50 162.50	1,960.00	Open	N 01/16/2024

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Vendor 4491 - TOM LYNCH ELECTRIC LLC							
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				2,885.00	2,885.00		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1054							
00034343	TRUE NORTH PSYCHOLOGY & CONSULTING, 01/07/2024			160.00	160.00	Open	N
	SFPD SERVICES NSANTILLO						01/16/2024
	103-42110-40300 PROFESSIONAL SERVICES			160.00			
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				160.00	160.00		
Vendor 10674 - ULINE							
172632916							
00034375	ULINE	01/02/2024		80.02	80.02	Open	N
	FIRST AID KIT NSANTILLO						01/16/2024
	101-42110-40217 OTHER OPERATING SUPPLIES			80.02			
Total Vendor 10674 - ULINE				80.02	80.02		
Vendor 10641 - UNION HERALD							
39158							
00034351	UNION HERALD	12/01/2023		32.50	32.50	Open	N
	ANOKA COUNTY UNION HERALD NSANTILLO						12/31/2023
	101-41400-40351 LEGAL NOTICES PUBLISHING			32.50			
Total Vendor 10641 - UNION HERALD				32.50	32.50		
Vendor 4231 - USABBLUEBOOK							
INV00227291							
00034320	USABBLUEBOOK	12/20/2023		185.87	185.87	Open	N
	HYDRANT SUPPLIES NSANTILLO						12/31/2023
	601-49440-40229 PROJECT MAINTENANCE			185.87			
Total Vendor 4231 - USABBLUEBOOK				185.87	185.87		
Vendor 10344 - VECTOR SOLUTIONS							

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Vendor 10344 - VECTOR SOLUTIONS							
INV87914 00034296	VECTOR SOLUTIONS MEMBERSHIP/MAINTENANCE FEE 101-42210-40208	01/01/2024 NSANTILLO TRAINING		3,663.75 3,663.75	3,663.75	Open	N 01/16/2024
Total Vendor 10344 - VECTOR SOLUTIONS				<u>3,663.75</u>	<u>3,663.75</u>		
Vendor UB-REFUND - WALTER O'NEAL & ROSE LEWIS							
.01092024 00034373	WALTER O'NEAL & ROSE LEWIS REFUND ACCT #6121 601-49440-40444	01/09/2024 NSANTILLO REFUND ACCT #6121		76.00 76.00	76.00	Open	N 01/16/2024
Total Vendor UB-REFUND - WALTER O'NEAL & ROSE LEWIS				<u>76.00</u>	<u>76.00</u>		
Vendor 10673 - WHITE, DANIEL							
.12312023 00034367	WHITE, DANIEL 2023 PLANNING COMMISSION PAY 101-41910-40110	12/31/2023 NSANTILLO 2023 PLANNING COMMISSION PAY		40.00 40.00	40.00	Open	N 12/31/2023
Total Vendor 10673 - WHITE, DANIEL				<u>40.00</u>	<u>40.00</u>		
Vendor 621 - ZIEGLER, INC.							
IN001310691 00034355	ZIEGLER, INC. EQUIPMENT PARTS 101-43100-40218	01/03/2024 NSANTILLO EQUIPMENT MAINTENANCE		129.94 129.94	129.94	Open	N 01/16/2024
Total Vendor 621 - ZIEGLER, INC.				<u>129.94</u>	<u>129.94</u>		

# of Invoices:	69	# Due: 69	Totals:	105,594.04	105,594.04
# of Credit Memos:	6	# Due: 6	Totals:	(474.51)	(474.51)
Net of Invoices and Credit Memos:				105,119.53	105,119.53

--- TOTALS BY GL BANK ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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GNCKG

105,119.53

--- TOTALS BY GL DISTRIBUTIONS ---

101-41110-40310	601.56
101-41400-40200	221.71
101-41400-40310	2,105.46
101-41400-40311	1,462.00
101-41400-40351	32.50
101-41400-40433	3,540.00
101-41500-40200	272.98
101-41540-40301	2,250.00
101-41910-40110	875.00
101-41910-40310	300.78
101-41910-40318	1,500.00
101-41940-40210	70.00
101-42110-40200	208.48
101-42110-40208	990.00
101-42110-40217	150.02
101-42110-40310	8,056.86
101-42110-40311	683.00
101-42110-40401	161.52
101-42210-40208	4,233.75
101-42210-40310	1,922.26
101-42210-40311	683.00
101-42210-40401	350.00
101-42210-40441	15.92
101-42400-40200	97.50
101-42400-40310	601.56
101-43100-40217	89.74
101-43100-40218	129.94
101-43100-40303	612.51
101-43100-40310	1,170.31
101-43100-40311	1,024.50
101-43100-40401	696.54
101-43210-40217	19.74
101-45200-40200	142.78
101-45200-40217	89.74
101-45200-40310	601.56
101-45200-40311	1,024.50
101-45200-40401	911.54
103-42110-40300	160.00
402-42110-40556	7,982.00
404-41400-40589	3,600.00
601-49440-40217	89.74
601-49440-40229	185.87
601-49440-40301	2,250.00
601-49440-40310	1,170.31
601-49440-40311	1,024.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	601-49440-40313			94.05			
	601-49440-40401			324.04			
	601-49440-40442			6.08			
	601-49440-40444			261.98			
	602-49490-40217			89.72			
	602-49490-40229			4,210.49			
	602-49490-40235			469.78			
	602-49490-40301			2,250.00			
	602-49490-40310			1,170.31			
	602-49490-40311			4,278.50			
	602-49490-40313			281.36			
	602-49490-40401			324.04			
	602-49490-40442			6.07			
	609-49750-40210			248.18			
	609-49750-40228			2,127.32			
	609-49750-40301			2,250.00			
	609-49750-40310			869.53			
	609-49750-40311			683.00			
	609-49751-40206			21.68			
	609-49751-40251			281.00			
	609-49751-40252			11,511.89			
	609-49751-40253			329.64			
	609-49751-40254			196.56			
	609-49751-40255			144.40			
	609-49751-40256			3,926.52			
	609-49751-40257			871.20			
	803-00000-22126			470.58			
	803-00000-22150			37.89			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			37,899.26	37,899.26		
	103 PUBLIC SAFETY FUNDS			160.00	160.00		
	402 CAPITAL EQUIPMENT FUND			7,982.00	7,982.00		
	404 BUILDING IMPROVEMENT FUND			3,600.00	3,600.00		
	601 WATER FUND			5,406.57	5,406.57		
	602 SEWER FUND			13,080.27	13,080.27		
	609 LIQUOR FUND			23,460.92	23,460.92		
	803 ESCROW			508.47	508.47		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			508.47	508.47		
	41110 CITY COUNCIL			601.56	601.56		
	41400 ADMINISTRATION			10,961.67	10,961.67		
	41500 FINANCE			272.98	272.98		
	41540 AUDITING & ACCOUNTING			2,250.00	2,250.00		
	41910 COMMUNITY DEVELOPMENT			2,675.78	2,675.78		
	41940 BUILDINGS			70.00	70.00		
	42110 POLICE			18,391.88	18,391.88		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/17/2024 - 01/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4Q.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	42210 FIRE			7,204.93	7,204.93		
	42400 BUILDING INSPECTIONS			699.06	699.06		
	43100 STREETS			3,723.54	3,723.54		
	43210 RECYCLING			19.74	19.74		
	45200 PARKS			2,770.12	2,770.12		
	49440 WATER DEPT			5,406.57	5,406.57		
	49490 SEWER DEPT			13,080.27	13,080.27		
	49750 LIQUOR STORE			6,178.03	6,178.03		
	49751 MERCHANDISE PURCHASES			17,282.89	17,282.89		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 12/01/2023 - 12/31/2023

Agenda Item # 4Q.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
12/01/2023	3134(E)	HEALTH PARTNERS	33,672.33
12/04/2023	3135(E)	ACE SOLID WASTE, INC.	1,634.12
12/04/2023	3136(E)	CITY HIVE	149.00
12/04/2023	3137(E)	SPOT ON-LIQUOR CC	4,864.35
12/04/2023	3138(E)	SUN LIFE FINANCIAL	2,476.12
12/06/2023	3139(E)	ALERUS	190.83
12/06/2023	3140(E)	DELTA DENTAL	1,860.96
12/06/2023	3141(E)	WEX CARD	5,478.31
12/07/2023	3127(E)	EFTPS	23,639.38
12/07/2023	3128(E)	ICMA	319.17
12/07/2023	3129(E)	MN DEPARTMENT OF REVENUE	250.00
12/07/2023	3130(E)	PERA	24,256.83
12/07/2023	3131(E)	RHS HEALTHCARE SAVINGS	537.17
12/07/2023	3132(E)	STATE	5,141.14
12/07/2023	3133(E)	VOYA	1,975.00
12/10/2023	3160(E)	US BANK CREDIT CARD	9,449.46
12/11/2023	3143(E)	COLONIAL INS.	396.46
12/11/2023	3144(E)	INVOICE CLOUD	1,058.65
12/11/2023	3145(E)	NEW BENEFITS (FRESH BENIES)	199.80
12/11/2023	3146(E)	U S BANK EQUIPMENT FINANCE	592.80
12/12/2023	3147(E)	CINTAS	180.56
12/19/2023	3148(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
12/19/2023	3149(E)	EFTPS	1,835.76
12/19/2023	3150(E)	MN DEPARTMENT OF REVENUE	240.11
12/19/2023	3151(E)	PERA	496.40
12/19/2023	3152(E)	STATE	51.17
12/20/2023	3163(E)	ALERUS	82.48
12/20/2023	3164(E)	CAYAN	855.98
12/20/2023	3165(E)	CONNEXUS ENERGY	17,687.11
12/20/2023	3166(E)	MN DEPT OF REVENUE-SALES TAX	26,340.00
12/20/2023	3167(E)	STAHL CONSTRUCTION	45,939.95
12/20/2023	3168(E)	STAHL CONSTRUCTION	91,436.46
12/21/2023	3153(E)	EFTPS	27,782.92
12/21/2023	3154(E)	ICMA	319.17
12/21/2023	3155(E)	MN DEPARTMENT OF REVENUE	250.00
12/21/2023	3156(E)	PERA	32,236.38
12/21/2023	3157(E)	RHS HEALTHCARE SAVINGS	919.62
12/21/2023	3158(E)	STATE	6,512.79
12/21/2023	3159(E)	VOYA	1,975.00
12/27/2023	3169(E)	ALERUS	50.00
12/27/2023	3170(E)	CENTERPOINT ENERGY	4,034.93
12/27/2023	3171(E)	U S BANK EQUIPMENT FINANCE	233.00
12/31/2023	3179(E)	VILLAGE BANK	187.60
GNCKG TOTALS:			
Total of 43 Checks:			377,947.27
Less 0 Void Checks:			0.00
Total of 43 Disbursements:			377,947.27



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 2023 Code Revisions – 1st Reading
DATE: January 16, 2024

OVERVIEW:

The City adopted an updated zoning code in April 2021. Following this update, Staff's practice has been to make necessary housekeeping revisions on an annual basis. Typically, these revisions reflect current concerns, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing revisions to the Zoning Code (Chapter 10) and Subdivision Code (Chapter 11). Revisions to Chapter 4, Building Regulations and Permits, are also proposed and will be brought forward for formal action at a later date. Each requested revision is explained in more detail in the attached Planning Commission memo.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Code amendments at their meeting on December 20, 2023 and held a public hearing. No members of the public spoke for or against the proposed amendments. Commissioners discussed the new "sacred communities" use in greater detail. Staff noted that new legislation was passed in 2023 which establishes this use as a required allowable use on religious property. Standards for this use were also established by state statute. Commissioners also clarified that the proposed septic setback language is intended to codify an existing practice within the City.

Following the public hearing and discussion, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff.

ACTION TO BE CONSIDERED:

Given the Planning Commission's recommendation for approval, draft approval documents have been prepared for your consideration.

Suggested Motions:

1. Move to approve the 1st reading of Ordinance 325 approving housekeeping amendments to Divisions 2, 3, 4, 6, 7, 8, and 9 of the Zoning Code.
2. Move to approve the 1st reading of Ordinance 326 approving amendments to Chapter 11 Subdivisions in the City Code.

Attachments:

- Draft Ordinances
 1. Ordinance 325 – Chapter 10 Zoning
 2. Ordinance 326 – Chapter 11 Subdivisions
- Planning Commission Memo for December 20, 2023 Meeting

ORDINANCE NO. 325

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISIONS 2, 3, 4, 6, 7, 8, AND 9 IN THE ZONING
CODE – 1ST READING

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

Changes in the following sections are denoted with an underline for new text or a ~~strikethrough for deleted language~~. Renumbering shall occur as needed when sections or subsections are added or deleted.

Section 1. Section 10-22-11 M of the St. Francis Code of Ordinances is hereby amended to read as follows:

Micro Unit: A mobile residential dwelling providing permanent housing within a sacred community.

Section 2. Section 10-23-17 S of the St. Francis Code of Ordinances is hereby amended to read as follows:

Sacred Community: A residential settlement established on or contiguous to the grounds of a religious institution's primary worship location primarily for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers.

Section 3. Section 10-31-03 Application Procedure of the St. Francis Code of Ordinances is hereby amended to read as follows:

- E. Notice of Hearing. For applications involving conditional use permits, interim use permits, zoning amendments, and PUDs the Zoning Administrator shall set a date for a public hearing. Notice of such hearing shall consist of a legal property description, a general description of the property location, and a description of the request to be published in the official newspaper at least 10 days prior to the hearing. Written notices shall be mailed not less than 10 days nor more than 30 days prior to the hearing to ~~all owners of property, according to the records available to the City within 350 feet of each parcel included in the request.~~ owners of property within 350 feet of the subject site in the Urban Service Area and within 1,000 feet of the subject property in the Rural Service Area.

Section 4. Section 10-31-04 Expiration of Zoning Approvals of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. Unless otherwise specified by the City Council at the time it is authorized, site plan approvals, a conditional use permit, interim use permit, or variance shall be null and void and expire if the applicant fails to implement such approvals and fulfill each and every condition attached thereto within one (1) year from the date of its authorization unless a petition for an extension of time in which to implement the approved plans has been granted by the Zoning Administrator provided that:
 - 1. The extension is requested in writing and filed with the City at least 30 days prior to the expiration of the initial request.
 - 2. The request for extension states facts demonstrating that a good faith attempt has been made to complete or utilize the use or activity permitted in the approval.
 - 3. A maximum of one (1) administrative extension shall be granted.
 - 4. The extension shall not exceed 90 days from the initial expiration date.
 - 5. There shall be no charge for the filing of a petition for an administrative extension.
- B. ~~Upon receiving a recommendation from the Planning and Zoning Commission and City staff,~~ The City Council may grant an extension of greater than 90 days provided that:
 - 1. The conditions described in Items A.1 through A.3, above, are satisfied.
 - 2. The extension shall not exceed one (1) year from the initial expiration date.
 - 3. The filing of a petition for extension is subject to fee requirements established by City Council resolution.

Section 5. Section 10-31-06 Performance Agreement is hereby added to the St. Francis Code of Ordinances and reads as follows:

- A. Performance Security. The performance agreement shall require the applicant to provide financial security to assure compliance with the agreement and conditions of the approval. The security may be in the form of a surety bond, cash escrow, certificate of deposit, irrevocable letter of credit, securities, ~~or cash deposit,~~ or other forms as deemed acceptable by the City Attorney. The security shall be in an amount determined by the City Engineer or Building Official under the direction of and approved by the Council, to cover estimated costs of labor and materials for the proposed improvements or development. The costs may include, but not be limited to, public improvements, landscaping, stormwater, grading, and wetland protection. The project can be handled in stages with prior approval of the City.
- B. Security Release. The City shall hold the security until at least partial completion of the proposed improvements or development, and if applicable, a certificate of occupancy indicating compliance with the application approval and Building Code of the City has been issued by the City Building Official. The security may be held longer to ensure performance of the installation.

Section 6. Section 10-35-02 Variance Procedures of the St. Francis Code of Ordinances are hereby amended to read as follows:

- B. Planning and Zoning Commission Review. The Planning and Zoning Commission shall hold an application review, preceded by mailed notice to all property owners within 350 feet of the subject property in the Urban Service Area and within 1,000 feet of the subject property in the Rural Service Area, in consideration of granting the variance request.

Section 7. Section 10-37-03 PUD Procedure of the St. Francis Code of Ordinances is hereby amended to read as follows:

- D. Preliminary Plan Stage
 - 3. Review and Action on the Preliminary Plan
 - d. The Planning and Zoning Commission shall hold a public hearing on the Preliminary Plan. Notice of the public hearing shall be published in the official newspaper designated by the City Council at least 10 days prior to the hearing. The City shall mail written notification of the Preliminary Plan to property owners located within 350 feet of the subject site in the Urban Service Area and within 1,000 feet of the subject site in the Rural Service Area. Timing of the mailed notice shall be the same as that for the published notice. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply has been made.

Section 8. Section 10-41-12 Septic System Setback of the St. Francis Code of Ordinances is hereby added to read as follows:

10-41-12 Septic System Setback
Unless otherwise determined by the Zoning Administrator, all structures shall be set back from individual septic systems in accordance with MPCA requirements.

Section 9. Section 10-43-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. Table 10-43-1 Principal Use Table – Residential Districts

Use Type	Zoning District			
	RR	R-1	R-2	R-3
Public, Social, or Health Care				
Place of worship	PS	PS	PS	PS
<u>Sacred community</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>

- B. Table 10-43-2 Accessory Use Table – Residential Districts

Use Type	Zoning District			
	RR	R-1	R-2	R-3
<u>Sacred community</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>	<u>PS</u>

Section 10. Section 10-44-02 Principal Uses in Business Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Public, Social, or Health Care					
Place of worship	PS	PS			
<u>Sacred community</u>	<u>PS</u>	<u>PS</u>			
Arts, Entertainment, or Recreation					
Commercial recreation, indoor	<u>P</u>	P	P		
Utilities					
Telecommunication structure or tower		<u>C</u>	PS	PS	PS

B. Table 10-44-2 Accessory Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
<u>Sacred community</u>	<u>PS</u>	<u>PS</u>			

Section 11. Section 10-62-05 Sacred Community is hereby added to the St. Francis Code of Ordinances and reads as follows.

10-62-05 Sacred community.

Any sacred community use shall meet all requirements listed in MN Stat 327.30.

Section 12. Section 10-68-05 Compost Structures and Firewood Piles of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. Compost structures and firewood piles shall be considered accessory uses but not buildings, shall be limited to rear yards, ~~shall be subject to setback and other requirements of this Ordinance,~~ and shall not exceed six (6) feet in height. In the Urban Service Area, firewood piles shall not exceed one (1) cord in measurement.

Section 13. Section 10-68-21 Sacred Community is hereby added to the St. Francis Code of Ordinances and reads as follows.

10-68-21 Sacred community.

Any sacred community use shall meet all requirements listed in MN Stat 327.30.

Section 14. Section 10-71-03 Waste, Refuse, and Recyclable Material of the St. Francis Code of Ordinances is hereby amended to read as follows:

- d. *Abandoned, Unlicensed, or Inoperable Vehicles.* Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in ~~exceed~~ excess of 30 days, and all materials stored outside in violation of City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code, Public Protection.

Section 15. Section 10-73-02 Fence of the St. Francis Code of Ordinances is hereby amended to read as follows:

D. District Standards:

1. In the RR, R-1, R-2, and R-3 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as wrought iron, vinyl, split-rail, or board and picket. Fencing extending beyond the front- or street-facing façade of any structure shall be ornamental in character and may not be chain link. Barbed wire, electric, and other agricultural fences may be used in the RR District in conjunction with a legally permitted use in Section ~~8-3-3 of the City Code, Animals and Fowl—Keeping, Transporting, Treatment, Housing~~ 10-68-11 Keeping of Animals or Fowl.
2. In the A-1, A-2, and UR Districts, all fencing for non-agricultural purposes shall be no taller than six (6) feet in height.
3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no greater than six (6) feet in height. Fences no greater than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.
4. In the BPK, I-1, and I-2 Districts, fences shall be no greater than eight (8) feet in height. Fences greater than four (4) feet in height shall not be placed in the front yard. Fences greater than eight (8) feet in height may be permitted with a Conditional Use Permit when meeting all district setbacks.
5. Fences up to sixteen (16) feet in height may be allowed in any district provided the fence is used as an enclosure for a tennis or sport facility.
6. Erosion control fences are permitted in all districts in conjunction with a permitted activity.
7. It is unlawful for any person to erect or maintain a barbed wire fence upon his or her property, which fence is less than six (6) feet above the ground and within three (3) feet of a sidewalk or public right-of-way except in those areas in which the owners are permitted to keep, stable or board animals under the provisions of the City Code.

Section 16. Section 10-73-04 Required Landscaping is hereby added to the St. Francis Code of Ordinances and reads as follows:

- E. Landscape Guarantee. All new plants shall be guaranteed for twelve (12) months from the time all planting has been completed and a certificate of occupancy has been issued. All plants shall be alive, of good quality, with no signs of stress, and disease free at the end of the warranty period or they shall be replaced. Any replacements shall be warranted for 12 months from the time of replacement. Prior to the issuance of a Certificate of Occupancy, the City may require a Performance Bond, with a corporation approved by the City as surety thereon, or other guarantee acceptable to the City, in an amount to be determined by the City, ~~but for not less than one and one-half (1½) times and no more than two (2) times the~~ amount estimated by the City as the cost of completing said landscaping and screening.

Section 17. Section 10-83-04 Wetland Management Plan of the St. Francis Code of Ordinances is hereby amended to read as follows:

Every applicant for a building permit with 20,000 square feet or more of land disturbance, subdivision approval, or a permit to allow for excavation, filling, grading, or other such activity, when adjacent to, abutting, or on a parcel containing a wetland, must submit a Wetland Management Plan to the City Engineer for review and approval. At a minimum these pollution abatement control practices must conform to those in the current version of the Minnesota Pollution Control Agency's publication, "Protecting Water Quality in Urban Areas."

- A. The Wetland Management Plan and the Grading Plan. The wetland management plan measures and limits the area of disturbed surface and identifies the location of buffers. All land disturbance activities and buffers shall be marked on the approved grading plan, and identified with flags, stakes, signs, fences, etc. on the development site before work begins.
- B. Inspections of the Wetland Management Plan Measures. At a minimum such inspections shall be done monthly to assure protection of the wetland and surrounding buffer.
- C. Minimum Requirements of the Wetland Management Plan.
 - a. This plan is a supplement to the required Stormwater Pollution Prevention Plan. The requirements of the SWPPP are identified in Part 10-82-00 of this Ordinance.
 - b. Phasing of construction: time frames and schedules for the construction in the vicinity of the wetlands.
 - c. A map of the existing wetlands and existing native buffers.
 - d. A site construction plan that includes the proposed land disturbing activities, stockpile locations, erosion and sediment control plan, construction schedule, and the plan for the maintenance and inspections of the wetland management plan's measures.
 - e. Designate the site's areas that have the potential for serious erosion problems that may impact the wetlands on or adjacent to the site.
 - f. Permanent stabilization: The plan shall establish the manner in which buffer areas will be stabilized after construction is completed, including buffer width and type of vegetation, specifications, time frames or schedules, and maintenance procedures.

- g. ~~Buffer widths shall be dependent on the priority of the wetland as addressed in the "Wetland Standards" Amendment to the Upper Rum River Watershed Management Organization (URRWMO) Watershed Management Plan. The priority of the wetland is determined by the MnRAM criteria provided in the Amendment.~~
- ~~i. A copy of the referenced Amendment will be made available upon request.~~
 - ~~ii. A summary of the Wetland Classifications are provided below.~~

Wetland Classes	Purpose
High Priority Wetlands	Wetlands that highly serve both water quality treatment and wildlife habitat target functions
Moderate Priority Wetlands	Wetlands that highly serve one of the two above reference target functions
Low Priority Wetlands	Wetlands that do not highly perform either of the target functions
Use Wetlands	Wetlands created for stormwater management

- iii. ~~A summary of the required buffer widths are provided below.~~

Wetland Classes	Minimum Buffer Width
High Priority Wetlands	25 feet
Moderate Priority Wetlands	20 feet
Low Priority Wetlands	16.5 feet
Use Wetlands	16.5 feet

- h. A minimum 16.5 foot perennially vegetated buffer is required at the boundary of any wetland on or adjacent to a site. ~~Buffer widths for wetlands on or adjacent to a site shall meet or exceed the above mentioned criteria. At the minimum a 16.5 foot wide protective buffer strip of, if possible, predevelopment vegetation shall surround all wetlands. Native vegetation is recommended.~~
- Buffer averaging may be used with City Council approval.
 - Detailed buffer design shall be site specific.
 - For newly constructed buffers site specific design criteria should follow common principles and the example of nearby natural areas. The site should be examined for existing buffer zones and mimic the nearby slope structure and vegetation as much as possible. Buffer design and protection during construction should do any or all of the following: slow water runoff, trap sediment, enhance water filtration, trap fertilizers, pesticides, pathogens, heavy metals, trap blowing snow and soil, and act as corridors for wildlife. How much stress is put on these functions will determine the buffer zone's final configuration. The Minnesota Department of Natural Resources requires permits when vegetation is introduced downgrade of a water's "ordinary high water

mark." The Minnesota Department of Natural Resources' area hydrologist defines the ordinary high water mark. Planting permits are obtained from the Minnesota Department of Natural Resources' regional fisheries office.

- iv. The applicant and/or property owner shall maintain the buffer strip.
- v. Drain tiles on the development site shall be identified and rendered inoperable.
- vi. Buffer strips may be made into perpetual conservation easements.
- vii. Buffer strips shall be marked as such with permanent signs.

Section 18. Section 10-91-02 Prohibited Signs of the St. Francis Code of Ordinances is hereby amended to read as follows:

The following signs are prohibited within the City:

- A. Sign attached to any tree, public sign or utility poles.
- B. Sign constructed of a material not of a permanent nature.
- C. Projecting sign. Projecting signs shall project no further than two (2) feet from the wall to which they are anchored. No sign, or portion thereof, shall project over public property.
- D. Roof sign.
- E. Sign which by reason of position, movement, shape, illumination or color would constitute a traffic hazard to oncoming traffic.
- F. Sign noticeably moving as a result of normal wind pressure.
- G. Sign containing obscene ~~language or graphics.~~ content.
- H. Abandoned signs for which no legal owner can be found.
- I. Search-lights.
- J. Signs imitating or resembling official traffic or governmental signs or signage.
- K. Signs placed on vehicles or trailers which are parked or placed for the primary purpose of displaying said sign except for portable signs or lettering on buses, taxis, or vehicles operating during the normal course of business.
- L. Any sign placed within 30 feet of any intersection that may obstruct motorist or pedestrian visibility.
- M. Signs which blink, flash, or are animated.

Section 19. 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 16th day of January, 2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 103
Minneapolis, MN 55401

ORDINANCE NO. 326

CITY OF ST. FRANCIS ANOKA COUNTY

AN ORDINANCE MODIFYING CHAPTER 11 SUBDIVISIONS IN THE CITY CODE – 1ST READING

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

Changes in the following sections are denoted with an underline for new text or a ~~striketrough~~ for deleted language. Renumbering shall occur as needed when subsections are added or deleted.

Section 1. Section 11-31-04 Metes and Bounds of the St. Francis Code of Ordinances is hereby amended to read as follows:

Conveyances by metes and bounds may only be allowed in the following cases: ~~shall be prohibited except in the following cases:~~

- A. A subdivision meeting the qualifications and following the procedures of Administrative Adjustment in Part 11-32-00.
- B. A subdivision creating no more than one (1) new lot and both resulting lots are 10 acres or greater in size with 300 feet or more of frontage. Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.
- C. ~~Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.~~

Section 2. Section 11-32-01 Administrative Adjustment Applicability of the St. Francis Code of Ordinances is hereby amended to read as follows:

An administrative adjustment application shall be submitted to the City when any of the following apply:

- A. An applicant is proposing to relocate a property line(s) without increasing or decreasing the number of parcels and where all parcels meet Code requirements;
- B. Lot combination; ~~or~~
- C. ~~Conveyance by metes and bounds as specified in Section 11-31-04.~~
- D. In the case of a request to divide a base lot, which is a part of a recorded plat upon which has been constructed a two- to four-unit dwelling, townhouse, or rowhouse, where the division is to permit individual private ownership of a single dwelling unit within such a structure and the newly created property lines will not cause any of the unit lots or

structure to be in violation of this Ordinance, Chapter 10 of the City Code, Zoning, or the State Building Code-; ~~or~~

- E. The subdivision of multiple tenant commercial and industrial buildings in conformance with any applicable provisions of the St. Francis Zoning Ordinance.

Section 3. Section 11-33-04 Procedure of the St. Francis Code of Ordinances is hereby amended and reads as follows:

- A. Application. A development application form with required fees shall be submitted to the City of St. Francis.
- B. The Zoning Administrator shall review the application and plans and refer them to City Staff for review.
- C. Additional Notice. Minor subdivision of land abutting upon any existing or proposed trunk highway, county road or highway or county state-aid highway shall be subject to review of the Minnesota Department of Transportation and/or County Highway Department. Written notice and a copy of the proposed administrative subdivision shall be filed with the Minnesota Department of Transportation and/or County Highway Department for review and comment. Final action on ~~an administrative~~ a minor subdivision shall not be taken until the minimum 30 day review period has elapsed or until all referenced parties have signed off, whichever first occurs.
- D. The City Council shall review and approve, approve conditionally, or deny the minor subdivision application.
- E. The City Council shall state, in writing, its findings for approval or denial, as well as any conditions of approval.
- F. Following the decision by the City Council, the Zoning Administrator shall notify the applicant in writing of the Council's action and reasons thereof.
- G. Recording.
 - 1. If the ~~administrative~~ minor subdivision is approved by the Zoning Administrator, the applicant shall record the deed, and the accompanying survey, in the Office of the County Recorder within 60 days after the date of approval or as approved by the Zoning Administrator, otherwise the approval of the ~~administrative~~ minor subdivision shall be considered void.
 - 2. When the land for which the ~~administrative~~ minor subdivision abuts a State highway, County road, or County highway, a certificate or other evidence showing submission of the ~~administrative~~ minor subdivision to the Minnesota Department of Transportation and/or County Highway Department shall be filed with the County Recorder of Deeds, with the ~~administrative~~ minor subdivision.

Section 4. Section 11-35-05 Preliminary Plat Procedures of the St. Francis Code of Ordinances is hereby amended and reads as follows:

- E. Public Hearing and Planning and Zoning Commission
2. Notice and Hearing. The Planning and Zoning Commission shall hold a public hearing on the proposed preliminary plat. Notice of the public hearing shall be published in the official newspaper designated by the City Council at least 10 days prior to the hearing. The City shall mail written notification of the proposed preliminary plat to property owners located within 350 feet of the subject site in the Urban Service Area and within 1,000 feet of the subject site in the Rural Service Area. Timing of the mailed notice shall be the same as that for the published notice. The failure to give mailed notice to individual property owners or defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply has been made.

Section 5. 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 16th day of January, 2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401



PLANNING COMMISSION
AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: 2023 Code Revisions
DATE: 12-13-2023 for 12-20-2023 meeting

OVERVIEW

The City completed a full zoning code update in April 2021. Following that update, Staff has worked to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, state legislative directives, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several housekeeping revisions for Planning Commission and City Council consideration. These revisions include changes to the Zoning Code (Chapter 10), Subdivision Code (Chapter 11), and Building Regulations and Permits (Chapter 4). Each requested revision is summarized below. The proposed changes are attached.

CODE REVISIONS – ZONING

- Zoning Approval Extension** – Currently, the Code states that the Planning Commission must review and recommend an extension request for a zoning approval. Staff is proposing to update this language to reflect current city practice where only the City Council reviews these requests.
- Public Hearing Standards** – When a public hearing is required, existing Code states that property owners within 350’ of the subject site must be notified. Following Council’s direction, the City has expanded this requirement so that property owners within 1,000 feet of the subject site are notified if they are located within the Rural Service Area. The 350’ requirement remains in place for applications within the Urban Service Area. The proposed Code update will reflect current practice.
- Sacred Settlements.** In 2023, new legislation was passed by the state that requires cities to allow sacred settlements on religious property. Sacred settlements are communities established on or contiguous to the grounds of a religious institution’s primary worship location for the purpose of providing permanent housing for chronically homeless persons, extremely low-income persons, and designated volunteers. To conform with this legislation, changes to definitions, the use tables, and use-specific standards are proposed. These changes would allow sacred settlements as a permitted-with-standards use (both principal and accessory) in all districts where places of worship are allowed (RR, R-1, R-2, R-3, B-1, B-2). The use-specific standards for this use point to the standards established by statute in MN Statute 327.30.

- **Septic Setback.** A requirement is proposed to be added that all structures must be set back from septic systems in a way that meets the requirements set by the Minnesota Pollution Control Agency (MPCA). Currently, MPCA standards require that structures be set back 10' from sewage tanks and a minimum of 20' from the absorption area of the drainfield.
- **Indoor Commercial Recreation** – Staff is proposing to allow indoor commercial recreation as a permitted use in the B-1 district. Indoor commercial recreation is defined as “indoor facilities operated as a business and which are open to the public for a fee that shall include, but are not limited to, billiard parlors, skating rinks, indoor swimming pools, bowling alleys, movie theaters, arcades, health clubs, dance studios, and other similar businesses. Such businesses may also provide a snack bar, restaurant, retail sales of related items, and other support facilities.”
- **Telecommunication Structure or Tower** – Staff is proposing to allow telecommunication structure or tower as a conditional use in the B-2 district. The existing tower at 23307 St Francis Blvd NW is located in the B-2 district today. The proposed change would bring this use into compliance with City Code.
- **Firewood Piles** – Currently, compost structures and firewood piles are required to meet structure setbacks from rear and side lot lines. Staff is proposing to eliminate this setback requirement. Compost structures and firewood piles would still be limited in size and required to be placed in the rear yard.
- **Abandoned, Unlicensed, or Inoperable Vehicles** – Staff is proposing to correct a typo in the code from “in exceed of 30 days” to “in excess of 30 days” in Section 10-71-03.D.
- **Fence** – In the provision discussing barbed wire, electric, and agricultural fences, an updated reference to Section 10-68-11 Keeping of Animals or Fowl is needed.
- **Wetland Management Plan** – The URRWMO has established new standards for wetland buffers. Staff is proposing to update the City’s requirements to comply with these standards. The main change is that buffer width requirements are no longer based on buffer type. Instead, a minimum buffer width of 16.5' is required for all wetlands. Staff is also proposing to change the Code to explicitly allow buffer averaging with Council approval. This is something the City has allowed in the past but Staff would like Code to provide clearer direction on this subject.
- **Signage** – Signs containing “obscene language or graphics” are prohibited in the City. Staff is proposing to change this language to “obscene content” to be more inclusive.
- **Letter of Credit Requirements** – Staff is proposing to update the letter of credit amounts to provide greater clarity and better align with the current process.

CODE REVISIONS – CHAPTERS 4 AND 11

Note that the following changes are located within Chapters 4 (Building Regulations and Permits) and 11 (subdivision) of the City Code. These sections do not require a public hearing or Planning Commission review, but are included here for Commissioners’ reference.

- **Manufactured Home Placement** – Chapter 4 contains regulations for where manufactured homes may be located outside of manufactured home parks. Staff is proposing to update these regulations to comply with State Statutes (462.357 subd. 1). The state requires cities to allow manufactured homes on any lot where a single-family residential dwelling may be placed.
- **Metes and Bounds; Administrative Adjustment** – Sections 11-31-04 Metes and Bounds and 11-32-01 Administrative Adjustment Applicability contain cross-references to one another. Staff is proposing several minor adjustments to this language to make it clear when each process may be used.
- **Minor Subdivision** – Staff is proposing to update the terms of this section to state “minor subdivision” rather than “administrative subdivision.” This process was changed from administrative subdivision to minor subdivision with the last Code update, but the terms within the Code language still need to be updated.

ACTION TO BE CONSIDERED

Staff is requesting that the Planning Commission hold a public hearing and review the proposed changes to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

Suggested Motion:

1. Move to recommend approval of the revisions to the City’s Zoning Code as presented by Staff.

ATTACHMENTS

- Draft Code Language



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Educational Facility Zoning Ordinance Amendment – 1st Reading
DATE: January 16, 2024

OVERVIEW:

The City has received a request from ISD #15 to amend the City's Zoning Code to allow educational facilities within the B-1 zoning district. The school district is proposing to move its Transition 15 (T15) program to the existing building at 22978 Butterfield Drive NW in response to recent changes in legislation which increased the maximum age for students in the program. The building at 22978 Butterfield Dr NW, which is zoned B-1, has sufficient capacity to meet the anticipated growth in the T15 program. Additional information about the T15 program is attached.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Code amendments at their meeting on December 20, 2023 and held a public hearing. One member of the public spoke to question how the proposed use might impact traffic in the area. The applicant shared that the number of students expected to be enrolled in the program would be in the upper 20s in September 2024 and roughly 36-38 in 2025. The T15 program holds different hours than the nearby high school (7:15am to 1:45pm) which reduces the opportunity for traffic conflict.

Following the public hearing, the Planning Commission discussed the proposed use. Commissioners noted that parking for the use would need to be addressed as well as a concern about traffic and pedestrian crossings along Bridge St. The Planning Commission acknowledged that while this use may not be appropriate in this area in the long-term, there are currently several vacancies along Bridge Street which this use would help to fill while still leaving opportunities for commercial development. After discussion, the Planning Commission unanimously voted to recommend approval of the requested amendment to allow educational facilities as an interim use within the B-1 district.

ACTION TO BE CONSIDERED:

Given the Planning Commission's recommendation for approval, draft approval documents have been prepared for your consideration.

Suggested Motions:

1. Move to approve the 1st reading of Ordinance 327 amending the Zoning Code to allow allowing educational facilities within the B-1 District.

Attachments:

- Draft Ordinance 327
- Planning Commission Memo for December 20, 2023 Meeting
- Applicant Submittals

ORDINANCE NO. 327

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW EDUCATIONAL
FACILITIES IN THE B-1 DISTRICT– 1ST READING

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

Changes in the following sections are denoted with an underline for new text or a ~~strikethrough~~
~~for deleted language~~. Renumbering shall occur as needed when sections are added or deleted.

Section 1. Section 10-23-05 E of the St. Francis Code of Ordinances is hereby amended to read
as follows:

Educational facility: An instructional establishment specializing in life skills and/or job training
for students 18 years of age or older.

Section 2. Table 10-44-1 Principal Use Table – Business and Industrial Districts of the St.
Francis Code of Ordinances is hereby amended to read as follows:

10-44-02 Principal Uses in Business Districts

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Public, Social, or Health Care					
<u>Educational facility</u>	<u>I</u>				

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 16th day of January,
2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 103
Minneapolis, MN 55401



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission

FROM: Beth Richmond, Planner

SUBJECT: Educational Facility Zoning Ordinance Amendment

DATE: 12-13-2023 for 12-20-2023 meeting

APPLICANT: ISD #15 St. Francis (Chris Lindquist)

LOCATION: 22978 Butterfield Drive NW (PID: 32-34-24-34-0064)

COMP PLAN: Public

ZONING: B-1 Central Business

OVERVIEW

The City has received a request from ISD #15 to amend the City's Zoning Code to allow educational facilities within the B-1 zoning district. In response to recent changes in legislation, the school district is proposing to move its Transition 15 (T15) program to the existing building at 22978 Butterfield Drive NW. The T15 program is a post high school special education transition program which provides young adults ages 18-22 training in life skills, job training, job readiness, and potential employment. Additional information about the T15 program can be found in the applicant's submittal materials, attached. The building at 22978 Butterfield Drive NW has sufficient space to meet the increase in the student population that will occur beginning in September 2024 as a result of the changes in legislation.



REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is January 6, 2023.

Public Hearing

City Code Section 10-31-03 requires that a public hearing for review of the zoning ordinance amendment request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on December 8, 2023.

ANALYSIS

Zoning

The site is currently zoned B-1 Central Business. The B-1 District is intended to serve as the city’s downtown district, with an emphasis on publicly-accessible active uses and pedestrian facilities. A mix of commercial, residential, and civic uses are permitted in the B-1 District.

The City has done extensive work on creating plans and designing City Code to direct Bridge Street toward a central business district. The work includes, but is not limited to, the St. Francis Forward Plan, 2040 Comprehensive Plan, Bridge Street Design Guidelines, and section 10-44-05 of the City Code. The central business district is intended as the place where goods and services can be provided and the uses contribute to a lively and vibrant commercial corridor.

In the City’s existing code, schools are allowed in the RR, R-1, and R-2 zoning districts. Schools tend to be allowed in residential and/or institutional districts rather than commercial districts due to several factors. These may include conflicts between school children and the impacts of commercial uses (traffic, noise, etc.) and differing hours of operation. In this case, the B-1 district is intended to support active uses which contribute strongly to commerce in the area. Staff recommends that the Planning Commission discuss whether an educational facility would meet this intent.

Any use within the B-1 District must meet the district’s design standards which were created to promote a walkable, pedestrian-friendly atmosphere along Bridge Street. These standards follow the Bridge Street Design Guidelines that were created for the corridor in 2019. One of these standards requires that at least 70% of the ground floor frontage for buildings on Bridge Street be used for a commercial purpose. This applies to the first 30 feet behind the building façade. The applicant has indicated plans to incorporate a public-facing coffee shop and school merchandise store in the foyer area of this building as part of the T15 program, however, this would not be operational for at least a year after move-in.

Staff also notes that the proposed amendment would apply to the B-1 District as a whole. There are additional lots within the B-1 District which could be used as an educational facility if this amendment is approved.

RECOMMENDATION

Staff asks the Planning Commission to hold a public hearing for the requested ordinance amendment and provide a recommendation to the City Council. If the Planning Commission is prepared to move forward with a recommendation, Staff suggests one of the following two options:

1. Recommend denial. If Commissioners find that an educational facility does not meet the intent of the B-1 district or the district's standards, then the use should not be allowed.
2. Recommend approval of the amendment and allow educational facilities in the B-1 district as an interim use. This would give the City the opportunity to review each proposed educational facility and set parameters for how long the facility would be able to operate within the B-1 district. The interim use designation would allow educational facilities as a temporary use while preserving the land for commercial uses in the future.

If Commissioners feel that additional information is needed to make a decision, Commissioners may table the request to the next meeting and provide direction as to the information needed from Staff and/or the applicant.

ATTACHMENTS

- Applicant Submittals

St. Francis Area Schools

District Office
 4115 Ambassador Boulevard NW | St. Francis MN 55070
 763-753-7031 | www.isd15.org

St. Francis Area Schools

DEVELOPMENT APPLICATION ADDENDUM

DESCRIPTION OF REQUEST: (attachment)

Project Name:

Transition 15 (T15)

Nature of proposed use:

The T15 program serves young adults ages 18-22 who are residents of the St. Francis Independent School District #15 (St. Francis Area Schools/SFAS) in providing training in life skills, job training, job readiness and potential employment.

Reason(s) to Approve Request:

Due to a recent change in legislation, SFAS is required to provide educational services to this particular population for an additional year. As a result, the number of participants in our T15 program will increase. We do not currently have sufficient space in our school buildings to meet this increase in student population beginning in September 2024. Since the Oakland building was originally built as an educational facility and has not been occupied by any new business since it was sold last, we believe that this is the perfect opportunity to reinstate this building as an educational facility that could benefit other businesses on Bridge Street.

IS THIS APPLICATION, PART OF, OR IN ADDITION TO, A PREVIOUS APPLICATION (S) PERTAINING TO THE SUBJECT SITE? IF YES:

No, this application is not part of, or in addition to a previous application.

PROPERTY INFORMATION:

Street Address:

22970 Butterfield Ave.
 St. Francis, MN 55070

St. Francis Area Schools



District Office
4115 Ambassador Boulevard NW | St. Francis MN 55070
763-753-7031 | www.isd15.org

St. Francis Area Schools

Property Identification Number (PIN#):

32-34-24-34-0069
32-34-24-34-0064
32-34-24-34-0021

Legal Description, Lot(s), Block, Subdivision:

LOTS 6 THRU 11 INCL BLK 3 VILLAGE OF ST FRANCIS; SUBJ TO EASE OF REC
LOTS 12 & 13 BLK 3 VILLAGE OF ST FRANCIS TOG/W E 3.5 FT OF LOT 2 SD BLK 3; SUBJ TO EASE OF REC

APPLICANT INFORMATION:

Name:

St. Francis Area Schools

Business Name:

ISD #15 St. Francis

Address:

4115 Ambassador Blvd NW
St. Francis, MN 55070

Telephone:

763-753-7048

E-Mail:

chris.lindquist@isd15.org

Contact and Title:

Chris Lindquist; Director of Community Education

OWNER INFORMATION:

Same as above



St. Francis Area Schools

St. Francis Area Schools

District Office

4115 Ambassador Boulevard NW | St. Francis MN 55070

763-753-7031 | www.isd15.org

Ms. Beth Richmond and Ms. Collette Baumgardner,

Thank you for your questions and interest in our T-15 program that St. Francis Area Schools is interested in moving into the building formerly known as “Oaklands”.

The Transition 15 program is a post high school special education transition program available to students of St. Francis Area Schools as determined by their Individual Education Plan (IEP) teams. Students have not received a diploma or other certificate of completion signifying termination of a secondary education. The program focuses on the areas of transition which include post-secondary education, employment, and independent living (including rec & leisure, community participation, home & daily living). The program connects special education, vocational education, and community agencies to assist students with disabilities in transition to adult life.

Transition 15's mission is to provide our young people with a variety of experiences and learning opportunities to move them toward independence. We provide a variety of work experience opportunities, including on-site skills practice through Saints Roast 15 Coffee Cart (currently serving staff of St. Francis Learning Center and our District Office Employees since 2008). We collect and crush pop cans, perform non-confidential shredding, and a variety of small jobs to assist other programs. Some of our off-site work experiences include: Volunteering at the North Anoka County Emergency Food Shelf (N.A.C.E) and learning a variety of work skills. (See our young people in the NACE [video](#)). Our students also volunteer at The Farmstead, a part of Presbyterian Homes doing some light cleaning, and practicing their work skills: working in a team, following directions, communicating with others, self-advocacy, and so much more.

Transition 15 is also partnering with the district's Assistive Technology department and building a work experience with the assistive technology coordinator as she builds the department which will include inventory, pulling items needed, and delivering items for other students to their sites and a potential for more.

Young people at T15 also have the opportunity to experience a variety of community-based learning through outings to a variety of community sites to practice a variety of skills: comparison shopping, asking for help to find items, shopping on a budget, restaurant skills, using cash, using debit cards, social skills, grocery shopping, and so much more.

The relocation of T15 to the “Oaklands” property would provide students the opportunity to further develop the skills listed above. At present, the space would be used for educational purposes only with the potential of allowing for pedestrian traffic and retail sales in the future. Additionally, it would be very plausible for students in the T15 program to potentially assist with basic levels of cleaning for businesses along Bridge Street and adjacent areas.

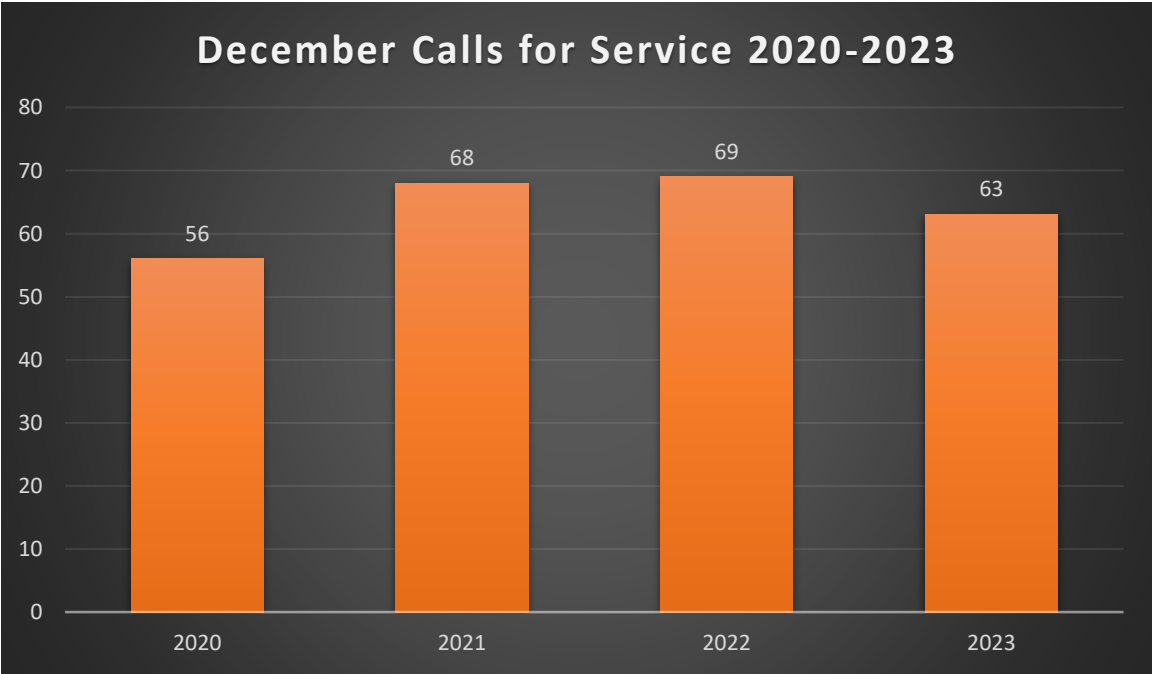
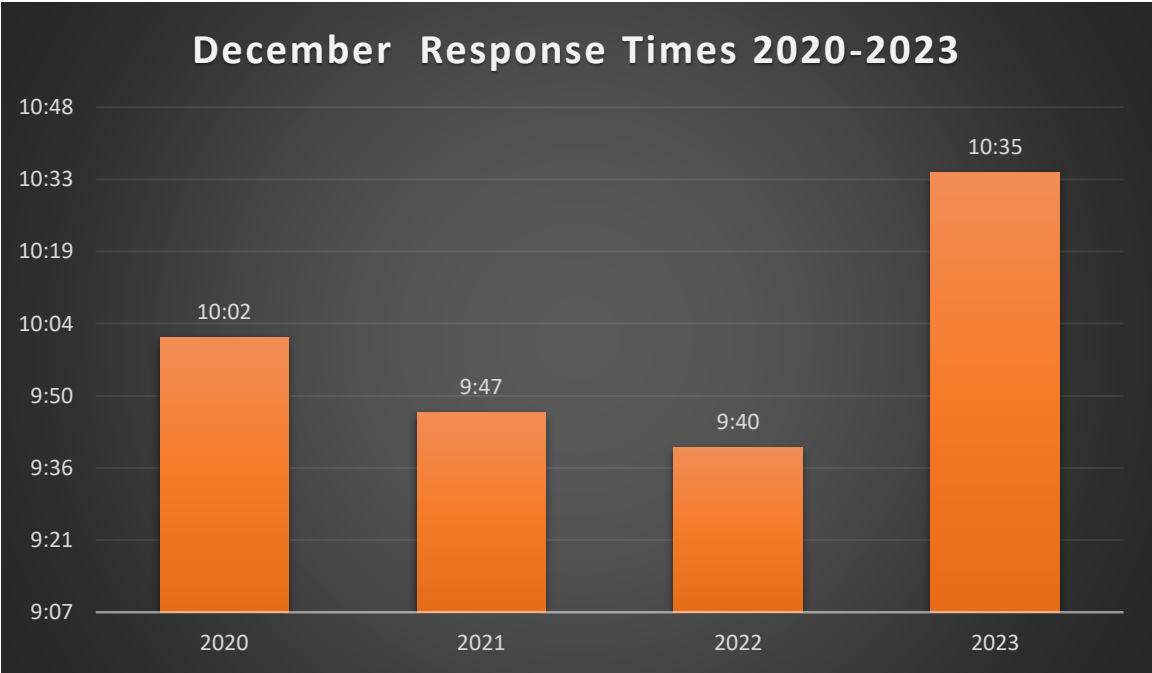
Chris Lindquist
 Director of Community Education
 St. Francis Area Schools
chris.lindquist@isd15.org
 763-753-7048

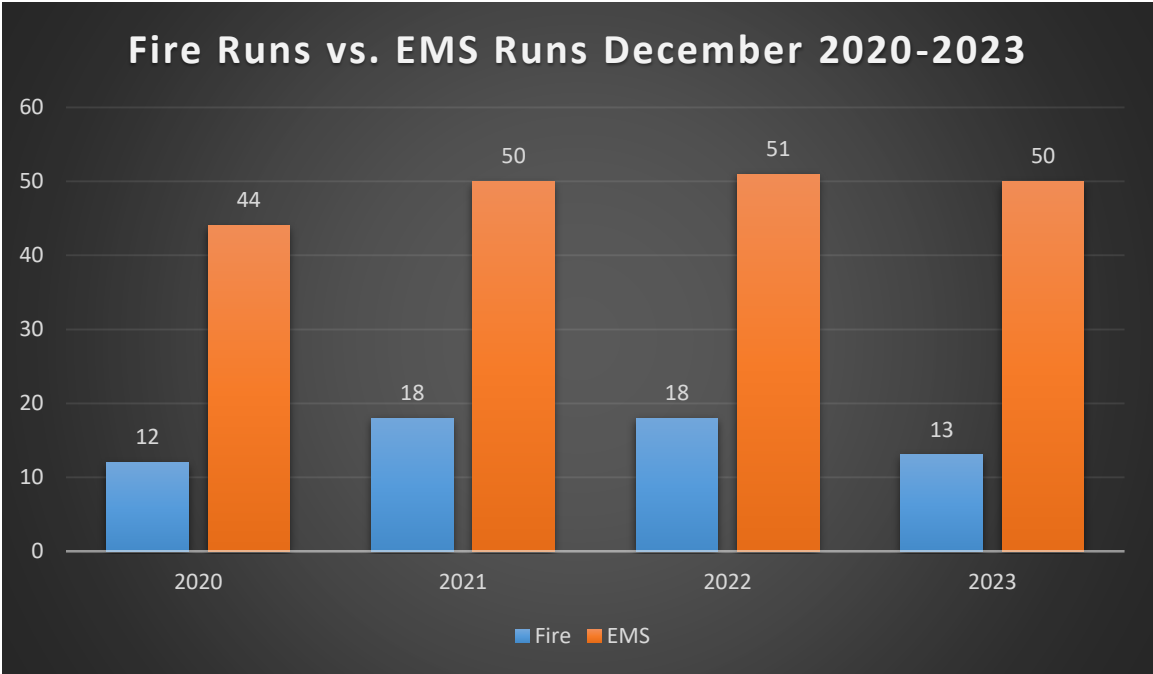
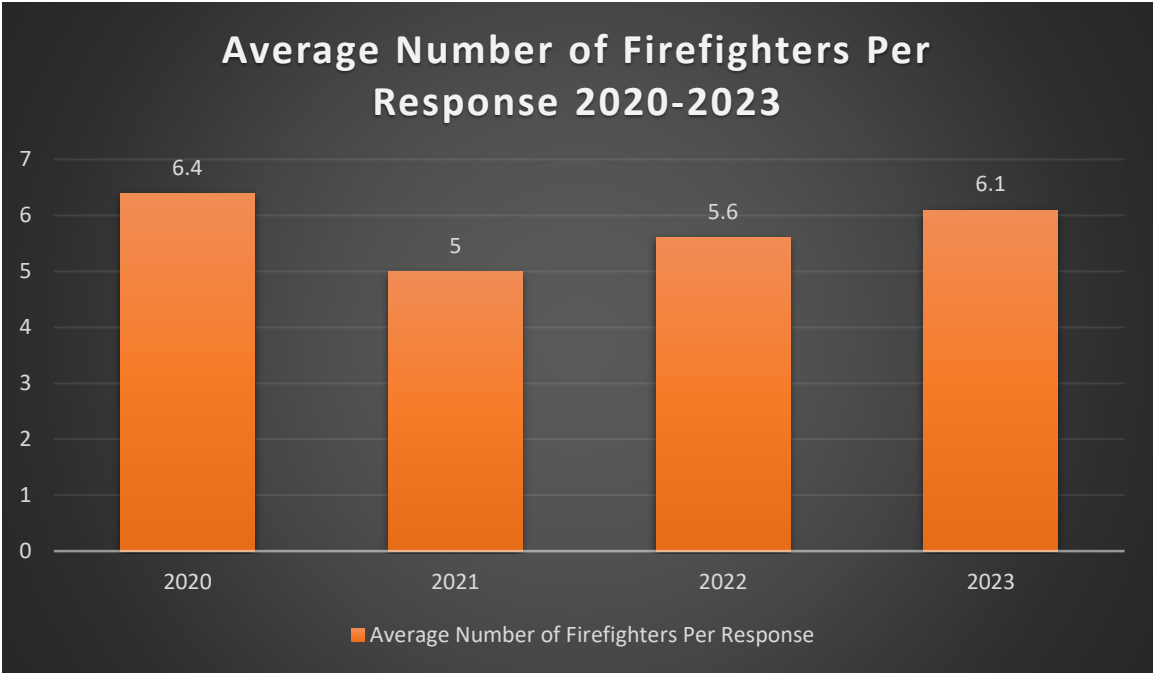
MONTHLY COMPARISON REPORT 2020-2023

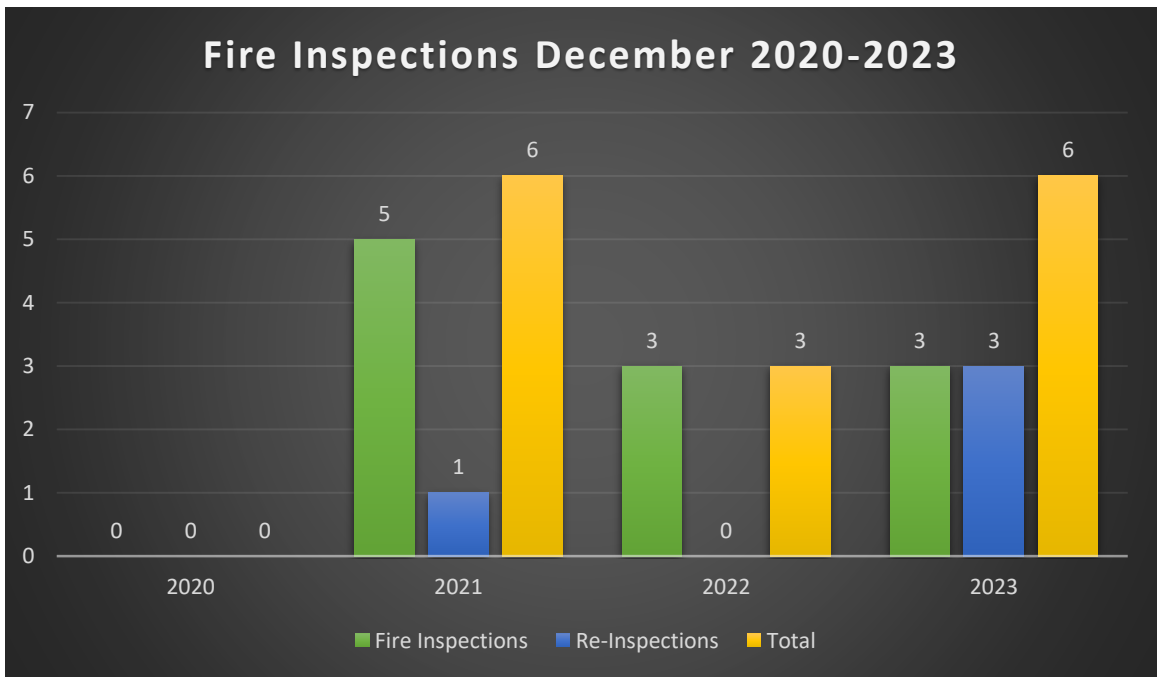
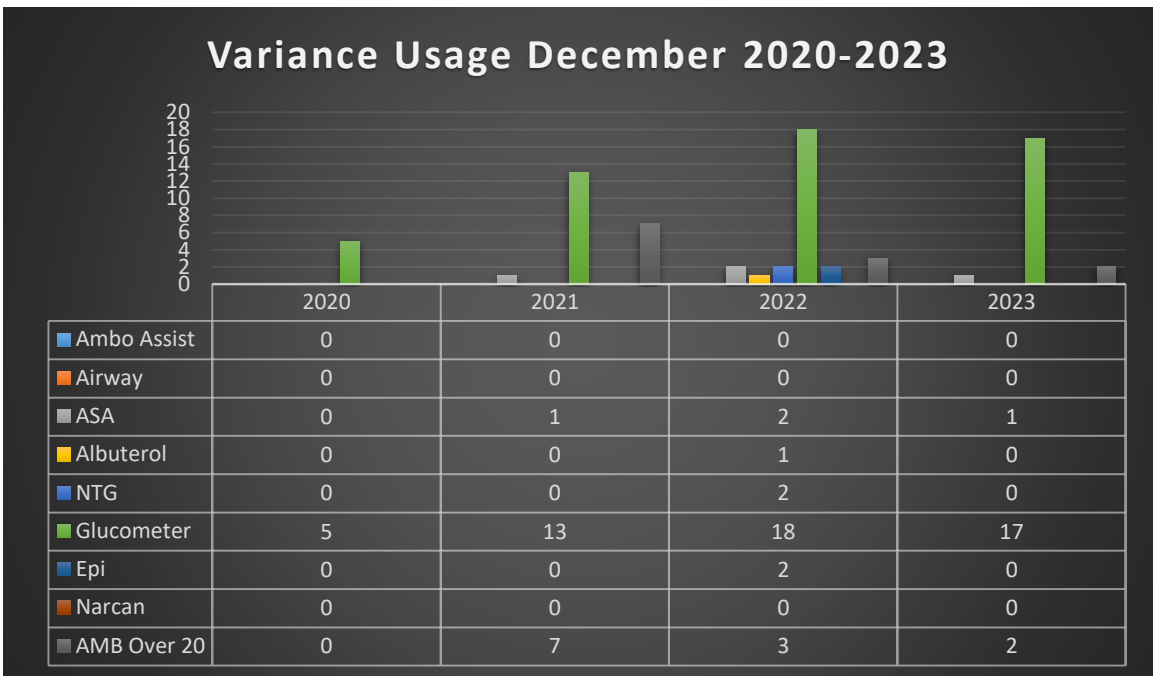
December



ST. FRANCIS
FIRE & RESCUE









Community Development

Annual Report

2023

Respectfully Submitted by:

Colette Baumgardner

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January 16, 2024

Mayor and City Council:

The Community Development Department has another strong year of taking on new initiatives and navigating new ways of work through software transitions. Through this, the Community Development Department continued to support its mission of promoting and growing economic and housing development through building, marketing, and community engagement.

The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, and Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the City as a whole. The department has four positions that administer and complete the responsibilities of all programs and work closely together to keep St. Francis competitive and successful in its development needs. The department also relies on the support and efforts of the City's consultants, including planning, engineering, and legal.

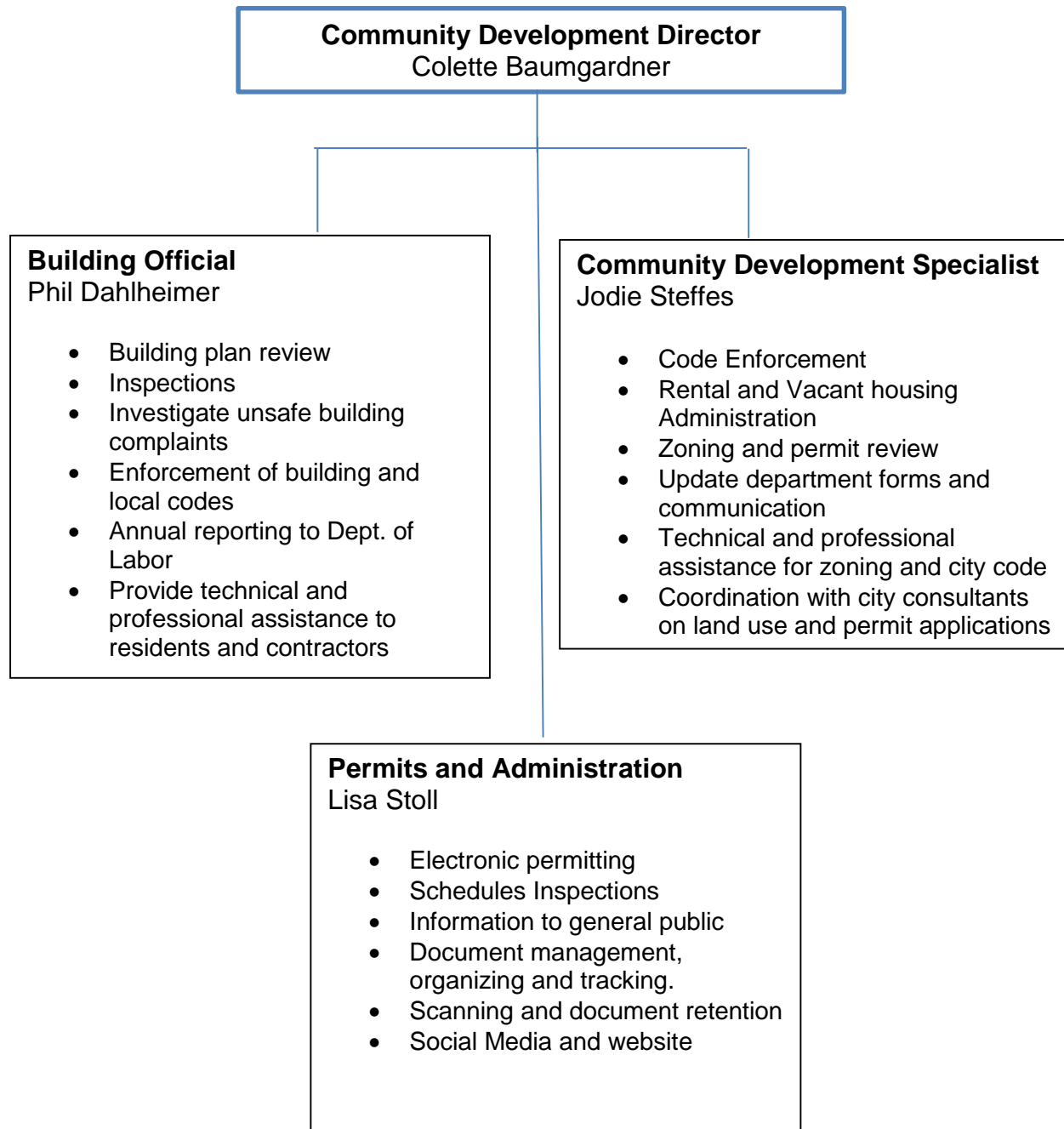
Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the City's goals and vision.

I am pleased to provide this report to you about the activities performed in the Community Development Department in 2023.

Regards,

Colette Baumgardner

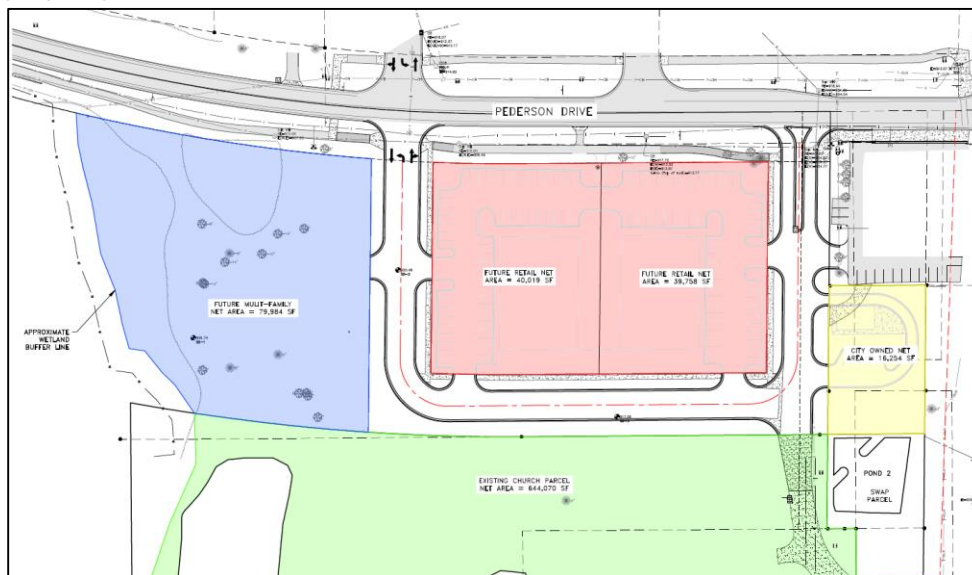
COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Economic Development

The department continues to work with project concepts and property sales for economic growth and opportunities. Here is an update on the status of the following projects:

- Patriot Parkway** – This project started in 2022 as partnership between First Baptist Church and the City. The original concept would create a new road, create 3 to 4 commercial lots, and create a new lot for high density residential. This project would also bring access to a City owned lot, Mansettis, and support a new church expansion. Throughout 2023, staff continued to work on the project and more information came to light regarding the costs to design and construct the concept. The project will require more research into funding options and coordination with the project partners.



- Downtown Redevelopment - Bridge Street**
 - 3750 Bridge St – The City Hall/Fire Station started construction in 2023! This building will hopefully serve as a catalyst for development on the corridor.
 - 3765, 3757, 3771 Bridge Street – These properties are still under review of the legal team to finalize the survey. The properties cannot be sold until this is complete, and it may take most of 2024. In 2023, EDA entered into a Memorandum of Understanding with a developer exploring the potential of an apartment building at 3731 Bridge Street. An apartment building would provide much needed high-quality rental housing to the City, and an influx of residents to support the Bridge Street commercial district. The City was also awarded a grant in 2023 from Anoka County to complete a geotechnical report for this property.



- 3715 Bridge Street – The outdoor storage on Bridge Street was discontinued, and the City Council approved an IUP for the dental clinic to extend their parking area. This provided a much-needed improvement to the corridor.
- 3631 Bridge Street – The Rum River Inn was officially registered as vacant in 2023 and posted as for sale. Staff have met with multiple individuals interested in the property and created a summary sheet of the development opportunities for the property.
- 3518 Bridge Street – Property is listed for sale and had a few interested parties in 2023. Property's listing showcases the lot as a premier opportunity for commercial development that meets the St. Francis Forward plan.
- 3503 Bridge St – This is a privately owned parcel that came available in 2023. It is a prime real estate development opportunity to support Bridge Street.



Initiatives and Marketing:

Staff continues to work with various partners to enhance economic development in the City. Efforts include:

- Work with the Anoka County Regional Economic Development (ACRED) partnership including Connexus Energy, Metro North Chamber and cities participating to improve economic development as a region.
- Partnering with the St. Francis Chamber of Commerce and providing logistical, strategic, and practical support for their efforts
- Attending networking events and seminars with the MN Real Estate Journal
- Attending the St. Francis High School career fair to highlight career opportunities in the City and overview how the development process works
- Hosting a table with ACRED at MNCAR to highlight the city and development sites



Broadband and Internet:

In 2020, the COVID-19 pandemic identified the weakness in our broadband infrastructure. In 2022, Anoka County was awarded a grant for a fixed wireless broadband that they anticipated could bring broadband access to County residents in 2023. Unfortunately, due to staffing changes, their planning efforts have stalled without information a future timeline.

Utility and Street Expansions for Growth:

During the past year, staff has worked with three projects with the Public Works team related to the expansion of city infrastructure. The expansions are necessary if the City wishes to meet the demand for property development as property owners sell. Projects include:

- 241st from Hwy 47 to Roanoke to provide street alignment with the Bluffs of Rum River project and extend sewer and water
- Woodbine extension from Bridge Street to Ambassador Blvd
- Patriot Parkway to access the city owned property south of Pederson Dr.

These projects were included in the financial plan adopted by City Council in June 2023.

St. Francis Economic Development Authority

The EDA held two meetings in 2023 – one in May and one in August. In May, they initiated some property transfers between the City and EDA and approved an easement agreement with the dental office that ended up not being needed. In August, they approved entering into a Memorandum of Understanding with a developer for the property primarily encompassed by 3731 Bridge Street. This MOU is set to expire in February 2024.

The EDA also hosted a Lunch and Learn event on the new Employee Sick and Safe Leave policy from the state. The event was open to all businesses in the community, and it received very positive feedback. The businesses would like to see more events like this, especially regarding new legislative requirements.



Farmers Market

- The Farmers Market finished out its inaugural season! The market had great attendance by community members during the season with around 150 - 200 visitors coming each week. In total, 19 vendors registered with about 8 – 9 vendors being present each week. This project supported local entrepreneurs who are starting to create and sell goods. Of the 19 registered vendors, 6 of the vendors live in St. Francis, and this market is their first place selling their products. This was one of the key goals of the market as an economic development tool.



Land Use Development

The City continued to utilize HKGi for planning services in 2023 to support land use development working primarily with Beth Richmond. This partnership has worked well, and staff are happy with their consultation services. Jodie Steffes continued to learn more about this process and helped to walk through the process with applicant, especially in the early stages.

Residential Development

According to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market. The median sales prices in St. Francis increased by 3.0% over the past year to sales price of \$340,000. This is a smaller increase than was seen in between 2021 and 2022. However, many surround communities saw a decrease in median home value, so a small growth shows that St. Francis' market is desirable and strong. St. Francis had a total of 93 closed sales in 2023 with all sales going for an average of 99.2% of the original asking price.

City of St. Francis Median Home Price Since 2019

2019	2020	2021	2022	2023	YOY	Since 2019
\$249,082	\$255,000	\$301,000	\$330,000	\$340,000	+ 3.0%	+ 36.5%

Surrounding Communities

YOY Change in Median Home Price

Community	Change From 2022 in Median Home Price
Bethel	+ 38.1%
East Bethel	-1.2%
Ham Lake	- 3.1%
Isanti	- 0.5%
Nowthen	+17.7%
Oak Grove	- 7.9%
Ramsey	- 0.5%

Staff continues to provide technical assistance to housing developers. The following projects were continued or reviewed in 2023.

- Bluffs of Rum River** – The Preliminary Plat, Comprehensive Plan Amendment, and rezoning for the Bluffs of Rum River project was completed in 2022. This development will provide 302 additional housing units including single family, villas, townhomes and an apartment building. The project lost its primary investment partner in 2023 and was listed as for sale. The preliminary plat was extended through October 2024. The property owner has indicated that they have an interested buyer/developer and expect to continue the project in 2024.

- **Eagle Point/Vista Prairie - Senior Living Project** – This project completed its final platting and site plan approval process in 2022. Construction was delayed due to lack of access to financing. The building permit was approved in 2023, and they are ready to start construction once they have financing secured.
- **3731 Bridge Street** – This is an EDA owned infill housing site that is being considered for an apartment building by Northshore development partners.
- **Rivers Edge Development** – The final plat for the 6th addition was approved in 2022 and construction started in May 2023. The approval of the 7th addition preliminary plat was extended until October 3, 2024. The 7th addition is mostly larger lots due to requirements for the Rum River overlay district, and the developer shared that current market demand is for smaller, lower maintenance lots.
- **Turtle Ponds** – The 4th Addition continued construction and the 5th Addition started construction in 2023. Thus far, the developments have four new home permits and none of the homes have been issued a Certificate of Occupancy. In 2023, the City Council approved the preliminary plat, rezoning, and comprehensive plan amendment for Turtle Ponds 6th that will create a 7-unit subdivision of detached townhomes to serve as a continuation of the Turtles Ponds 4th Addition. The developer has until July 2024 to submit for a final plat.
- **Serenity at Seelye Brook** – The preliminary plat was approved for a four-lot subdivision between Bridgestone Rd NW and the Seelye Brook. The final plat is anticipated 2024 and must be applied for by September.

Commercial Development

Commercial development is a critical component of a healthy community and local economy. Commercial development creates local job opportunities and allows for residents to meet the needs of their daily life within the city.

- **Autozone** – Autozone received land use approval in 2023 to build a new store at PID:32-34-24-23-0039 north of the Bottle Shop. The access to the store will be off of Aztec, and the access to HW-47 will be closed. The project quickly submitted for a building permit, and they are expecting to start construction in 2024.
- **City Hall/Fire Station** – The City Hall started construction. This site is the first, new construction to project to use the design standards for Bridge Street.
- **Dollar General** – Opened for business in 2023 at the intersection of 229th and Hwy 47. The store will hopefully spark some additional development interest in the corner. The site is designed to allow for joint parking with future commercial development to the south if desired.

- **Dental Office Expansion** – St. Francis Dental decided to delay the expansion of their office and instead expand their parking area first. The construction of the parking area is complete, and the outdoor storage on the lot has been removed.
- **Minnetonka Game and Fish Club** – Amended their CUP to expand the number of ranges and allow for grading of the roadway and new stormwater ponding for future expansions.

Planning Commission

The Planning Commission met 8 times in 2022 working its way through roughly 11 code updates and developments. Many items required a public hearing which they are responsible for in the land use process.

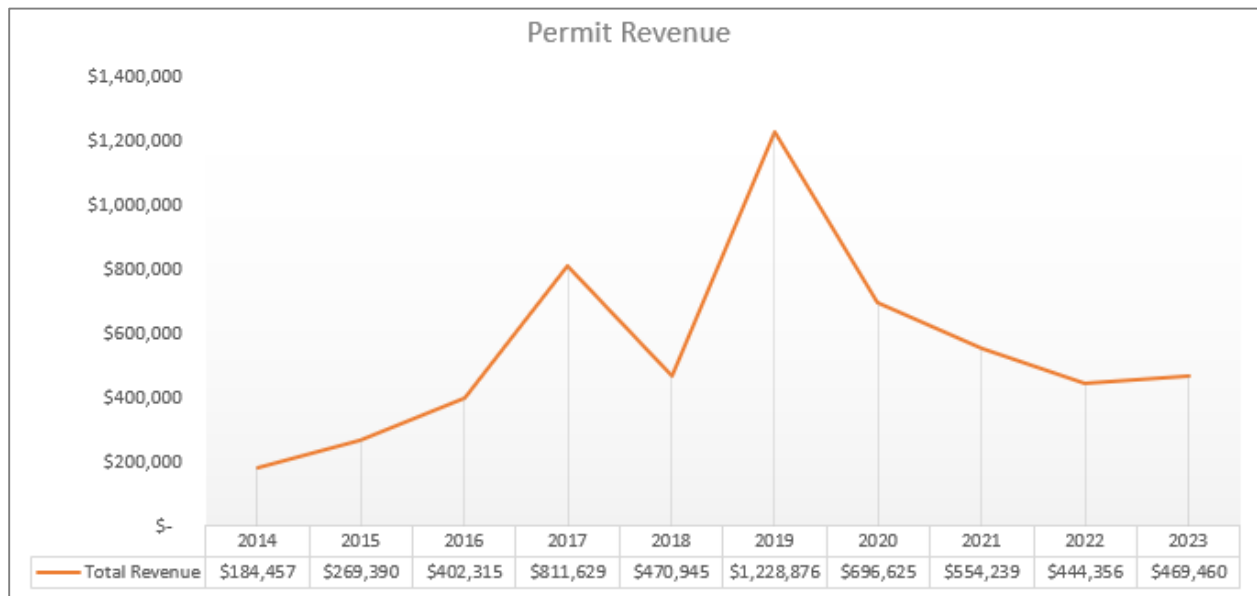
The Planning Commission had one vacancy for a large part of 2023 that was filled in June. Another vacancy became available at the end of 2023 and was filled in December, so the Planning Commission should be fully represented in 2024.

During the year they collected input from the public and made recommendations to Council on the following items:

- Developments: Serenity at Seelye Brook, Turtle Ponds 6th, Patriot Parkway
- Site Plan: Autozone, City Hall/Fire Station
- CUP/IUP: Car detailing business, Dental Clinic Parking Area, Minnetonka Game and Fish Club
- Ordinance Amendments: Housing keeping updates, Dental Clinic Parking Area, and school as interim use on Bridge Street.

Building Department

Building permit revenue continues to fluctuate with the city growth and development patterns in new housing units, residential remodeling and commercial construction. Building and zoning fees are set through the Fee Schedule. The graph below shows how permit revenues have changed over the past ten years.



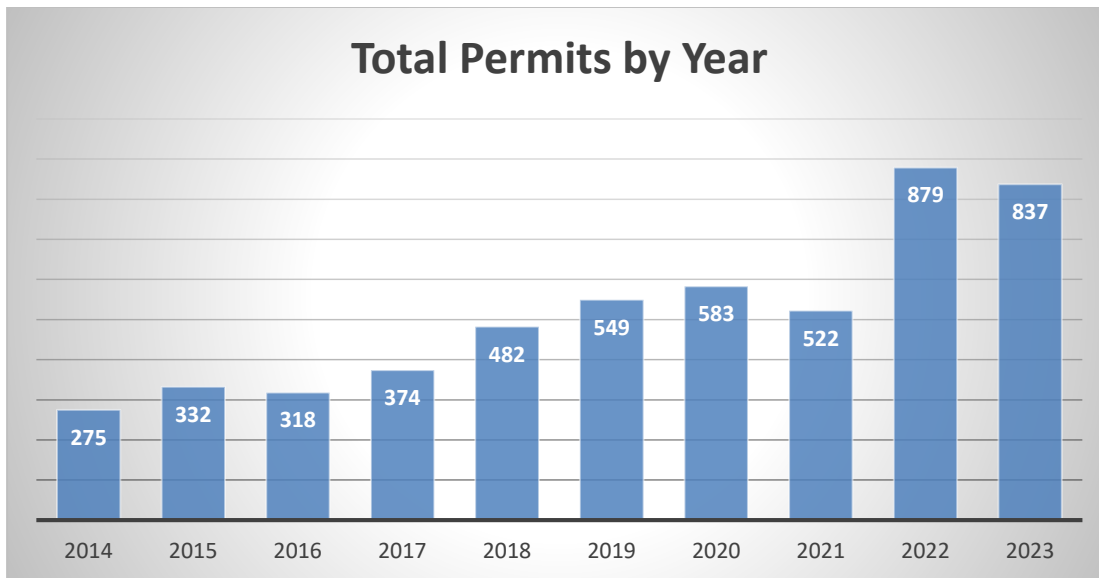
*In 2019, school district completed a historical renovation with \$499,000 permit revenue.

Revenue from building permit fees collected support stormwater, planning, and engineering reviews, in addition to inspections. Commercial and septic permits are received and processed through a contract with Metro West Inspection Services in which the City pays a percentage of fees back to their organization. Metro West is also utilized when the city Building Official is out for any extended period of time.

However, permit revenue does not necessarily correlate with the number of permits and workload required by staff. In 2023, 85% of the City's permits were flat fee permits, which typically do not require a review and only require one inspection. These permits require almost as much administrative time, primarily completed by Lisa Stoll, to process as permits that require a valuation.

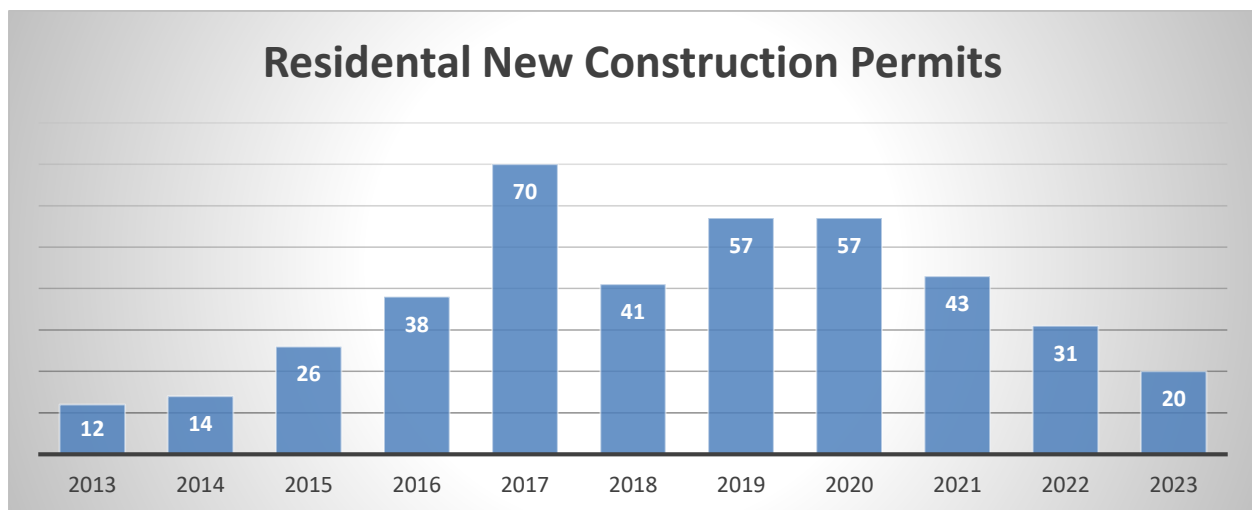
In 2023, the City had its second largest year for number of permits issued with a total of 837 permits! Approximately 40% of all permits were reroof and resides, which are believed to still be coming in from the large hail storm in 2022. Additionally, the homes from the early 2000 housing boom are now at the 20-year mark with their roof, and they are needed replacement.

This permit total is especially impressive considering that the permit software transitioned to BS&A from PermitWorks in September of 2023. Big thank you to Lisa Stoll and Phil Dahlheimer for navigating this transition and continuing to process this large volume!



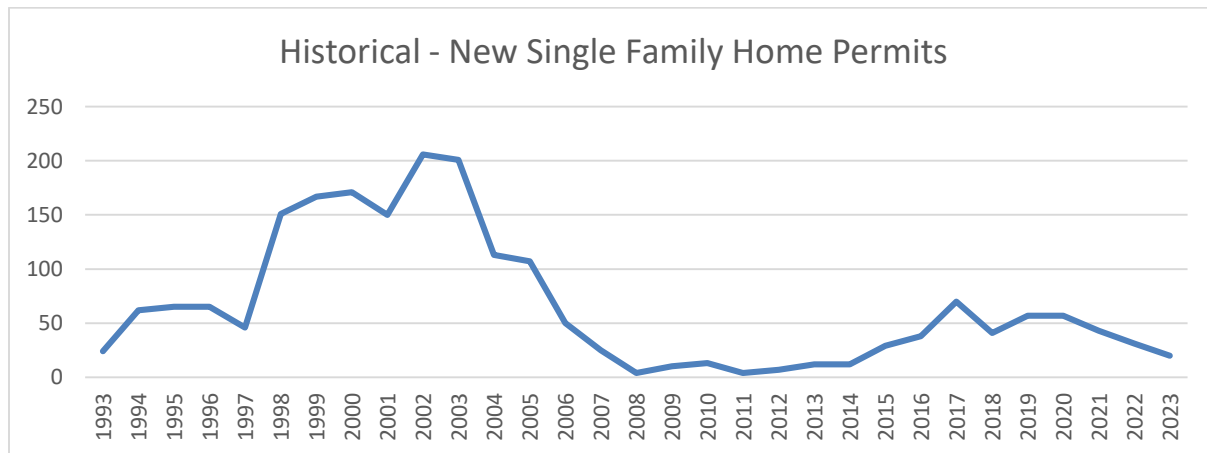
Growth

The leading indicator of growth in a city is new construction permits. In 2023, the City had 20 new homes built in the form of single units. Builders expressed additional caution due to increased interest rates year over year. Some also communicated many of the lots available in St. Francis are already accounted for by builders holding them, so it can be challenging to find lots ready for construction as a new builder in the area.



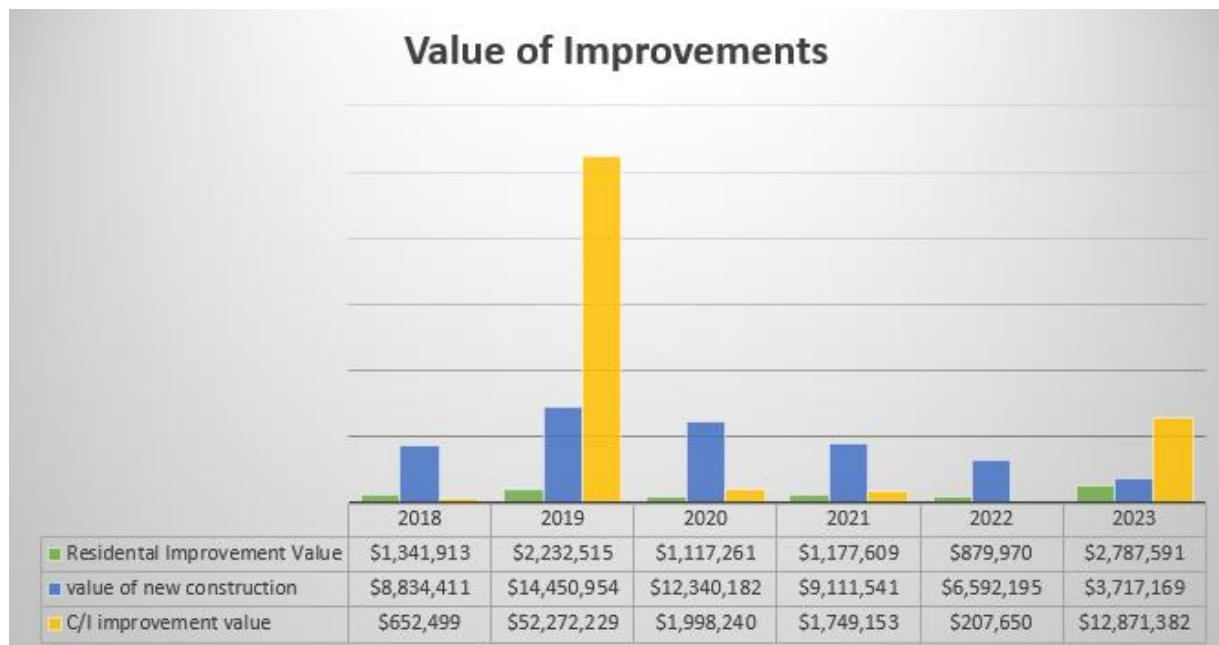
Does not include Manufactured Homes

Below is the historical data of all new single-family construction permits. The highest year of tracked new construction permits was in 2002 with a total of 206 new homes in a single year from a low of four new homes in 2008 and 2011. The last large growth of subdivisions in the City was between 1998 through 2005.



Investment

Investment in our building stock comes from new construction and building improvements. Every permit brings a value to the community through improvement supporting sustainability and the ongoing value of the improved structure. In 2023, it appears that the value of improvements increased significantly for residential and commercial construction. However, for residential construction, this increase is believed to be heavily influenced by the transition to the new BS&A software system. BS&A requires improvement value be entered, even for flat fee permits. This was an optional field in PermitWorks for flat fee permits, so it is believed that more valuations are being entered. For commercial construction, the valuation includes the new City Hall/Fire Station, which is valued at just over \$10 million. Without the new City Hall/Fire Station, the commercial improvement value would be \$2.6 million. This is still a very strong year with the construction of a new Dollar General and improvements to apartment buildings.



Code Enforcement

Enforcement is an ongoing function of staff, and it is primarily managed by Jodie Steffes with inspection support from Phil Dahlheimer. Most of the code enforcement is administered on a community compliant basis with some staff-initiated outreach and corrections. After a complaint is received, staff sends an Administrative Notice to the property to inform them of the violation. Most issues are resolved with this notice. Typically, the property owner creates a resolution plan with Jodie, and then she schedules a follow-up inspection.

During 2023, staff worked with over 63 properties to address complaints that required an Administrative Notice be sent. Of the notices issued, only 4 properties received citations. The most frequent complaints were work without a permit and vehicle parking issues.

Properties contacted with Code enforcement concerns:

Year	Number of Notices:	Number of Citations:
2017	49	16
2018	58	22
2019	57	16
2020	120	10
2021	165	12
2022	88	10
2023	66	7

There were three large code enforcement cases that required City Council review in 2023.

- **23209 Bridgestone Road** – The property had a nonpermitted business, uninhabitable structure, and outdoor storage. The owners followed a compliance timeline set by Council and the property is now clean with business use discontinued to staff's knowledge.
- **Partridge Street** – The property has significant City Code violations regarding outdoor storage and junk/debris. This property owner worked with staff to create a clean-up plan and received an extension from City Council. To date, the property has met the requirements of each interim checkpoint.
- **23462 University Ave** – The property was cited for violations for parking, junk/debris, rental, home occupation, and unfit living quarters. After talking with the property owner, not all uses cited for are believed to be present, but a site visit was not allowed to be able to verify. The property was granted an extension through June 2024 with photos required for compliance in the interim. Staff have received four photo submissions to date.

Administrative Projects:

- **BS&A Transition** – Staff transitioned to the BS&A software system. Nearly all aspects of the Community Development teams' work changed dramatically with the new system. The BS&A software now manages permits, inspections, plan review, code enforcement, rental/vacant registration, land use applications, payment processing, etc. Overtime, this system will create significant work improvements and more clarity on single property record. A huge thank you to Lisa, Jodie, Phil, and Jen from Public Works for embracing the new system and working through the quirks.
- **Rental Housing Licensing** – The rental license program helps to ensure that all residents are living in safe and decent housing that is being properly maintained. The properties are inspected every few years to ensure they are safe. There are currently 92 rental properties registered in the City and this is a decrease from 2022 when we had 120. The number of licenses likely went down in 2023 due to some properties receiving their first inspection either in many years or at all. Rental inspections were stopped in 2020 – 2022 due to the COVID-19 pandemic, so most rentals had multiple corrections to do in order to receive their license.
- **Vacant Property Registration** – The vacant registration program helps to ward off blight and uphold quality buildings in the City. There are currently only 2 known vacant properties being tracked – the Rum River Inn and the Hiller property at 3508 Bridge. This is a very positive number as deterioration of a property has a strong negative community impact. Staff are able to identify these properties through code complaints and water utility usage. Staff notifies the owner to get it registered and make sure the property does not fall into disrepair.
- **Website and Department forms/applications** – Keeping the website up-to-date is an on-going activity. Staff values the website being up-to-date for transparency with the public and easy reference for the status of projects. It is also important to ensure that all of our informational handouts and documents are aligned with current codes and procedures.