



CITY COUNCIL REGULAR MEETING

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

Monday, April 01, 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 - March 18, 2024
 - [B.](#) Acknowledgement to Conduct a Raffle
 - [C.](#) Acknowledgement to Conduct a Raffle
 - [D.](#) Emergency Management Plan
 - [E.](#) Hiring Part-Time Firefighters- Contingent
 - [F.](#) 2024 Street Consortium Asphalt Maintenance
 - [G.](#) Police Department Retention Incentive – Non Union
 - [H.](#) Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)
 - [I.](#) Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - [A.](#) Bottle Shop Fiber Optic Project
 - [B.](#) Annual Audit Report
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - April 15 - City Council Meeting - 6:00 pm
 - April 17 - Planning Commission Meeting - 7:00 pm
 - April 27 - Spring Recycling Event 8:00 am - 12:00 pm
 - St. Francis Police Department Citizens Academy - 6:00 pm
 - April 11
 - April 18
 - April 25
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
March 18, 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 Crystal Kreklow, Robert Bauer and Sarah Udvig.

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

Absent: Councilmember Kevin Robinson

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Bauer, Kreklow and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

- A. City Council Minutes – March 4, 2024
- B. Change Orders – City Hall / Fire Station Project
- C. Stahl Construction – Pay Applications NO.6 – Labor & Material
- D. Police Department Personnel
- E. Public Works Streets and Parks Position
- F. Establishing Municipal State Aid Street
Resolution 2024-12 Establishing Municipal State Aid Streets
- G. Payment of Claims

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

Ayes: Udvig, Bauer, Kreklow and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

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 – NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Portable Audio/Video Recorder Audit

Chief Schwieger gave an overview of the audit report. The audit had no discrepancies and the department is in compliance with state statute. The next audit will take place in 2025.

MOTION BY: KREKLOW SECOND: UDVIG TO ACCEPT THE AUDIT RESULTS.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council did not have anything to report.

Mayor Muehlbauer shared that he had spoken to staff about code compliance issues. He reminded everyone that the Citizen's Academy will be coming up soon.

13. UPCOMING EVENTS

March 19 - Special 27B General Election - Polls open at 7:00 AM

March 20 - Cancelled - Planning Commission Meeting

April 1 - City Council Meeting - 6:00 pm

April 15 - City Council Meeting - 6:00 pm

April 17 - Planning Commission Meeting - 7:00 pm

14. ADJOURNMENT

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

Ayes: Udvig, Bauer, Kreklow and Mayor Muehlbauer.

Nays: None
Motion carries: 3-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:04 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement to Conduct a Raffle
DATE: April 1, 2024

OVERVIEW:

North Suburban Chapter of MN Deer Hunters Association has applied for an exempt permit with the MN Gambling Control Board. North Suburban Chapter of MN Deer Hunters Association would like to hold a raffle event at the St. Francis American Legion, Post #622 on April 12, 2024.

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

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Permit from North Suburban Chapter of MN Deer Hunters Association for a raffle event to be held at the St. Francis American Legion.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)
Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: North Suburban Chapter of Minnesota Deer Hunters Asso Previous Gambling Permit Number: X-03304

Minnesota Tax ID Number, if any: 4326991 Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 903 Palm Cir

City: Annandale State: MN Zip: 55302 County: Wright

Name of Chief Executive Officer (CEO): Richard Bohnen

CEO Daytime Phone: 612-558-4508 CEO Email: onthbeach40@gmail.com
(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): American Legion Post #622

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): April, 12, 2024

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: Richard Bohnen Date: 3-15-2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Richard Bohnen

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement to Conduct a Raffle
DATE: April 1, 2024

OVERVIEW:

Sons of the American Legion has applied for an exempt permit with the MN Gambling Control Board. Sons of the American Legion would like to hold a raffle event at the St. Francis American Legion, Post #622 on July 14, 2024.

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

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application for Exempt Permit from Sons of the American Legion for a raffle event to be held at the St. Francis American Legion.

LAWFUL GAMBLING Application for Exempt Permit

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: Sons of the American Legion Saint Francis, MN Post #622 Previous Gambling Permit Number: X- _____

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

Mailing Address: 3073 Bridge Street NW

City: Saint Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): David Alan Behnke

CEO Daytime Phone: 612-599-1306 CEO Email: _____
(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 Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 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): Saint Francis American Legion Post 622

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

Check one:
 City: Saint Francis, MN Zip: 55070 County: Anoka

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 14 - 2024

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 style="text-align: center;">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 style="border: 1px solid black; padding: 5px; margin-top: 20px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">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: David Behnke Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: David Behnke

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Emergency Management Plan
DATE: April 1, 2024

OVERVIEW:

The St. Francis Emergency Management Plan is essential to ensure the City of St. Francis is prepared to deal with disasters and to protect the public peace, health, and safety of the residents of St. Francis. The City Administrator along with department heads have reviewed and updated the Emergency Management Plan by making minor revisions within the plan. The Emergency Management Plan will continue to be reviewed on an annual basis by City staff.

ACTION TO BE CONSIDERED:

City Council to approve the indicated revisions within the St. Francis Emergency Management Plan and adopt the updated version of the plan.

BUDGET IMPLICATION:

Staff time to review and update the plan.

Attachments:

- Revised Emergency Management Plan with tracked changes.

CITY OF ST. FRANCIS
EMERGENCY MANAGEMENT PLAN



DATA PRACTICES WARNING

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

Effective Date: February 20, 2018

Revised 04/15/2024

CITY OF ST. FRANCIS

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POLICY AND PURPOSE

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

CITY OF ST. FRANCIS

POLICY CONTROL

EMERGENCY OPERATIONS PLAN

I. BASIC PLAN DISTRIBUTION LIST

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

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

CITY OF ST. FRANCIS

POLICY CONTROL

EMERGENCY OPERATIONS PLAN

II. FORWARD

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

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

III. TRANSFER OF OFFICE

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

IV. ASSIGNMENT

Copy #: _____ Assigned to: _____

DEFINITIONS

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

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

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

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

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

ESTABLISHMENT OF AN EMERGENCY MANAGEMENT ORGANIZATION

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

POWERS AND DUTIES OF THE DIRECTOR

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

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

LOCAL EMERGENCIES

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

EMERGENCY REGULATIONS

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

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

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

EMERGENCY MANAGEMENT A GOVERNMENTAL FUNCTION

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

PARTICIPATION IN LABOR DISPUTE OR POLITICS

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

EFFECTIVE DATE

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

CITY OF ST. FRANCIS

RECORD OF APPROVAL

EMERGENCY OPERATIONS PLAN

I. CERTIFICATION OF PLAN APPROVAL

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

PLAN APPROVAL:

Mayor, City of St. Francis

Date

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN:

I. REASON FOR PLAN

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

II. PURPOSE, FORMAT AND SUMMARY OF PLAN

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

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

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

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

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

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN:

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

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

III. LEGAL BASIS AND REFERENCES

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

IV. ORGANIZATION

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

V. DIRECTION AND CONTROL

The direction and control of government operations from a central protected facility with adequate communications and key personnel are essential to the conduct of emergency operations. This has been provided for as follows (See Chart B – **Command Section**). The City of St. Francis's Emergency Operations Center (EOC) is located within the Police/Public Works Building. ~~(Fire Station acting as backup)~~. If the EOC located within the Police/Public Works Building is not usable at the time of disaster or incident, the Fire Station will serve as the alternate EOC. Both facilities are equipped with backup power.

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN:

- A. **County Government** – The Board of Commissioners will be responsible for providing overall direction and control of Anoka County government resources involved in the response to a disaster. The Anoka County Emergency Management Director or designee will serve as the “Community Emergency Coordinator” for Anoka County.
- B. **City Government** – The Mayor of the City of St. Francis in Anoka County will be responsible for appointing an Emergency Management Director. The Emergency Management Director will be responsible for the organization, administration, and operation of such local organization for Emergency Management, subject to the direction and control of the Council pursuant to M.S.S. Chapter 12.25 Subd.1.

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

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

- A. A summary of the City of St. Francis’s emergency responsibility assignments by section and function are enclosed within this document. The heads of various City government departments and other agencies will be responsible for carrying out assignments shown on the following chart. Additional information about these assignments is contained in the five sections of this plan. City departments and other agencies are expected to develop whatever SOG’s (Standard Operating Guidelines) and resource lists they may need in order to carry out these responsibilities.
- B. Responsibilities have been assigned by a code letter: **“P”, “S”, or “C”**
 - 1. **“P”** indicates **primary** operational responsibility, which means that the official or agency is in charge of and responsible to make provisions for that function.
 - 2. **“S”** indicates **support** responsibility which means that the agency so assigned will, if possible, assist the official or agency that has primary or coordination responsibility for that function.
 - 3. **“C”** indicates **coordination** responsibility and is assigned when several agencies have a partial responsibility, but no single agency/official has obvious primary responsibility. Often, this will be the situation when non-government agencies are involved.

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

- 4. As a general rule, county officials will be primarily responsible for carrying out emergency functions outside city limits, and city officials will have the corresponding responsibility within city limits.

- 5. Only one "P" and/or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

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

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

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EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: “P” = Primary, “S” = Support, “C” = Coordinate

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

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

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

VII. OPERATION POLICIES

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

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

VIII. STATE AND FEDERAL SUPPORT

- A. **General.** The City of St. Francis EMD will be responsible for assisting the city in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the EMD will contact the Anoka County EMD who will contact the MN HSEM regional coordinator for his/her county. The regional coordinator can provide technical information and assistance, if requested. Lastly, a summary of state and federal disaster assistance that may be available is contained in the *Disaster Response and Recovery: A Handbook for Local Government.* This document is on file with the Anoka County Emergency Management Director (EMD).
- B. **Emergency Assistance.** In the event of a major emergency/disaster which exceeds the resources and capabilities of city government and which requires immediate state and/or federal assistance, the state duty officer may be contacted.
- C. **National Guard.** When a natural disaster or other major emergency is beyond the capability of local government, support from the National Guard may be available. **Only the Governor, as Commander in Chief of the Minnesota National Guard, has the authority to activate the Guard.** The purpose is to ensure the preservation of life and property and to support civil law enforcement authorities.
 - 1. Operational Policies
 - a. National Guard assistance will complement, and not be a substitute for city and/or county participation in emergency operations.
 - b. If made available, National Guard personnel will remain under military command at all times, but will support and assist city and/or county forces in the accomplishment of a specific task or tasks.
 - 2. Request Procedures
 - a. In the case of cities that are not of the first class, the *Sheriff* is the only governmental official authorized to submit a request for National Guard assistance. Such requests are to be submitted to the state duty officer.

CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

IX. PLAN DEVELOPMENT/MAINTENANCE, TRAINING, AND EXERCISES

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

X. ALL HAZARD MITIGATION PLAN

The All Hazard Mitigation Plan is available in digital format on the police and city hall shared drives.

XI. CONTINUITY OF GOVERNMENT

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

D. Essential Facilities include Fire Department locations and Water and Sewer facilities
CITY OF ST. FRANCIS

BASIC PLAN

EMERGENCY OPERATIONS PLAN

XII. EMERGENCY ALERT ACTIVATION

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

II. RESPONSIBILITIES

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

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

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

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

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

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

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

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

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

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

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

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

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

B. Emergency Public Information

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

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

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

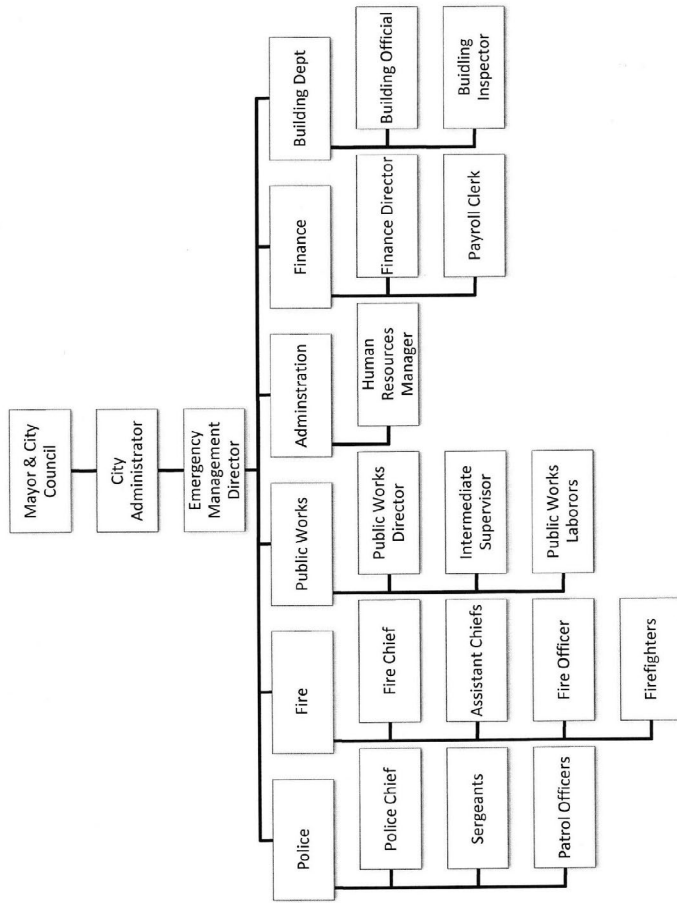
IV. POLICIES AND PROCEDURES

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

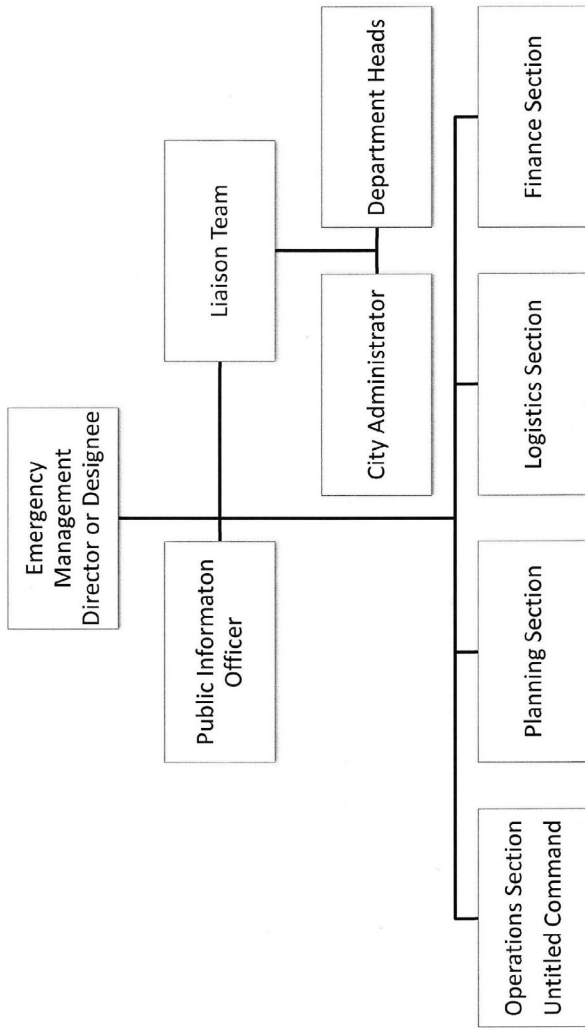
V. SUPPORTING DOCUMENTATION

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

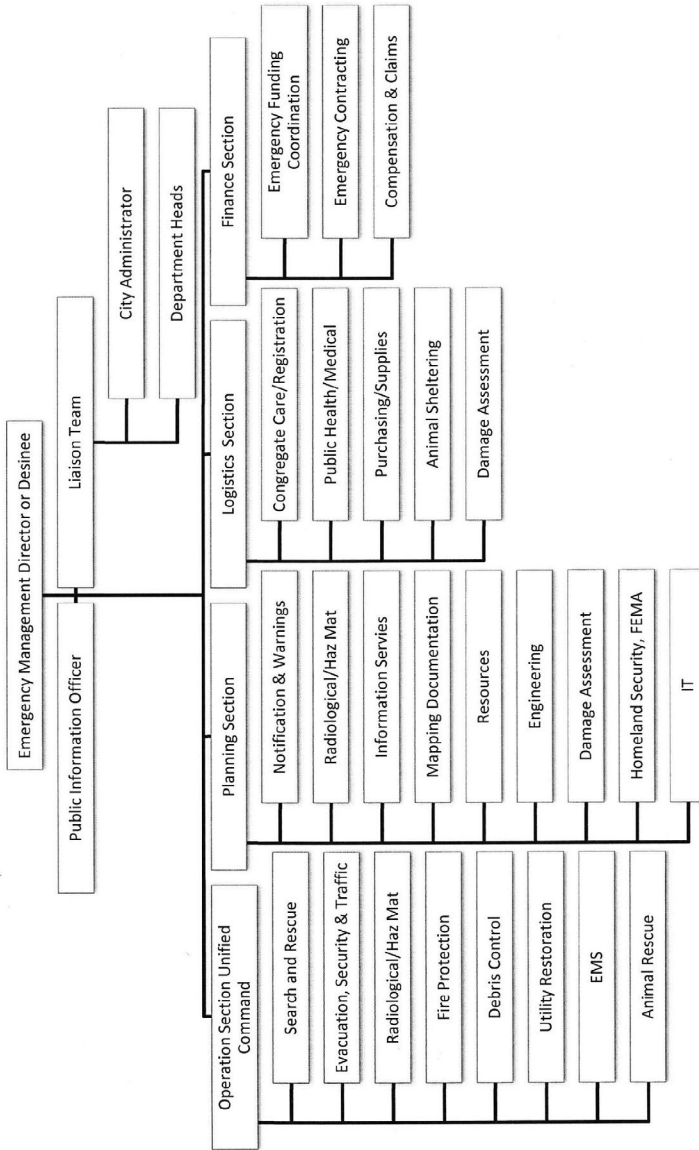
City of St. Francis Emergency Management
Organization and Interrelationship
Chart A



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



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



CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

EOC – PERSONNEL DATA

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

EOC – PERSONNEL DATA

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

CITY OF ST. FRANCIS

COMMAND SECTION

EMERGENCY OPERATIONS PLAN

ACKNOWLEDGMENT

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

Todd M. Schwieger, E.M. Director

Date

Kate Thunstrom, City Administrator

Date

**EOC Command
Command Section Checklist:
Emergency Management Team**

Immediate Concerns

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

Ongoing Concerns

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

**EOC Command
Liaison Checklist:**

Immediate Concerns

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

Ongoing Concerns

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

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

**EOC Command
PIO Checklist:
Public Information**

Immediate Concerns

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

Ongoing Concerns

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

CITY OF ST. FRANCIS

OPERATIONS SECTION

EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

II. RESPONSIBILITIES

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

CITY OF ST. FRANCIS

OPERATIONS SECTION

EMERGENCY OPERATIONS PLAN

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

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

A. Search and Rescue

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

B. Evacuation, Traffic Control, and Security

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

CITY OF ST. FRANCIS

OPERATIONS SECTION

EMERGENCY OPERATIONS PLAN

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

C. **Fire Protection**

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

D. **Radiological/HAZMAT**

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

E. **Debris Clearance**

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

F. **Utility Restoration**

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

CITY OF ST. FRANCIS

OPERATIONS SECTION

EMERGENCY OPERATIONS PLAN

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

IV. POLICIES AND PROCEDURES

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

V. SUPPORTING DOCUMENTATION

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

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

Immediate Concerns

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

Ongoing Concerns

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

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

Immediate Concerns

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

Ongoing Concerns

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

CITY OF ST. FRANCIS

PLANNING SECTION

EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

II. RESPONSIBILITIES

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

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

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

IV. POLICIES AND PROCEDURES

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

CITY OF ST. FRANCIS

PLANNING SECTION

EMERGENCY OPERATIONS PLAN

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

V. SUPPORTING DOCUMENTATION

- A. Planning Section Checklist

EOC Planning

Planning Section Checklist:

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

Immediate Concerns

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

Ongoing Concerns

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

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

CITY OF ST. FRANCIS

LOGISTICS SECTION

EMERGENCY OPERATIONS PLAN

I. PURPOSE

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

II. RESPONSIBILITIES

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

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

A. Congregate Care

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

B. Health and Medical

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

CITY OF ST. FRANCIS

LOGISTICS SECTION

EMERGENCY OPERATIONS PLAN

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

C. **Volunteers**

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

IV. POLICIES AND PROCEDURES

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

V. SUPPORTING DOCUMENTATION

- A. Logistics Section Checklist

EOC Logistics

Logistics Section Checklist:

Congregate Care/ Volunteers/Purchasing & Supplies

Immediate Concerns

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

Ongoing Concerns

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

EOC Planning
Logistics Section Checklist:
Health and Medical

Immediate Concerns

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

I. PURPOSE

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

II. RESPONSIBILITIES

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

III. AVAILABLE RESOURCES AND SUPPORTING AGENCIES

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

IV. POLICIES AND PROCEDURES

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

CITY OF ST. FRANCIS

EMERGENCY OPERATIONS PLAN

FINANCE SECTION

V. SUPPORTING DOCUMENTATION

- A. Finance Section Checklist

EOC Finance

Finance Section Checklist:

Emergency Funding Coordination/Emergency Contracting/Compensation and Claims

Immediate Concerns

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

Ongoing Concerns

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

GLOSSARY OF ACRONYMS AND DEFINITIONS

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



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Hiring Part-Time Firefighters- Contingent
DATE: April 1, 2024

OVERVIEW:

The fire department interviewed 2 candidates for the position of firefighter this past week. The candidates are Corey Klebs and Luke Boelter. These firefighters will be assigned to Station 2 (Bethel) and would bring our total staffing at Station 2 to 11 firefighters. The fire department is requesting authorization to hire Corey Klebs and Luke Boelter as firefighters assigned to Station 2, contingent on successful completion of all required pre-employment screening.

ACTION TO BE CONSIDERED:

Approve the hiring of Corey Klebs and Luke Boelter as part-time firefighters for the City of St. Francis, contingent on successful completion of pre-employment screening, with a start date of May 1st, 2024.

BUDGET IMPLICATION:

All expenses covered by existing fire department budget.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: 2024 Street Consortium Asphalt Maintenance
DATE: April 1, 2024

OVERVIEW:

The street system strategy plan was introduced to the City Council on May 22nd 2017. The plan identifies a systematic approach to street maintenance in and throughout the city. A make-up year was completed in 2023 and we plan to start on district 2 in 2024. The City joined the consortium in order to get the best pricing for street maintenance. The group of cities pool their project quantities together and have multiple vendors bid for the projects. The results are bulk pricing from the vendors. The bid for the St. Francis portion of the consortium is **\$63,125.00**.

ACTION TO BE CONSIDERED:

Council to authorize the acceptance of the bid tabulation and the summary of bids from the street consortium and authorize staff to continue participation in the street maintenance program anticipating the City of St Francis portion to be approximately **\$63,125.00**

BUDGET IMPLICATION:

The project will be paid for out of the street fund (405).

Attachments:

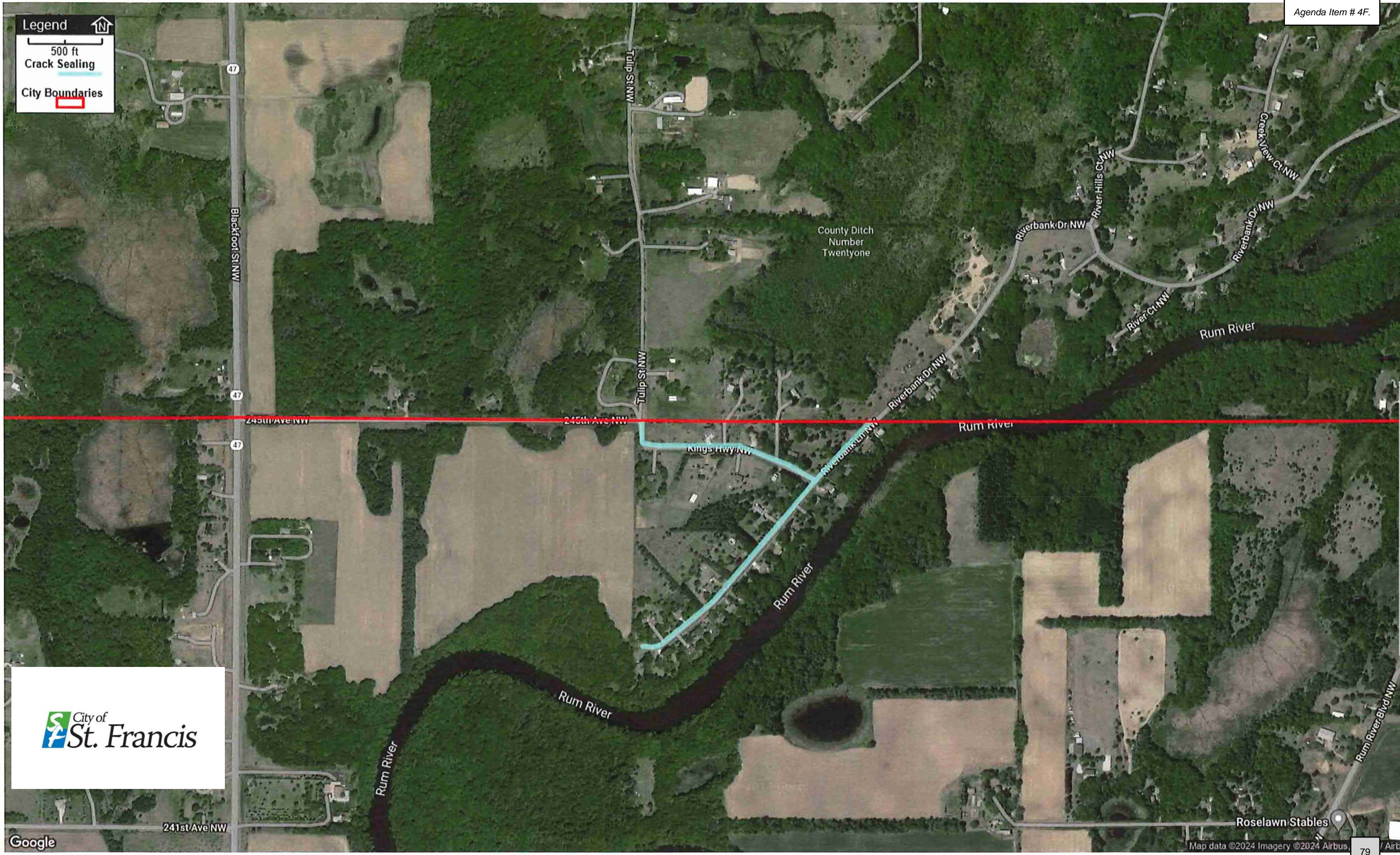
- Maps
- Bid Tab

Legend

500 ft

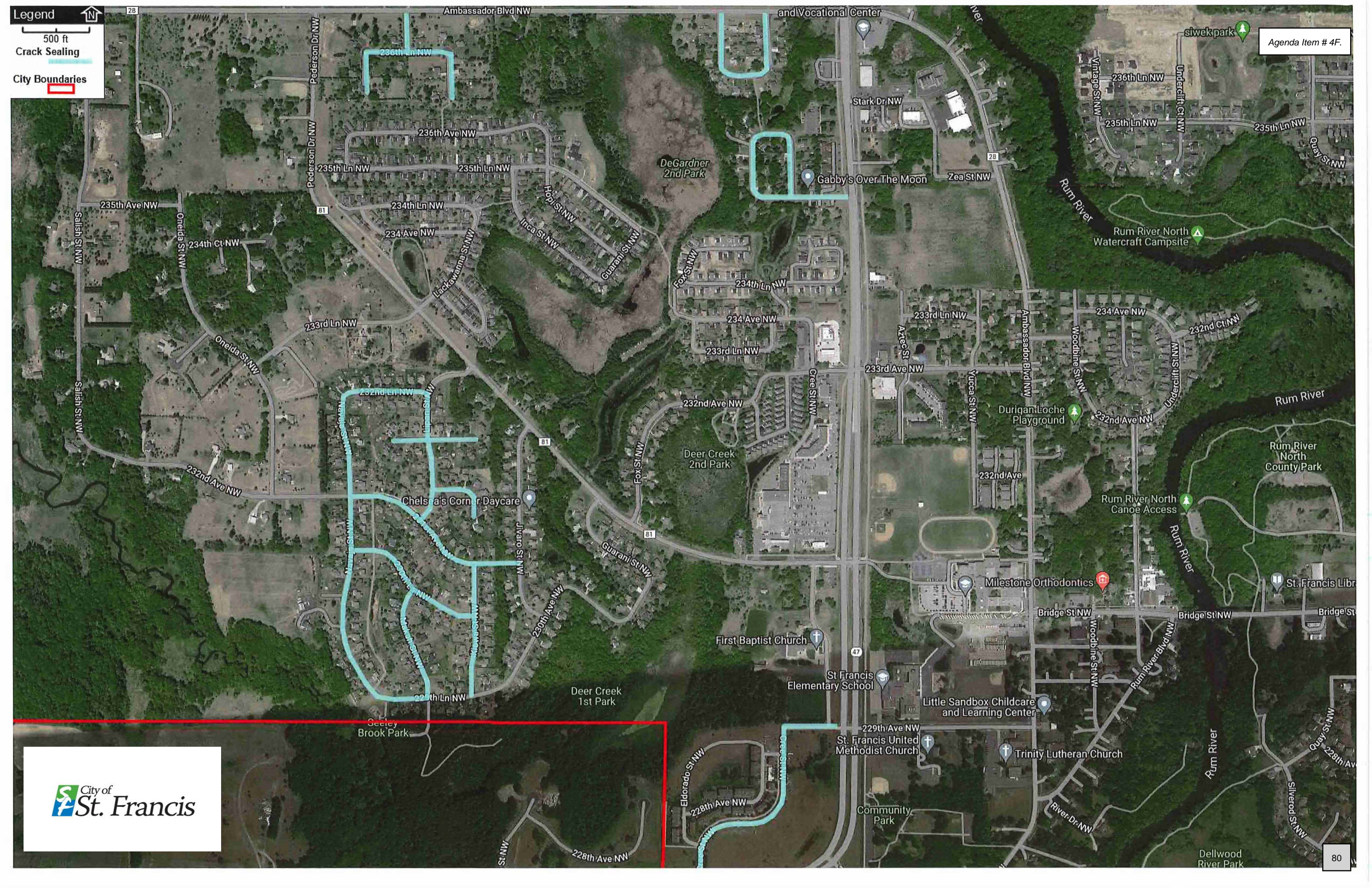
Crack Sealing

City Boundaries



County Ditch
Number
Twentyone





Agenda Item # 4F.

Legend

500 ft

Crack Sealing

City Boundaries



2024 Street Maintenance Program (#8970743)													
Owner: Coon Rapids MN, City of													
Solicitor: Coon Rapids MN, City of													
03/15/2024 10:00 AM CDT													
Line Item	Item Description	UofM	Quantity	Sir Lines-A-Lot		Fahrner Asphalt Sealers, LLC		Allied Blacktop Company		Asphalt Surface Technologies Corp.		Northwest Asphalt & Maintenance	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BID SCHEDULE NO. 1 - SEAL COATING													
1	Dresser Trap Rock (Base Bid) - Furnish and Install FA-2 Aggregate	SY	127					\$2.50	\$317.50	\$1.50	\$190.50		
2	Dresser Trap Rock (Base Bid) - Furnish and Install FA-1 1/8?	SY	88766					\$1.54	\$136,699.64	\$1.50	\$133,149.00		
3	Furnish and Install CRS-2 Seal Coat Oil	GAL	16800					\$2.20	\$36,960.00	\$3.00	\$50,400.00		
4	Furnish and Install CRS-2P (Polymer Mod)	GAL	10229					\$2.25	\$23,015.25	\$3.30	\$33,755.70		
Total:					\$0.00		\$0.00		\$196,992.39		\$217,495.20		\$0.00
BID SCHEDULE NO. 1A - SEAL COAT ALTERNATE													
5	Granite Alternate - Furnish and Install FA-2 Aggregate	SY	127					\$2.40	\$304.80	\$1.50	\$190.50		
6	Granite Alternate - Furnish and Install FA-1 (Modified 1/8?)	SY	88766					\$1.54	\$136,699.64	\$1.50	\$133,149.00		
7	Furnish and Install CRS-2 Seal Coat Oil	GAL	16800					\$2.20	\$36,960.00	\$3.00	\$50,400.00		
8	Furnish and Install CRS-2P (Polymer Mod)	GAL	10229					\$2.25	\$23,015.25	\$3.30	\$33,755.70		
Total:					\$0.00		\$0.00		\$196,979.69		\$217,495.50		\$0.00
BID SCHEDULE NO. 2 - PAVEMENT MARKINGS													
9	Furnish and Install Street Markings	GAL	4002	\$37.50	\$150,075.00					\$0.00	\$0.00		
10	Furnish and Install Parking Lot Markings	GAL	56	\$160.00	\$8,960.00					\$0.00	\$0.00		
11	Furnish and Install Symbol Markings	GAL	721	\$180.00	\$129,780.00					\$0.00	\$0.00		
Total:					\$288,815.00		\$0.00		\$0.00		\$0.00		\$0.00
BID SCHEDULE NO. 3 - CRACK SEALING													
12	Furnish and Install Street Rout & Seal Crack Sealing	LF	383600			\$1.45	\$556,220.00	\$0.55	\$210,980.00	\$1.55	\$594,580.00	\$0.58	\$222,488.00
13	Furnish and Install Street Blow & Go Crack Sealing	LF	565817			\$1.39	\$786,485.63	\$0.50	\$282,908.50	\$1.45	\$820,434.65	\$0.58	\$328,173.86
14	Furnish and Install Trail Rout & Seal Crack Sealing	LF	0.00E+00			\$1.45	\$0.00	\$0.00	\$0.00	\$3.50	\$0.00	\$0.58	\$0.00
15	Furnish and Install Trail Blow & Go Crack Sealing	LF	8600			\$1.39	\$11,954.00	\$0.55	\$4,730.00	\$2.50	\$21,500.00	\$0.58	\$4,988.00
Total:					\$0.00		\$1,354,659.63		\$498,618.50		\$1,436,514.65		\$555,649.86
BID SCHEDULE NO. 4 - FOG SEALING - STREETS													
16	Furnish & Install Street Fog Sealing	GAL	11134					\$9.79	\$109,001.86	\$8.00	\$89,072.00		
Total:					\$0.00		\$0.00		\$109,001.86		\$89,072.00		\$0.00
BID SCHEDULE NO. 5 - FOG SEALING - TRAILS & PARKING LOTS													
17	Furnish & Install Trail Fog Sealing	GAL	13297					\$4.90	\$65,155.30	\$9.00	\$119,673.00		
18	Furnish & Install Parking Lot Fog Sealing	GAL	5887					\$4.85	\$28,551.95	\$9.00	\$52,983.00		
Total:					\$0.00		\$0.00		\$93,707.25		\$172,656.00		\$0.00



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Retention Incentive – Non Union
DATE: April 1, 2024

OVERVIEW:

During the 2023 legislative session the omnibus tax bill included \$210 million in one-time public safety aid. On December 26th, 2023 the aid was distributed to cities across the State of Minnesota. During the October 17th, 2023 Work Session staff discussed and made recommendations how the public safety aid would be allocated which included \$70,000 towards police department officer and all employee retention in the form of Retention Incentives. At the December 18th, 2023 City Council meeting, council approved Retention Incentives for police officers and sergeants through updates to their collective bargaining agreements. It's been realized that non-union police department staff were not included in this approval and staff is recommending a separate approval for non-union staff to receive Retention Incentives identical to the amounts that police officers and police sergeants will be receiving.

ACTION TO BE CONSIDERED:

City Council to approve police department non-union staff to receive a \$3,000 Retention Incentive lump sum who are in active payroll status on March 31st, 2024 and a second \$2,000 Retention Incentive lump sum to staff who are in active payroll status on September 30, 2024. For the purpose of this request, non-union staff to receive the Retention Incentives include the police department Administrative Assistant and Records Clerk.

BUDGET IMPLICATION:

Retention Incentives will have no impact on the police department operating budget. Retention Incentives are funded through the public safety aid received by the City.



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)
DATE: April 1, 2024

OVERVIEW:

Northern Lighter Pyrotechnics, Inc submitted their contract for the Pioneer Days Fireworks Display to take place on June 1st, 2024. The fireworks display will be located at the St. Francis High School where it has been in the past years.

The cost for the display is \$15,000.00.

ACTION TO BE CONSIDERED:

Consideration to enter into the agreement with Northern Lighter Pyrotechnics, Inc for the June 1, 2024 Pioneer Days Fireworks Display.

BUDGET IMPLICATION:

The Bottle Shop sponsors the fireworks - \$15,000.00
Cost of the additional insurance for the fireworks - \$250.00

Attachments:

- Northern Lighter Pyrotechnics Contract

AGREEMENT

This Agreement is made as of the 21ST DAY day of MARCH in the year 2024, by and between Northern Lighter Pyrotechnics, Inc. (“NLP”) and City of St Francis (Pioneer Days) (the “Client”):

WHEREAS, NLP is a nonprofit corporation engaged in the activity of producing firework displays; and

WHEREAS, Client desires to utilize the services of NLP for its event; and

WHEREAS, NLP and Client desire to enter into this Agreement to more fully set forth and describe the duties and obligations of the parties to this Agreement; and

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto and the mutual benefits to be gained by the performance hereof, the parties hereto agree as follows:

1. Description of Project. On Saturday JUNE 1ST 2024 NLP shall provide for Client a fireworks display, as set forth on the permit (the “Permit”) completed by NLP describing the proposed fireworks display (the “Display”) at the location described as ST FRANCIS HIGH SCHOOL (the “Display Site”). In the event of inclement weather or other conditions that, in the sole judgment of NLP, make conducting the Display unsafe or more hazardous than otherwise agreed to by NLP, the back-up date for conducting the Display shall be AS NEEDED JUNE 2ND 2024

2. Payment. For and in total consideration for NLP’s performance of the Display, Client agrees to pay to NLP the sum of \$15,000 (city no tax) (the “Display Fee”). The Display Fee shall be paid in full by Client to NLP on or before Day of Display with due upon execution of this Agreement to hold Date and ensure product availability.

3. Representations of Parties

3.1 NLP represents that the Display will be performed by its member volunteers whose qualifications and training is supervised and approved by NLP. NLP represents that it is fully experienced and properly qualified to perform the Display described herein and that it is properly licensed, equipped, organized and financed to perform such work.

3.2 NLP shall supply a sufficient number of properly skilled staff and all tools, equipment, materials and facilities and perform all functions necessary to perform the Display.

3.3 NLP shall perform the Display in accordance with all applicable local, state and federal rules, regulations and laws.

3.4 NLP shall take all reasonable safety precautions with respect to its work, shall comply with all safety measures initiated by the authority(s) having jurisdiction at the Display Site and with all applicable laws, ordinances, rules, regulations and orders of any public authority for the safety of persons or property in accordance with the requirements of the Display.

3.5 NLP shall be at all times an independent contractor and shall not be deemed an employee, agent, partner, joint venture or otherwise of Client.

3.6 It is the intention of the parties that the entire control of the Display Site be and remain the responsibility of NLP, and that any representative of Client who may be present, will be present only in a consulting capacity. NLP shall be solely responsible for the means, methods, techniques, sequences and procedures of the Display.

3.7 The Client shall determine, coordinate and provide the proper police and fire protection necessary to allow NLP to conduct the Display as described hereunder. The Client shall bear all costs related to providing proper police and fire protection for the Display and the Display Site. In the event NLP determines, in its sole discretion, that additional police and/or fire protection is necessary to allow NLP to conduct the Display as described hereunder, the Client agrees that it shall cooperate with such requests by NLP.

3.8 In order to ensure a safe Display site and the orderly progress of the Display, NLP shall have full and final control of all personnel, other contractors, or other individuals present on the Display site.

3.9 The Client waives all claims against NLP for loss or damage to Client's real property, personal property and fixtures arising out of or reasonably related to NLP conducting the Display.

3.10 Except as required by law, NLP shall not be required to directly correspond, communicate or interact in any way with any third parties, except with the prior consent of NLP.

4. Permits, Fees And Notices. NLP shall secure and pay for all permits. All further governmental fees, licenses and inspections necessary for the proper execution and completion of the Display shall be the responsibility and expense of Client.

5. Standard Of Care. NLP warrants that all services performed or furnished by NLP under this Agreement in relation to the Display will be performed with the care and skill ordinarily used by members of NLP's profession practicing under similar circumstances at the same time and in the same locality.

6. Indemnification. To the fullest extent permitted by law, the Client shall indemnify and hold harmless NLP, its agents, officers, employees and volunteers from and against claims, damages, losses and expenses, including claims for bodily injury, sickness, death, or to injury to or destruction of tangible property, and including, but not limited to attorneys' fees, arising out of or resulting from NLP conducting the Display, but only to the extent caused by the negligent acts or omissions of the Client, anyone directly or indirectly controlled or employed by Client or anyone for whose acts the Client may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

7. Insurance. NLP shall secure commercial general liability/public liability insurance in an amount not less than \$2,000,000 naming Client as an additional insured. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of NLP and NLP's officers, directors, employees, and agents to Client and anyone claiming by, through, or under Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Display or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of NLP or NLP's officers, directors, employees, agents, or any of them, shall not exceed the policy limits of the CGL/Public Liability insurance provided by NLP under this Agreement.

8. Cancellation. In the event Client cancels the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

9. Suspension Either party hereunder reserves the right, at any time to suspend the Display (until such time that the default described hereunder is cured to the satisfaction of the non-defaulting party), in whole or in part, upon written notice thereof to the other party if:

9.1 a party hereto persistently or repeatedly refuses or fails to supply enough properly skilled staff (including police and fire protection) or proper materials for the conduct the Display;

9.2 a party hereto fails to make payment required hereunder;

9.3 a party hereto persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or

9.4 a party hereto is otherwise is guilty of substantial breach of a provision of this Agreement.

9.5 In the event of a suspension hereunder that results in the cancellation of the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

10. Dispute Resolution

10.1 All claims, controversies, disputes and other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in Hennepin County, Minnesota, in accordance with Commercial Arbitration Rules of the American Arbitration Association then in place.

10.2 If arbitration is invoked, then notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, controversy, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

10.3 An award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

11. No Waiver Any failure by either party to enforce at any time any terms and conditions of this Agreement shall not be considered a waiver of that party's right thereafter to enforce each and every term and condition of this Agreement.

12. Severability The invalidity of any provision or obligation hereunder or the contravention thereby of any law, rule or regulation shall not relieve a party to this agreement from its obligation under, nor deprive a party to this agreement of the advantages of any other provisions of this Agreement.

13. Entire Agreement The foregoing contains the entire agreement of the parties hereto, and no modification thereof shall be binding upon the parties unless the same is in writing signed by the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year above written.

NORTHERN LIGHTER PYROTECHNICS, INC.

PRESIDENT

By: _____PAUL MARCHIO

Title: _____

Date: 3/21/24_____

CLIENT _____

By: _____

Title: _____

Date: _____

Paul D. Marchio
JLPI President
3/6/2009





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: April 1st, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$183,099.51 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

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:

- 04-01-2024 Packet List-\$183,099.51

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 04/02/2024 - 04/02/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 10693 - ANCOM TECHNICAL CENTER							
120459							
00035314	ANCOM TECHNICAL CENTER TECHNICAL SERVICE SUPPORT	03/19/2024 NSANTILLO		70.00	70.00	Open	N 04/01/2024
Total Vendor 10693 - ANCOM TECHNICAL CENTER				70.00	70.00		
Vendor 5496 - ANOKA COUNTY FIRE PROTECTION C							
328							
00035285	ANOKA COUNTY FIRE PROTECTION C ALLOCATED COSTS FOR SERVICES 101-42210-40433	03/24/2024 NSANTILLO		8,140.00	8,140.00	Open	N 04/01/2024
		DUES AND SUBSCRIPTIONS		8,140.00		1.00	8,140.00
Total Vendor 5496 - ANOKA COUNTY FIRE PROTECTION C				8,140.00	8,140.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
S240314H							
00035263	ANOKA COUNTY TREASURY JLEC 2024 SHARED COSTS 101-42110-40311	03/14/2024 NSANTILLO		11,600.00	11,600.00	Open	N 04/01/2024
		JLEC 2024 SHARED COSTS		11,600.00		1.00	11,600.00
AR021881							
00035325	ANOKA COUNTY TREASURY BATTERIES 402-42210-40583	03/26/2024 NSANTILLO		319.50	319.50	Open	N 04/01/2024
		BATTERIES		319.50		1.00	319.50
Total Vendor 3811 - ANOKA COUNTY TREASURY				11,919.50	11,919.50		
Vendor 2591 - ASPEN MILLS							
330054							
00035296	ASPEN MILLS UNIFORMS-P TROYE 101-42210-40437	03/21/2024 DMULVIHILL		138.90	138.90	Open	N 04/01/2024
		UNIFORMS		138.90		1.00	138.90
Total Vendor 2591 - ASPEN MILLS				138.90	138.90		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
02029761000 00035127	BELLBOY CORPORATION BAR SUPPLY	03/19/2024		3,013.96	3,013.96	Open	N
	LIQUOR/THC/WINE		CBUSKEY				03/19/2024
	609-49751-40257	THC		345.00		1.00	345.00
	609-49751-40206	FREIGHT		34.65		1.00	34.65
	609-49751-40253	WINE		288.00		1.00	288.00
	609-49751-40251	LIQUOR		2,346.31		1.00	2,346.31
0108134200 00035128	BELLBOY CORPORATION BAR SUPPLY	03/19/2024		440.56	440.56	Open	N
	MISC		CBUSKEY				03/19/2024
	609-49751-40206	FREIGHT		8.01		1.00	8.01
	609-49751-40254	MISCELLANEOUS MERCHANDISE		432.55		1.00	432.55
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				3,454.52	3,454.52		
<hr/>							
Vendor 10694 - BOYER TRUCKS							
09352308 00035319	BOYER TRUCKS	01/09/2024		518.65	518.65	Open	N
	TRUCK REPAIRS		NSANTILLO				04/01/2024
	101-43100-40218	EQUIPMENT MAINTENANCE		518.65		1.00	518.65
Total Vendor 10694 - BOYER TRUCKS				518.65	518.65		
<hr/>							
Vendor 7244 - BREAKTHRU BEVERAGE							
114932666 00035280	BREAKTHRU BEVERAGE	03/21/2024		5,882.56	5,882.56	Open	N
	LIQUOR/MISC		CBUSKEY				03/21/2024
	609-49751-40206	FREIGHT		66.70		1.00	66.70
	609-49751-40254	MISCELLANEOUS MERCHANDISE		130.25		1.00	130.25
	609-49751-40251	LIQUOR		5,685.61		1.00	5,685.61
Total Vendor 7244 - BREAKTHRU BEVERAGE				5,882.56	5,882.56		
<hr/>							
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
22393 00035313	BRUNTON ARCHITECTS & ENGINEERS	03/20/2024		3,600.00	3,600.00	Open	N
	FIRE STATION/CITY HALL		DMULVIHILL				04/01/2024
	404-41400-40589	CITY HALL/FIRE STATION		3,600.00		1.00	3,600.00
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
				3,600.00	3,600.00		
Vendor EMP-REIMB - CARL JOHNSON							
.03152024							
00035129	CARL JOHNSON	03/15/2024		324.82	324.82	Open	N
	HOTEL		DMULVIHILL				04/01/2024
	101-42210-40331	TRAVEL EXPENSES		324.82		1.00	324.82
Total Vendor EMP-REIMB - CARL JOHNSON				324.82	324.82		
Vendor 10357 - CHOSEN VALLEY TESTING, INC							
50242							
00035131	CHOSEN VALLEY TESTING, INC	03/18/2024		2,735.00	2,735.00	Open	N
	TESTING AT NEW BUILDING		DMULVIHILL				04/01/2024
	404-41400-40589	CITY HALL/FIRE STATION		2,735.00		1.00	2,735.00
Total Vendor 10357 - CHOSEN VALLEY TESTING, INC				2,735.00	2,735.00		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2141810							
00035259	DAHLHEIMER DIST. CO. INC.	03/20/2024		9,656.93	9,656.93	Open	N
	BEER/NA/THC		CBUSKEY				03/20/2024
	609-49751-40257	THC		252.00		1.00	252.00
	609-49751-40255	N/A PRODUCTS		244.50		1.00	244.50
	609-49751-40252	BEER		9,160.43		1.00	9,160.43
2137685							
00035260	DAHLHEIMER DIST. CO. INC.	03/20/2024		(42.00)	(42.00)	Open	N
	BEER		CBUSKEY				03/20/2024
	609-49751-40252	BEER		(42.00)		1.00	(42.00)
2144477							
00035304	DAHLHEIMER DIST. CO. INC.	03/22/2024		217.60	217.60	Open	N
	BEER		CBUSKEY				03/22/2024
	609-49751-40252	BEER		217.60		1.00	217.60
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				9,832.53	9,832.53		
Vendor 1934 - DEHN OIL							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1934 - DEHN OIL							
106334							
00035264	DEHN OIL	03/19/2024		2,746.73	2,746.73	Open	N
	DIESEL	DMULVIHILL					04/01/2024
	601-49440-40212	MOTOR FUELS		686.68		1.00	686.68
	602-49490-40212	MOTOR FUELS		686.68		1.00	686.68
	101-45200-40212	MOTOR FUELS		686.68		1.00	686.68
	101-43100-40212	MOTOR FUELS		686.69		1.00	686.69
Total Vendor 1934 - DEHN OIL				2,746.73	2,746.73		
Vendor 6028 - DUSTY'S DRAIN CLEANING							
N24-131							
00035284	DUSTY'S DRAIN CLEANING	03/22/2024		395.00	395.00	Open	N
	REPAIR LINE	DMULVIHILL					04/01/2024
	602-49490-40229	PROJECT MAINTENANCE		395.00		1.00	395.00
Total Vendor 6028 - DUSTY'S DRAIN CLEANING				395.00	395.00		
Vendor 107 - ECM PUBLISHERS, INC.							
989013							
00035135	ECM PUBLISHERS, INC.	03/08/2024		53.75	53.75	Open	N
	ORDINANCE NO. 328	NSANTILLO					04/01/2024
	101-41400-40351	ORDINANCE NO. 328		53.75		1.00	53.75
989014							
00035136	ECM PUBLISHERS, INC.	03/08/2024		32.25	32.25	Open	N
	MARCH 14 PAT	NSANTILLO					04/01/2024
	101-41400-40351	MARCH 14 PAT		32.25		1.00	32.25
Total Vendor 107 - ECM PUBLISHERS, INC.				86.00	86.00		
Vendor 3447 - FERGUSON WATERWORKS #2516							
0522553							
00035248	FERGUSON WATERWORKS #2516	03/13/2024		3,840.44	3,840.44	Open	N
	CITY HALL FIRE STATION METER	NSANTILLO					04/01/2024
	404-41400-40589	CITY HALL/FIRE STATION		3,840.44		1.00	3,840.44
Total Vendor 3447 - FERGUSON WATERWORKS #2516				3,840.44	3,840.44		
Vendor 1718 - FILTRATION SYSTEMS, INC.							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1718 - FILTRATION SYSTEMS, INC.							
30453349							
00035126	FILTRATION SYSTEMS, INC.	03/12/2024		819.14	819.14	Open	N
	FILTERS FOR POLICE AND PUBLIC WORKS	JSHOOK					04/01/2024
	101-45200-40401	BUILDINGS MAINTENANCE		136.52		1.00	136.52
	101-43100-40401	BUILDINGS MAINTENANCE		136.52		1.00	136.52
	101-43210-40401	BUILDINGS MAINTENANCE		136.52		1.00	136.52
	601-49440-40401	BUILDINGS MAINTENANCE		136.52		1.00	136.52
	602-49490-40401	BUILDINGS MAINTENANCE		136.52		1.00	136.52
	101-42110-40401	BUILDINGS MAINTENANCE		136.54		1.00	136.54
Total Vendor 1718 - FILTRATION SYSTEMS, INC.				819.14	819.14		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
8201							
00035282	GLOBAL RESERVE DISTRIBUTION	03/22/2024		1,780.00	1,780.00	Open	N
	THC	CBUSKEY					03/22/2024
	609-49751-40257	THC		1,780.00		1.00	1,780.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,780.00	1,780.00		
Vendor 4691 - GRANITE CITY JOBBING CO.							
379561							
00035320	GRANITE CITY JOBBING CO.	03/26/2024		5,334.63	5,334.63	Open	N
	TOBACCO/MISC/OPERATING	CBUSKEY					03/26/2024
	609-49750-40210	OPERATING SUPPLIES		39.94		1.00	39.94
	609-49751-40254	MISCELLANEOUS MERCHANDISE		338.08		1.00	338.08
	609-49751-40256	TOBACCO PRODUCTS		4,946.61		1.00	4,946.61
	609-49751-40206	FREIGHT		10.00		1.00	10.00
Total Vendor 4691 - GRANITE CITY JOBBING CO.				5,334.63	5,334.63		
Vendor 9971 - GUARDIAN FLEET SAFETY							
232807							
00035326	GUARDIAN FLEET SAFETY	03/25/2024		380.00	380.00	Open	N
	VEHICLE MAINTENANCE	NSANTILLO					04/01/2024
	101-42110-40221	VEHICLE MAINTENANCE		380.00		1.00	380.00
Total Vendor 9971 - GUARDIAN FLEET SAFETY				380.00	380.00		
Vendor 1145 - HACH COMPANY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1145 - HACH COMPANY							
13967558 00035262	HACH COMPANY LAB SUPPLIES 601-49440-40235	03/20/2024 NSANTILLO LAB SUPPLIES		191.58 191.58	191.58	Open	N 04/01/2024 191.58
13967902 00035265	HACH COMPANY SPECTROMETER 601-49440-40237	03/20/2024 DMULVIHILL SMALL EQUIPMENT		697.00 697.00	697.00	Open	N 04/01/2024 697.00
Total Vendor 1145 - HACH COMPANY				888.58	888.58		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.							
52659 00035250	HAKANSON ANDERSON ASSOC., INC. ROUTINE RETAINER 101-41910-40303 101-42400-40303 601-49440-40303 602-49490-40303 603-49500-40303 101-43100-40303	02/29/2024 NSANTILLO ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES		800.00 133.33 133.33 133.33 133.33 133.33 133.35	800.00	Open	N 04/01/2024 133.33 133.33 133.33 133.33 133.33 133.35
52658 00035251	HAKANSON ANDERSON ASSOC., INC. GENERAL ENGINEERING 101-43100-40303	02/29/2024 NSANTILLO ENGINEERING FEES		748.00 748.00	748.00	Open	N 04/01/2024 748.00
52657 00035252	HAKANSON ANDERSON ASSOC., INC. 2023 STREET REHAB PROJECT 405-43100-40811	02/29/2024 NSANTILLO ENGINEERING FEES		385.00 385.00	385.00	Open	N 04/01/2024 385.00
52656 00035253	HAKANSON ANDERSON ASSOC., INC. PATRIOT PARKWAY 405-43100-40809	02/29/2024 NSANTILLO PATRIOT PARKWAY		92.25 92.25	92.25	Open	N 04/01/2024 92.25
52655 00035254	HAKANSON ANDERSON ASSOC., INC. POPPY ST & 229TH LANE RECON PROJECT 405-43100-40805	02/29/2024 NSANTILLO POPPY ST & 229TH LANE RECON PROJECT		275.00 275.00	275.00	Open	N 04/01/2024 275.00

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Inventory					Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.							
52654 00035255	HAKANSON ANDERSON ASSOC., INC. MUNICIPAL STATE AID 405-43100-40303	02/29/2024 NSANTILLO ENGINEERING FEES		448.00 448.00	448.00	Open	N 04/01/2024 448.00
52653 00035256	HAKANSON ANDERSON ASSOC., INC. RIVERS EDGE 6TH ADDITION 803-00000-22043	02/29/2024 NSANTILLO RIVERS EDGE 6TH ADDITION		110.00 110.00	110.00	Open	N 04/01/2024 110.00
52651 00035257	HAKANSON ANDERSON ASSOC., INC. UPDATE SURVEY - NEW CITY HALL SITE 404-41400-40589	02/29/2024 NSANTILLO UPDATE SURVEY - NEW CITY HALL SITE		390.00 390.00	390.00	Open	N 04/01/2024 390.00
52652 00035258	HAKANSON ANDERSON ASSOC., INC. MISC SITE PLAN REVIEWS 803-00000-22010 803-00000-22005 803-00000-22140 404-41400-40589	02/29/2024 NSANTILLO SEH CSAH 28 AND CR 71 AUTO ZONE #5100 ST. FRANCIS MINNETONKA GAME-ORD AMENDMENT CITY HALL/FIRE STATION		1,432.55 230.00 430.50 479.80 292.25	1,432.55	Open	N 04/01/2024 230.00 430.50 479.80 292.25
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC.				4,680.80	4,680.80		
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041-66 00035279	HOISINGTON KOEGLER GROUP, INC PROFESSIONAL SERVICES 101-41910-40311	03/15/2024 NSANTILLO CONTRACT		1,858.43 1,858.43	1,858.43	Open	N 04/01/2024 1,858.43
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				1,858.43	1,858.43		
Vendor 10691 - HOMETOWN SUPER MARKETING LTD							
905117108025490 00035278	HOMETOWN SUPER MARKETING LTD ADVERTISING-KINGS COUNTY MARKET 609-49750-40340	03/18/2024 NSANTILLO ADVERTISING		360.00 360.00	360.00	Open	N 04/01/2024 360.00
Total Vendor 10691 - HOMETOWN SUPER MARKETING LTD				360.00	360.00		
Vendor 10476 - IUOE LOCAL #49							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10476 - IUOE LOCAL #49							
.04012024 00035324	IUOE LOCAL #49	04/01/2024		255.00	255.00	Open	N
	APRIL 2024 PUBLIC WORKS UNION DUES	NSANTILLO					04/01/2024
	101-00000-21707	APRIL 2024 PUBLIC WORKS UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2505580 00035273	JOHNSON BROS WHLSE LIQUOR	03/21/2024		3,196.10	3,196.10	Open	N
	LIQUOR	CBUSKEY					03/21/2024
	609-49751-40206	FREIGHT		54.60		1.00	54.60
	609-49751-40251	LIQUOR		3,141.50		1.00	3,141.50
2505581 00035274	JOHNSON BROS WHLSE LIQUOR	03/21/2024		263.26	263.26	Open	N
	WINE	CBUSKEY					03/21/2024
	609-49751-40206	FREIGHT		7.28		1.00	7.28
	609-49751-40253	WINE		255.98		1.00	255.98
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				3,459.36	3,459.36		
Vendor 5182 - KIMS KLEANING							
10213 00035307	KIMS KLEANING	03/25/2024		283.20	283.20	Open	N
	CLEANING-CITY HALL	DMULVIHILL					04/01/2024
	101-41940-40402	JANITORIAL SERVICE		283.20		1.00	283.20
10214 00035308	KIMS KLEANING	03/25/2024		94.40	94.40	Open	N
	CLEANING-COMMUNITY CENTER	DMULVIHILL					04/01/2024
	101-45000-40402	JANITORIAL SERVICE		94.40		1.00	94.40
10215 00035309	KIMS KLEANING	03/25/2024		944.00	944.00	Open	N
	CLEANING-PUBLIC WORKS	DMULVIHILL					04/01/2024
	601-49440-40402	JANITORIAL SERVICE		236.00		1.00	236.00
	602-49490-40402	JANITORIAL SERVICE		236.00		1.00	236.00
	101-45200-40402	JANITORIAL SERVICE		236.00		1.00	236.00
	101-43100-40402	JANITORIAL SERVICE		236.00		1.00	236.00

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Inventory					Units	Quantity	Unit Price
Vendor 5182 - KIMS KLEANING							
10218 00035310	KIMS KLEANING CLEANING-WWTP 602-49490-40402	03/25/2024 DMULVIHILL JANITORIAL SERVICE		259.60	259.60	Open	N 04/01/2024 259.60
10216 00035311	KIMS KLEANING CLEANING-WATER PLANT 601-49440-40402	03/25/2024 DMULVIHILL JANITORIAL SERVICE		188.80	188.80	Open	N 04/01/2024 188.80
10217 00035312	KIMS KLEANING CLEANING-POLICE 101-42110-40402	03/25/2024 DMULVIHILL JANITORIAL SERVICE		944.00	944.00	Open	N 04/01/2024 944.00
Total Vendor 5182 - KIMS KLEANING				2,714.00	2,714.00		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.04012024 00035322	LAW ENFORCEMENT LABOR SVCS. SFPD OFFICER DUES - APRIL 2024 101-00000-21707	04/01/2024 NSANTILLO SFPD OFFICER DUES - APRIL 2024		634.50	634.50	Open	N 04/01/2024 634.50
.04012024-1 00035323	LAW ENFORCEMENT LABOR SVCS. SGT UNION DUES - APRIL 2024 101-00000-21707	04/01/2024 NSANTILLO SGT UNION DUES - APRIL 2024		70.50	70.50	Open	N 04/01/2024 70.50
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				705.00	705.00		
Vendor 165 - LMC INSURANCE TRUST							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 165 - LMC INSURANCE TRUST							
WC.03112024							
00035266	LMC INSURANCE TRUST	03/11/2024		44,101.00	44,101.00	Open	N
	WC INSURANCE	DMULVIHILL					04/01/2024
	101-41400-40160	WORK COMP INSURANCE		582.82		1.00	582.82
	101-41410-40160	WORK COMP INSURANCE		27.54		1.00	27.54
	101-41500-40160	WORK COMP INSURANCE		294.23		1.00	294.23
	101-41910-40160	WORK COMP INSURANCE		351.23		1.00	351.23
	101-42110-40160	WORK COMP INSURANCE		22,021.77		1.00	22,021.77
	101-42210-40160	WORK COMP INSURANCE		6,910.16		1.00	6,910.16
	101-42400-40160	WORK COMP INSURANCE		179.27		1.00	179.27
	101-43100-40160	WORK COMP INSURANCE		5,171.16		1.00	5,171.16
	101-43210-40160	WORK COMP INSURANCE		502.58		1.00	502.58
	101-45200-40160	WORK COMP INSURANCE		2,132.40		1.00	2,132.40
	601-49440-40160	WORK COMP INSURANCE		1,606.52		1.00	1,606.52
	602-49490-40160	WORK COMP INSURANCE		1,927.13		1.00	1,927.13
	609-49750-40160	WORK COMP INSURANCE		2,394.19		1.00	2,394.19
Total Vendor 165 - LMC INSURANCE TRUST				44,101.00	44,101.00		
Vendor 9246 - MACQUEEN EMERGENCY							
P26787							
00035133	MACQUEEN EMERGENCY	03/07/2024		864.81	864.81	Open	N
	TURNOUT GEAR	NSANTILLO					04/01/2024
	402-42210-40582	TURNOUT GEAR		864.81		1.00	864.81
P27041							
00035249	MACQUEEN EMERGENCY	03/13/2024		511.92	511.92	Open	N
	UNIFORMS	NSANTILLO					04/01/2024
	101-42210-40437	UNIFORMS		511.92		1.00	511.92
P27372							
00035318	MACQUEEN EMERGENCY	03/20/2024		1,302.26	1,302.26	Open	N
	UNIFORMS	NSANTILLO					04/01/2024
Total Vendor 9246 - MACQUEEN EMERGENCY				2,678.99	2,678.99		
Vendor 202 - MCDONALD DIST CO.							
738395							
00035245	MCDONALD DIST CO.	03/20/2024		(10.60)	(10.60)	Open	N
	BEER	CBUSKEY					03/20/2024
	609-49751-40252	BEER		(10.60)		1.00	(10.60)

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 202 - MCDONALD DIST CO.							
737605							
00035246	MCDONALD DIST CO. BEER 609-49751-40252	03/20/2024 CBUSKEY		(70.00)	(70.00)	Open	N 03/20/2024
		BEER		(70.00)		1.00	(70.00)
738396							
00035247	MCDONALD DIST CO. BEER 609-49751-40252	03/20/2024 CBUSKEY		6,871.05	6,871.05	Open	N 03/20/2024
		BEER		6,871.05		1.00	6,871.05
Total Vendor 202 - MCDONALD DIST CO.				6,790.45	6,790.45		
Vendor 3689 - METRO SALES, INC.							
INV2483558							
00035276	METRO SALES, INC. COPIES 101-41400-40200	03/11/2024 DMULVIHILL		195.00	195.00	Open	N 04/01/2024
		OFFICE SUPPLIES		195.00		1.00	195.00
INV2492962							
00035306	METRO SALES, INC. PAPER ROLLS 101-43100-40200 101-45200-40200 601-49440-40200 602-49490-40200	03/26/2024 DMULVIHILL		134.50	134.50	Open	N 04/01/2024
		OFFICE SUPPLIES		33.63		1.00	33.63
		OFFICE SUPPLIES		33.63		1.00	33.63
		OFFICE SUPPLIES		33.63		1.00	33.63
		OFFICE SUPPLIES		33.61		1.00	33.61
Total Vendor 3689 - METRO SALES, INC.				329.50	329.50		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400042024							
00035134	MN NCPERS LIFE INSURANCE INSURANCE 04/01/2024-04/30/2024 101-00000-21713	03/01/2024 NSANTILLO		128.00	128.00	Open	N 04/01/2024
		MN LIFE		128.00		1.00	128.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				128.00	128.00		
Vendor 3753 - PAUSTIS WINE COMPANY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 04/02/2024 - 04/02/2024

POSTED AND UNPOSTED
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Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 3753 - PAUSTIS WINE COMPANY							
231791 00035321	PAUSTIS WINE COMPANY WINE	03/26/2024 CBUSKEY		1,697.50	1,697.50	Open	N 03/26/2024
	609-49751-40206	FREIGHT		25.50		1.00	25.50
	609-49751-40253	WINE		1,672.00		1.00	1,672.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,697.50	1,697.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6756000 00035272	PHILLIPS WINE & SPIRITS CO. LIQUOR	03/21/2024 CBUSKEY		3,578.13	3,578.13	Open	N 03/21/2024
	609-49751-40206	FREIGHT		41.86		1.00	41.86
	609-49751-40251	LIQUOR		3,536.27		1.00	3,536.27
6756001 00035275	PHILLIPS WINE & SPIRITS CO. WINE	03/21/2024 CBUSKEY		330.77	330.77	Open	N 03/21/2024
	609-49751-40206	FREIGHT		20.02		1.00	20.02
	609-49751-40253	WINE		310.75		1.00	310.75
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.				3,908.90	3,908.90		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B012145 00035130	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	03/18/2024 DMULVIHILL		248.71	248.71	Open	N 04/01/2024
	602-49490-40313	SAMPLE TESTING		248.71		1.00	248.71
B012174 00035261	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2	03/20/2024 DMULVIHILL		156.75	156.75	Open	N 04/01/2024
	602-49490-40313	SAMPLE TESTING		156.75		1.00	156.75
B012195 00035303	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	03/25/2024 DMULVIHILL		233.04	233.04	Open	N 04/01/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				638.50	638.50		
Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC							

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC							
463234							
00035132	SHORT ELLIOTT HENDRICKSON INC CHLORIDE MONITORING 602-49490-40303	03/15/2024 NSANTILLO ENGINEERING FEES		174.70	174.70	Open	N 04/01/2024
				174.70		1.00	174.70
Total Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC				174.70	174.70		
Vendor 7693 - SPOT ON							
2023145							
00035281	SPOT ON POLICE SUPPLIES 103-42110-40237	03/21/2024 DMULVIHILL SMALL EQUIPMENT PUBLIC SAFETY FUNDS		2,062.60	2,062.60	Open	N 04/01/2024
				2,062.60		1.00	2,062.60
Total Vendor 7693 - SPOT ON				2,062.60	2,062.60		
Vendor 9247 - STRYKER SALES CORPORATION							
9205794345							
00035316	STRYKER SALES CORPORATION LUCAS ACCESSORIES	03/14/2024 NSANTILLO		1,631.39	1,631.39	Open	N 04/01/2024
Total Vendor 9247 - STRYKER SALES CORPORATION				1,631.39	1,631.39		
Vendor 9467 - TDS MEDIA DIRECT, INC							
33973							
00035277	TDS MEDIA DIRECT, INC ADVERTISING 609-49750-40340	03/20/2024 JPFEIFER ADVERTISING		499.00	499.00	Open	N 03/20/2024
				499.00		1.00	499.00
Total Vendor 9467 - TDS MEDIA DIRECT, INC				499.00	499.00		
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
3562337176							
00035270	THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254	03/21/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		564.78	564.78	Open	N 03/21/2024
				564.78		1.00	564.78
3562337177							
00035271	THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254	03/21/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		(21.75)	(21.75)	open	N 03/21/2024
				(21.75)		1.00	(21.75)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 04/02/2024 - 04/02/2024

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY				543.03	543.03		
Vendor 863 - THE BERNICK COMPANIES							
10191594							
00035036	THE BERNICK COMPANIES BEER 609-49751-40252	03/07/2024 JPFEIFER BEER		(120.00)	(120.00)	Open	N 03/07/2024 (120.00)
10196701							
00035267	THE BERNICK COMPANIES BEER 609-49751-40252	03/21/2024 CBUSKEY BEER		587.60	587.60	Open	N 03/21/2024 587.60
10196702							
00035268	THE BERNICK COMPANIES MISC 609-49751-40254	03/21/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		24.00	24.00	Open	N 03/21/2024 24.00
10196703							
00035269	THE BERNICK COMPANIES BEER 609-49751-40252	03/21/2024 CBUSKEY BEER		(13.08)	(13.08)	Open	N 03/21/2024 (13.08)
Total Vendor 863 - THE BERNICK COMPANIES				478.52	478.52		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29017							
00035317	TIMESAVER OFF SITE SEC. INC MINUTES - PARKS 02/08, COUNCIL 02/26, CO NSANTILLO 101-41400-40311	03/14/2024 CONTRACT		501.00	501.00	Open	N 04/01/2024 501.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				501.00	501.00		
Vendor 10692 - TRAUT COMPANIES							
366781							
00035305	TRAUT COMPANIES PUMP REPAIR 601-49440-40500	01/31/2024 NSANTILLO CAPITAL OUTLAY		37,861.00	37,861.00	Open	N 04/01/2024 37,861.00
Total Vendor 10692 - TRAUT COMPANIES				37,861.00	37,861.00		

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10692 - TRAUT COMPANIES							
Vendor 6034 - UHL COMPANY, INC							
61072A							
00035315	UHL COMPANY, INC	03/20/2024		2,155.84	2,155.84	Open	N
	PD GARAGE HEATER REPAIR	NSANTILLO					04/01/2024
	101-42110-40401	BUILDINGS MAINTENANCE		2,155.84		1.00	2,155.84
Total Vendor 6034 - UHL COMPANY, INC					<u>2,155.84</u>	<u>2,155.84</u>	

# of Invoices:	71	# Due: 71	Totals:	183,376.94	183,376.94
# of Credit Memos:	6	# Due: 6	Totals:	(277.43)	(277.43)
Net of Invoices and Credit Memos:				183,099.51	183,099.51

--- TOTALS BY GL BANK ---

GNCKG 183,099.51

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21707	960.00
101-00000-21713	128.00
101-41400-40160	582.82
101-41400-40200	195.00
101-41400-40311	501.00
101-41400-40351	86.00
101-41410-40160	27.54
101-41500-40160	294.23
101-41910-40160	351.23
101-41910-40303	133.33
101-41910-40311	1,858.43
101-41940-40402	283.20
101-42110-40160	22,021.77
101-42110-40221	380.00
101-42110-40311	11,600.00
101-42110-40401	2,292.38
101-42110-40402	944.00
101-42210-40160	6,910.16
101-42210-40331	324.82
101-42210-40433	8,140.00
101-42210-40437	650.82
101-42400-40160	179.27
101-42400-40303	133.33
101-43100-40160	5,171.16

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EXP CHECK RUN DATES 04/02/2024 - 04/02/2024

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Agenda Item # 4I.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	101-43100-40200			33.63			
	101-43100-40212			686.69			
	101-43100-40218			518.65			
	101-43100-40303			881.35			
	101-43100-40401			136.52			
	101-43100-40402			236.00			
	101-43210-40160			502.58			
	101-43210-40401			136.52			
	101-45000-40402			94.40			
	101-45200-40160			2,132.40			
	101-45200-40200			33.63			
	101-45200-40212			686.68			
	101-45200-40401			136.52			
	101-45200-40402			236.00			
	103-42110-40237			2,062.60			
	402-42210-40582			864.81			
	402-42210-40583			319.50			
	404-41400-40589			10,857.69			
	405-43100-40303			448.00			
	405-43100-40805			275.00			
	405-43100-40809			92.25			
	405-43100-40811			385.00			
	601-49440-40160			1,606.52			
	601-49440-40200			33.63			
	601-49440-40212			686.68			
	601-49440-40235			191.58			
	601-49440-40237			697.00			
	601-49440-40303			133.33			
	601-49440-40401			136.52			
	601-49440-40402			424.80			
	601-49440-40500			37,861.00			
	602-49490-40160			1,927.13			
	602-49490-40200			33.61			
	602-49490-40212			686.68			
	602-49490-40229			395.00			
	602-49490-40303			308.03			
	602-49490-40313			638.50			
	602-49490-40401			136.52			
	602-49490-40402			495.60			
	603-49500-40303			133.33			
	609-49750-40160			2,394.19			
	609-49750-40210			39.94			
	609-49750-40340			859.00			
	609-49751-40206			268.62			
	609-49751-40251			14,709.69			
	609-49751-40252			16,581.00			
	609-49751-40253			2,526.73			
	609-49751-40254			1,467.91			
	609-49751-40255			244.50			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 04/02/2024 - 04/02/2024

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OPEN

Agenda Item # 4I.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
	609-49751-40256			4,946.61			
	609-49751-40257			2,377.00			
	803-00000-22005			430.50			
	803-00000-22010			230.00			
	803-00000-22043			110.00			
	803-00000-22140			479.80			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			70,600.06	70,600.06		
	103 PUBLIC SAFETY FUNDS			2,062.60	2,062.60		
	402 CAPITAL EQUIPMENT FUND			1,184.31	1,184.31		
	404 BUILDING IMPROVEMENT FUND			10,857.69	10,857.69		
	405 STREET IMPROVEMENT FUND			1,200.25	1,200.25		
	601 WATER FUND			41,771.06	41,771.06		
	602 SEWER FUND			4,621.07	4,621.07		
	603 STORM WATER FUND			133.33	133.33		
	609 LIQUOR FUND			46,415.19	46,415.19		
	803 ESCROW			1,250.30	1,250.30		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			2,338.30	2,338.30		
	41400 ADMINISTRATION			12,222.51	12,222.51		
	41410 ELECTIONS			27.54	27.54		
	41500 FINANCE			294.23	294.23		
	41910 COMMUNITY DEVELOPMENT			2,342.99	2,342.99		
	41940 BUILDINGS			283.20	283.20		
	42110 POLICE			39,300.75	39,300.75		
	42210 FIRE			17,210.11	17,210.11		
	42400 BUILDING INSPECTIONS			312.60	312.60		
	43100 STREETS			8,864.25	8,864.25		
	43210 RECYCLING			639.10	639.10		
	45000 COMMUNITY CENTER			94.40	94.40		
	45200 PARKS			3,225.23	3,225.23		
	49440 WATER DEPT			41,771.06	41,771.06		
	49490 SEWER DEPT			4,621.07	4,621.07		
	49500 STORM WATER DEPT			133.33	133.33		
	49750 LIQUOR STORE			3,293.13	3,293.13		
	49751 MERCHANDISE PURCHASES			43,122.06	43,122.06		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Bottle Shop Fiber Optic Project
DATE: April 1, 2024

OVERVIEW:

Discussion about this fiber optic line project started back in 2022 during the early planning stages of the new city hall-fire station. The work will be very similar to the fiber optic line installed in 2020 from the current City Hall to the Bottle Shop. The completion of the new building will leave the Bottle Shop with no internet. Anoka County Zayo is a dedicated and secure internet service that is maintained by Metro-INet and is used only by government institutions like schools, public works, police and other government centers. Currently, our public works and police department utilize Zayo as well as our previous fire station. Installing and reconnecting internet service to the Bottle Shop via this fiber line will expand our city network and will be able to utilize this internet service with our water tower site and water treatment facility in the future.

ACTION TO BE CONSIDERED:

Council to accept the low quote from Telcom Construction for \$76,245.21 and authorize staff to move forward with this project.

BUDGET IMPLICATION:

The fiber optic project is a planned expenditure and will be split between the Bottle shop and Public works CIP's.

Attachments:

- Telcom Construction Quote
- ComLink Solutions Quote

TELCOM CONSTRUCTION LLC

2218 200th Street E. ~ P.O. Box 189

Clearwater, MN 55320

320-558-9485 ~ 320-558-9486

Agenda Item # 9A.

SUBMITTED TO City of St. Francis	TELEPHONE	DATE 3/15/2024
ADDRESS 4058 St, Francis Blvd	PROJECT NAME City Hall Fiber Run to Bottle Shop	
CITY, STATE, ZIP St, Francis, MN 55070	PROJECT LOCATION St. Francis	
ENGINEER	CONTACT PERSON Parrish Barten	TELEPHONE 320-333-6830

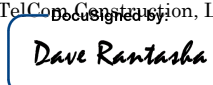
WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:	Qty.	Labor & Material	Total:
Install dual (1x1.25)(1x1.5)	3600	\$15.13	\$54,468.00
Install handhole 24x36x24	4	\$1,027.53	\$4,110.12
Install handhole 30x48x24	1	\$2,598.39	\$2,598.39
Install fiber/tracer wire into conduit	4300	\$2.55	\$10,965.00
Building Entrance (Includes material)	2	\$320.28	\$640.56
Splicing	48	\$42.56	\$2,042.88
Concrete and asphalt restoration	1	\$108.26	\$108.26
Engineering (10%)	1	\$300.00	\$300.00
Traffic Control (If needed)	1	\$1,000.00	\$1,000.00
Testing	1	\$12.00	\$12.00

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR -- COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS FOR THE SUM OF:

Seventy six thousand two hundred forty five dollars and twenty one cents _____ dollars (\$) _____ \$76,245.21

PAYMENT TO BE MADE AS FOLLOWS:

Invoice upon Completion - Term 30 Days Net.

<p>ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNERS TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMEN'S COMPENSATION INSURANCE.</p>	<p style="text-align: center;">TELCOM AUTHORIZED SIGNATURE</p> <div style="text-align: center;">  Dave Rantasha, Senior Vice President </div> <p style="text-align: center;">NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN _____ 30 _____ DAYS.</p>
---	---

Customer

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE _____

DATE OF ACCEPTANCE _____

TITLE _____

2415 Annapolis Ln N. Suite 140
 Plymouth, MN 55441
 (763) 657-4100

Bill To

Bill To Name	City of St Francis Minnesota	Bill To	4058 St Francis Blvd St Francis, Minnesota 55070 United States
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Project Information

Prepared By	Rebekah Bye	Opportunity Name	2024 Fiber Install - Various Locations
Phone	612-468-1962	Opportunity Number	124785
Email	rebekah.bye@comlink-solutions.com	Quote Number	00001158
Created Date	2/28/2024	Contact Name	Parish Barten

Product	Line Item Description	Quantity	Sales Price	Total Price
Boring - Rural	Directional Bore - Rural	3,330.00	\$16.67	\$55,511.10
Building Entry	Building Entry	2.00	\$350.00	\$700.00
Complex Traffic Control	Complex Traffic Control	1.00	\$2,100.00	\$2,100.00
Design and Permitting	Design & Permitting	1.00	\$3,729.06	\$3,729.06
Hardscape	Hardscape Restoration	1.00	\$4,850.00	\$4,850.00
Materials	Materials Supplied-UG-1.25" SDR-11-6600', 30x48x36 Tier 15 HH-5, 72 SM SJ Fiber-4500', 12 AWG Tracer wire-3300' and 5 marker posts	1.00	\$18,233.10	\$18,233.10
Materials	Materials Supplied: Fiber splicing - FOOSC C w/Tray and Corning Rack mount with Cassette	1.00	\$1,355.00	\$1,355.00
Panel Prep - over 24 splices	Panel Prep - Min Fiber Splicing charge - up to 24 burns	1.00	\$776.00	\$776.00
Place Handhole	Install Handhole	5.00	\$600.00	\$3,000.00
Pull Fiber in New Duct	Pull fiber in new duct	4,300.00	\$1.25	\$5,375.00
Set Warning Marker	Set warning marker	5.00	\$35.00	\$175.00
Softscape	Softscape Restoration	1.00	\$2,800.00	\$2,800.00
Splice Enclosure Installation	Splice Enclosure Installation - up to 24 burns	1.00	\$776.00	\$776.00
Test Only - End to End - non CD_PMD	Test Only - End to End	1.00	\$500.00	\$500.00

Grand Total \$99,880.26

We hereby propose to furnish labor and materials listed below in complete accordance with the below specifications only, for the sum listed with payment to be made as follows: Net 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written/verbal orders, and will become an extra charge over and above the

(Signature) _____

(Date) _____



Valid for 30 days*

2415 Annapolis Ln N. Suite 140
Plymouth, MN 55441
(763) 657-4100

estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 30 days and is void thereafter at the option of the undersigned. It is hereby agreed that if Comlink Solutions, LLC is working as a sub-contractor, the general contractor or contract holder will provide the legal owner(s) names and mailing address of the above mentioned property.

Thank you for choosing Comlink Solutions. We hope to work with you again in the future.

Acceptance of Proposal: The prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If the above account should become delinquent, debtor shall be responsible for all collection and/or attorney fees.

* Comlink reserves the right to adjust and/or revise estimates when material costs have increased within the 30-day validity period.

(Signature)

(Date)



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Annual Audit Report
DATE: April 1, 2024

OVERVIEW:

Each year Abdo comes out to present Council with an update on our audit. Alternative methods are being offered.

ACTION TO BE CONSIDERED:

Council to determine how presentation will be given