



## **CITY COUNCIL REGULAR MEETING**

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

**Monday, February 06, 2023 at 6:00 PM**

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### **AGENDA**

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

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

A. City Council Minutes - January 17, 2023

B. Approve Purchasing Extrication Tools

C. Police Officer Resignation/Vacancies

D. Rental License Approvals

E. Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)

F. Acknowledgement to Conduct Excluded Bingo

G. Acknowledgement for Exempt Permit

H. Payment of Claims

**5. MEETING OPEN TO THE PUBLIC**

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARING**

**8. OLD BUSINESS**

**9. NEW BUSINESS**

A. St. Francis Area Chamber of Commerce Parade Permit

B. Ordinance Amendment - Park Commission

Ordinance 303 Amending City Code Chapter 2 Section 4-3

C. Resolution for the Support of Corridors of Commerce Funding

Resolution 2023-04 for the St. Francis city council supporting corridors of commerce funding of trunk highway (TH) 47 (St. Francis Blvd NW) improvements project and authorization for staff to provide a letter of support

D. 2022 Code Revisions – 1st Reading

Ordinance 304 - Amendments to Division 2 Rules and Definitions of the Zoning Code presented by Staff

Ordinance 305 - Amendments pertaining to agricultural uses in Division 4 Base Zoning Districts of the Zoning Code as presented by Staff

Ordinance 306 - Amendments pertaining to principal and accessory use-specific standards in Division 6 Use-Specific Standards as presented by Staff

Ordinance 307 - Amendments pertaining to architectural standards, parking requirements, and required screening in Division 7 Development Standards of the City Code as presented by Staff

E. Car Detailing Interim Use Permit (IUP)

Resolution 2023-05 approving the home extended business Interim Use Permit for a car detailing business at 5620 Ambassador Blvd with conditions and findings as present by Staff

F. 23543 DeGardner Circle – Comprehensive Plan Amendment

Resolution 2023-06 approving the Comprehensive Plan amendment to regulate the property at 23543 DeGardner Circle NW from Parks and Open Space to High Density Residential with conditions and findings of fact as presented by Staff and to authorize submittal of this amendment to the Metropolitan Council for final review

G. Work Session Request

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

A. Police Department Annual Report

B. Public Works Annual Report

**12. COUNCIL MEMBER REPORTS**

**13. UPCOMING EVENTS**

**14. ADJOURNMENT**

Councilmember Joe Muehlbauer is attending via Zoom from:  
400 Magrath Darby Blvd, Mt Pleasant, SC 29464

Join Zoom Meeting

<https://us02web.zoom.us/j/84939403239?pwd=eEVwMXZyOWlYbU5HOTJJOVlyQXEvdz09>

Meeting ID: 849 3940 3239

Passcode: e8yC7r

One tap mobile

+13126266799,,84939403239#,,, \*440254# US (Chicago)

+16469313860,,84939403239#,,, \*440254# US

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

Meeting ID: 849 3940 3239

Passcode: 440254

Find your local number: <https://us02web.zoom.us/j/84939403239?pwd=eEVwMXZyOWlYbU5HOTJJOVlyQXEvdz09>

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

January 17, 2023

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 Steve Feldman.

**2. ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Deputy City Clerk Natalie Santillo, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi)

**3. APPROVAL OF AGENDA**

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

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes - December 19, 2022

B. 2023 Appointments

C. Authorizing State of MN Agency Agreement

Resolution 2023-02 Authorizing State of Minnesota Agency Agreement #1052025 between the Department of Transportation and the City of St. Francis

D. Subdivision Recording Extension – Meadows of St. Francis 4th Addition

Resolution 2023-03 Extending the deadline for the recording of the Meadows of St. Francis 4th Addition subdivision

E. Planning Commission Appointment

F. Police Department Donation

G. Policy Amendment – Police

H. Sublease Consent Letter with STC Five LLC

I. Poppy Street and 229<sup>th</sup> Lane Reconstruction Project – Pay Estimate No.

4

J. Payment of Claims - (January 3rd)

K. Payment of Claims

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE CONSENT AGENDA

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

**5. SPECIAL BUSINESS**

A. Swearing in of Elected Officials

Assistant City Attorney Dave Schaps swore in all returning Councilmembers and Mayor Feldman.

Mayor Feldman shared that it has been a great six years with the Staff of the City and he is looking forward to his next term and the continuation of success.

**6. MEETING OPEN TO THE PUBLIC**

Mayor Feldman asked Deputy City Clerk Natalie Santillo if they had anyone wanting to speak. She said they did not.

**7. PUBLIC HEARINGS – NONE**

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

A. Comprehensive Sanitary Sewer and Water System Plan

City Engineer Craig Jochum reviewed the Staff report, reviewed the two tasks of this project and shared recommendations to approve engineering services for the preparation of a Comprehensive Sanitary Sewer and Water System Plan.

Mayor Feldman stated he does not see any other way to do this as some of the piping systems are over 50 years old. He shared that key to the expansion of St. Francis is in the MUSA area. He said it would be negligent for them to connect a new system to an old system that is over 50 years old. He thinks it is prudent to get this study done and shared his support.

Muehlbauer asked if there is a start date for the Highway 47 project yet. City Administrator Kate Thunstrom shared that the timeline is being reviewed and they are hoping it will be pushed out to 2027 so the City can apply for grants. Muehlbauer added that it is important to do this in preparation for when the Highway 47 project begins.



Robinson thinks it is prudent to get this done now.

Bauer and Udvig agreed with Robinson and Muehlbauer that this should be done before the Highway 47 project begins.

Mayor Feldman shared that City's philosophy of being proactive and not reactive and stated that this is an example of being proactive.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE ENGINEERING SERVICES PROPOSAL FOR THE PREPARATION OF A COMPREHENSIVE SANITARY SEWER AND WATER SYSTEM PLAN INCLUDING TASKS 1 AND 2.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

**B. Release RFP for Construction Manager**

City Administrator Thunstrom reviewed the Staff report in regard to releasing the RFP for a Construction Manager for the City Hall Fire Station.

Mayor Feldman clarified that the authority of changes on the project come from the Council, through Brunton, to the Construction manager for the project.

Udvig stated that the sooner the Construction Manager comes on board, the sooner they can help manage the project.

Bauer agreed that it is a good decision to move forward with an expert in the field.

Muehlbauer stated that he does not have an issue with the Construction Manager portion of this. He asked where the funding for this would come from. Thunstrom explained that it will come partially from the bond, cash assets and funds, and other funds.

Robinson shared that the City will benefit from any savings by having a Construction Manager in play rather than just a general contractor. He appreciated the help from Thunstrom and Brunton.

Mayor Feldman added that the Building Committee has been excellent on this and vetting the architects. He shared that the Council will know more as they get to the hard numbers of the bid process in July and August. He explained that this is a long process, but the facility is so important so this project needs to be done right to prepare for the future. He said the Council will be taking their time on this project to do the proper due diligence. He said that the numbers will be put out when the

Council understands the numbers.

MOTION BY: MAYOR FELDMAN SECOND: UDVIG APPROVING THE RELEASE OF THE RFP FOR A CONSTRUCTION MANAGER OF THE NEW CITY FACILITY AS PRESENTED.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

### C. Farmers' Market Proposal

Community Development Director Colette Baumgardner reviewed the Staff report concerning a Farmers' Market proposal for the summer of 2023 in Community Park. She asked for Council's direction moving forward if they would like the project to be pursued or put on pause. She read the mission statement of the Farmers' Market. She shared the intent to seek volunteers for a volunteer committee to help with assembly of the market. She shared budget implications and the next steps to get the market registered with the Minnesota Farmers' Market Association.

Mayor Feldman shared his support for this and how great it will be for the residents of the City and the farmers to sell their goods.

Robinson shared his excitement for this and thanked Baumgardner and Staff for putting this together. He stated this will bring people in and suggested making the entrance fee reasonable for the first year to encourage people to come in. He also suggested using the vendors as the set-up and take down committee in exchange for a portion off of their entry fee.

Udvig agreed that this is an excellent idea for the City and she is excited to see this happen. She recommended getting the information out soon to get vendors to sign up before they have already signed on with other cities.

Muehlbauer stated he likes the idea and shared the importance of the cost to benefit ratio. He stated that there have been inquiries from residents in the past concerning a farmers' market.

Bauer agreed that it was a great idea and would like Staff to reach out to the Chambers for ideas on getting involved with this. He shared his concern of Pioneer Days weekend when the park is getting set up for the event.

Muehlbauer added that he agreed with Robinson's idea of a reduction of entry fee for the vendors the first year. Mayor Feldman agreed.

Mayor Feldman shared his excitement for this and thinks this is a great direction for the City.

MOTION BY: UDVIG SECOND: BAUER APPROVING THE FARMERS' MARKET PROPOSAL AND DIRECT STAFF TO CONTINUE DEVELOPING THE PROGRAM.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

## **10. MEETING OPEN TO THE PUBLIC – NONE**

## **11. REPORTS**

### **A. Fire Dept. Monthly Report - December 2022**

Fire Chief Dave Schmidt reviewed the December 2022 report. He highlighted that response times continued to track in the right direction with a response time of 9 minutes and 40 seconds on average, calls for service increased over previous years to 69 calls. He stated that the department was very busy over Christmas Eve and Christmas day and thanked the firefighters who were available that day as it is hard to staff those days. He shared the firefighters per response is up at 5.6 per call with one firefighter returning from military duty and one returning from injury, leaving only one on military duty. He added that the fire versus EMS run distribution is similar to usual. He mentioned that the variance usage was higher than usual. He noted that there were 3 ambulance response times that were over 20 minutes. He stated that they are seeing good compliance with fire inspections. He thanked the Public Works and Police Department for help with the snow maintenance.

Mayor Feldman said it was a good report and mentioned that he always notices that EMS is up over fire over the years. He said the Fire Department is doing great and encouraged them to keep up the good work. He stated he is glad to see a reduction of COVID-19.

Muehlbauer stated it was a good report and asked about the nature of the Christmas Eve and Christmas day calls. Schmidt stated there was not anything overly significant but typically they are for lower level medical concerns.

Bauer said it was a great report and asked Schmidt to thank all firefighters for their work for this community.

Udvig stated it was a great report and asked Schmidt to constantly tell the firefighters how much they are appreciated for the work that they do. She added that it is nice to see residents share their positive experiences with the fire department.

Robinson said it was a good report and thanked all those who serve. He said that he has been privileged to be a part of some recent meetings and the open house. He said the department does an awesome job and encouraged them to keep up

the good work.

## **12. COUNCIL MEMBER REPORTS**

Robinson shared he attended the Building Committee meeting last Thursday concerning the costs and project manager for the City Hall Fire Station. He added that he also attended the meeting with a neighboring community about joining forces with our fire departments. He shared that he is honored and privileged to serve another 4 years on the Council and looks forward to this term.

Udvig thanked the residents for reelection and shared she is looking forward to another 4 years on the Council. She noted that if residents are able, she encouraged them to take a few minutes to clear out fire hydrant areas. She mentioned that on January 27 at 6 p.m. the Chamber of Commerce will be hosting their Casino Night fundraiser at the Refuge Golf Course and encouraged residents to get their tickets, online or at the door.

Bauer congratulated Udvig, Robinson, and Mayor Feldman on reelection and thanked them for their hard work.

Muehlbauer stated that he is happy to be home. He reiterated Udvig's point concerning fire hydrants and added that sidewalks should be taken care of as well. He took a moment to share his appreciation for all Staff for a great year and for all that they do.

Mayor Feldman stated that plowing is on a priority basis, which starts with the roads, and then goes to parks and sidewalks, to fire hydrants. He expressed the need for the fire hydrants to be accessible. He said that Public Works has done a great job and commended them on their work with the snow this winter. He thanked Council for having foresight to get Public Works the right vehicles to keep up with the snow. He stated that it is an honor for him as mayor to have nurtured this Staff. He said that it is the residents job to give the Council the information and it is the Council's job to figure out what to do with that information. He added that it is an honor and privilege to be the mayor of the City and head of this Staff. He stated he is looking forward to the next 2 years as mayor of the City. He encouraged everyone to clear the fire hydrants. He said that if residents have concerns to share them with Council for them to work on it. He wished everyone a healthy and happy New Year and thanked everyone for their support with his health struggles.

## **13. UPCOMING EVENTS**

January 18 - Planning Commission Meeting

January 23 - Charter Commission Meeting  
February 6 - City Council Meeting

**14. ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular City Council at 6:41 p.m.

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Jennifer Wida, City Clerk

DRAFT



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Approve Purchasing Extrication Tools  
**DATE:** February 6, 2023

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### **OVERVIEW:**

In the Capital Plan for 2023 the fire department has budgeted to replace one (1) set of Extrication Tools (Spreader and Cutter). These tools are a mission critical piece of equipment to free trapped occupants of serious motor vehicle collisions. The budgeted amount for replacement of the Extrication Tools is \$30,000.

The Fire Department acquired two (2) quotes for replacement tools from Genesis and Hurst. The fire department currently utilizes Genesis Extrication Tools which we have found to be effective and reliable. The quote from Genesis came in at \$28,291.00 and the Hurst quote came in at \$35,085.00 for a similar product.

### **ACTION TO BE CONSIDERED:**

Authorize and approve the fire department to purchase Genesis Extrication Tools through Ultimate Fire Concepts in the amount of \$28,291.00

### **BUDGET IMPLICATION:**

Budgeted through the Capital Plan for up to \$30,000.00

### **Attachments:**

- Quotes



**Ultimate Safety Concepts, Inc.**

DBA: Clarey's Safety Equipment

1725 Highway 14 East

Rochester, MN 55904

507-289-6749 or 800-558-8009 - Fax 507-289-5213



☐ ORDER

QUOTE ☐

DATE	12-5-22	ACCOUNT #	
	BILL TO:	SHIP TO:	
CUSTOMER:	ST FRANCIS FIRE DEPT		ST FRANCIS FIRE DEPT
ADDRESS			
CITY/STATE/ZIP			
CONTACT NAME:	CARL	PO #	
PHONE:		EMAIL	
FAX:		SHIPPING CHARGES QUOTED?	

FROM:	CORY LATTERNER	952-607-7225	
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NUMBER OF PAGES:	1
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**WE ARE PLEASED TO QUOTE YOU ON THE FOLLOWING EQUIPMENT:**

QUANTITY	PART NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
1	ART.500.102.2	KODIAK DELUXE STRUT KIT		\$2569.00
1	ART.109.351.4	GENESIS SL3 C236 CUTTER NEXT GEN COMES WITH TWO BATTERIES		\$12,879.00
1	ART.109.173.5	GENESIS SL3 S54 SPREADER COMES WITH 2 BATTERIES		\$12,843.00
1	ART.105.410.9	GENESIS THREE BANK CHARGER		\$475.00
		<b>TOTAL</b>		<b>\$28,291.00</b>
		PLUS SHIPPING COST		



11897 Co. RD 87 SE  
Alexandria, MN 56308  
Phone: 800-264-2320  
Fax: 320-763-9077  
Email: orders@alexairapparatus.com  
Web Site: www.alexairapparatus.com

## QUOTE

Date	Customer PO
1/10/2023	

BILL TO
St. Francis Fire Department
St. Francis, MN

SHIP TO
Alexandria Office

			S.O. #	Promise Date	Terms	Sales Rep	
						Corey Thorson	
P.O.#	QTY	STOCK ORDER	PART NUMBER	DESCRIPTION		PRICE (Each)	PRICE (Extended)
			272899000-9	Hurst S799 E3 Cutter Package		\$15,805.00	
			272889000-9	Hurst S789 E3 Cutter Package		\$14,704.00	
			271877000-9	Hurst SP777 32" E3 Spreader Package		\$15,867.00	
			271855000-9	Hurst SP555 28" E3 Spreader Package		\$15,317.00	
				Each Tool Package Includes:			
				Tool, 2-9Ah Batteries, 110v Charger			
				Each Tool Package is delivered with in service			
				Training with Alex Air Instructors			
				**Accessories**			
			101CO85	Hurst Spreader Plate Kit		\$1,215.00	
			81-67-22	Hurst Peeling Tips for Spreader		\$1,760.00	
			541CO55	Hurst Chain Set for Spreader		\$2,089.00	
				**SHIPPING NOT INCLUDED**			
*CUSTOMERS THAT HAVE NOT PROVIDED TAX EXEMPT FORMS WILL BE CHARGED APPLICABLE SALES TAX						SHIPPING:	
*FREIGHT PREPAID & ADDED						SUB:	
*F.O.B SHIPPING POINT						TAX:	
*THIS IS NOT AN INVOICE						TOTAL:	
Authorized Signature of Approval							





# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Officer Resignation/Vacancies  
**DATE:** February 6, 2023

**OVERVIEW:**

On January 30<sup>th</sup>, 2023 a letter of resignation was received from Officer Lucas Sherburne indicating that he was terminating his employment with the City of St. Francis effective immediately. The police department received City Council approval on September 6<sup>th</sup>, 2022 to begin the process of filling a future vacancy that would be created by the separation of Sergeant Dan Allen in December. During that process, three background investigations were conducted on the top three candidates. At the conclusion of the initial background investigations it's been determined that candidates Ryley Struckman and James Bolte are qualified to fill the vacant police officer position. After consulting with staff, a decision was made to offer both candidates conditional offers of employment to fill the vacant police officer positions created by the separation of Sergeant Dan Allen and Officer Lucas Sherburne. On January 30<sup>th</sup>, 2023 Chief Schwieger met with both Ryley and James who signed conditional offers of employment which are both contingent upon City Council approval and the successful completions of a physical and psychological exam. James is currently employed as a sheriff's deputy with the Wright County Sheriff's Office and has approximately 2 ½ years of law enforcement experience. James was offered to start at step 3 of the current police officer pay scale. Ryley does not have previous law enforcement experience and was offered to start at step 1 of the current police officer pay scale. Both agreed to the terms of the conditional offer and are eager to continue in the process.

**ACTION TO BE CONSIDERED:**

City Council approval to accept the resignation of Officer Lucas Sherburne and authorize moving forward with hiring candidate Ryley Struckman at step one of the police officer pay scale. City Council approval to move forward with hiring candidate James Bolte at step three of the police officer pay scale. Both conditional offers of employment will be contingent upon the successful completion of a physical and psychological exam. Hiring both candidates would bring the police department to its authorized strength of 12 licensed police officers.

**BUDGET IMPLICATION:**

The department is currently budgeted for 12 licensed police officers



## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Colette Baumgardner, Community Development Director  
**SUBJECT:** Rental License Approvals  
**DATE:** February 6, 2023

### **OVERVIEW:**

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- November, letter to applicable rental properties
- January 15<sup>th</sup>, rental applications due
- Completed applicants move to Council
- February 1<sup>st</sup> – second letter with late fee to missing applications
- March 16<sup>th</sup> – third letter with late fees to missing applications
- First week of May – first Citation notice to be sent on missing applications

As rental property applications are received, inspections are conducted on select properties. Once the required inspection is complete, they are presented to Council for approval.

To date the following attached property units with addresses ending in the odd numbers are ready for Council approval. The properties to being considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

### **ACTION TO BE CONSIDERED:**

Approval of Rental Licenses for properties:

RENTAL ADDRESS	OWNER/MANAGEMENT AGENT
3925 233 <sup>rd</sup> AVE NW	ABBEY FIELD – THIES & TALLE MANAGEMENT
23065 GUARANI ST NW	BURY PROPERTIES
2795 235 <sup>th</sup> AVE NW	REVERING, ANDREW
3905 233 <sup>rd</sup> AVE NW	ABBEY FIELD – THIES & TALLE MANAGEMENT
4035 DEGARDNER CIR NW	BOLTE, JOHN



## 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:** February 6, 2023

### **OVERVIEW:**

Northern Lighter Pyrotechnics, Inc submitted their contract for the Pioneer Days Fireworks Display to take place on June 3<sup>rd</sup>, 2023. The fireworks display will be located at the St. Francis High School where it has been in the past years.

The cost of fireworks has continued to go rise. NLP reached out last summer to inform us of the rising cost. If we wanted to continue with the same size display that we have had in previous years we would need to budget for more. The cost for the display is now \$15,000.00. This was budgeted for to accommodate this increase.

### **ACTION TO BE CONSIDERED:**

Consideration to enter into the agreement with Northern Lighter Pyrotechnics, Inc for the June 3, 2023 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 **23RD DAY** of **JANUARY** in the year **2023**, 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 3<sup>RD</sup> 2023** 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 4 TH 2023**

**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.**

By: \_\_\_\_\_PAUL MARCHIO\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_JANUARY 23 2023\_\_\_\_\_

**CLIENT** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Paul D. Marchio  
NLP President  
1/6/2009  
 3-Marchio



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement to Conduct Excluded Bingo  
**DATE:** February 6, 2023

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### **OVERVIEW:**

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post #622 on April 1, 2023. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

### **ACTION TO BE CONSIDERED:**

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on April 1, 2023 at the St. Francis American Legion.





# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement for Exempt Permit  
**DATE:** February 6, 2023

## **OVERVIEW:**

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

## **ACTION TO BE CONSIDERED:**

A motion would be in order to acknowledge the Applications for Exempt Permit from the St. Francis Athletics Booster Club for a bingo and raffle event to be held on the dates below at the St. Francis American Legion.

- April 15, 2023
- October 14, 2023
- November 4, 2023
- December 16, 2023



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:** February 6, 2023

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$221,476.44 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2022.

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:

- 02-06-2023 Packet List-\$221,476.44

## CITY OF ST FRANCIS

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## \*Claim Register©

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January 2023

**Claim Type**

Claim#	17353	ALEXANDRIA TECHNICAL COLLEGE				
Cash Payment	E 101-41400-208	Training	TEAMS TRAINING			\$384.22
Invoice	00142558					
Cash Payment	E 101-42110-208	Training	TEAMS TRAINING			\$384.22
Invoice	00142558					
Cash Payment	E 101-41910-208	Training	TEAMS TRAINING			\$384.22
Invoice	00142558					
Cash Payment	E 101-43100-208	Training	TEAMS TRAINING			\$192.12
Invoice	00142558					
Cash Payment	E 101-45200-208	Training	TEAMS TRAINING			\$192.11
Invoice	00142558					
Transaction Date	2/2/2023	Due 2/2/2023	CASH	10100	<b>Total</b>	\$1,536.89

**Claim Type**

Claim#	17323	ANOKA COUNTY ATTORNEYS OFF				
Cash Payment	E 208-42110-441	Miscellaneous	ADMIN FORFEITURE-ICR21-093275			\$59.00
Invoice	ICR21-093275					
Transaction Date	1/31/2023	Due 1/31/2023	CASH	10100	<b>Total</b>	\$59.00

**Claim Type**

Claim#	17277	ANOKA COUNTY TREASURY DEPT				
Cash Payment	E 402-42210-588	Miscellaneous Equipment	SFFD BATTERIES			\$319.50
Invoice	AR020592					
Transaction Date	1/24/2023		CASH	10100	<b>Total</b>	\$319.50

**Claim Type**

Claim#	17292	ASPEN MILLS				
Cash Payment	E 101-42110-437	Uniforms	UNIFORMS - HEARN			\$219.00
Invoice	307757					
Cash Payment	E 101-42210-437	Uniforms	UNIFORMS- LARSON			\$62.20
Invoice	308081					
Transaction Date	1/25/2023	Due 1/25/2023	CASH	10100	<b>Total</b>	\$281.20

**Claim Type**

Claim#	17315	AUGUSTA PLUMBING				
Cash Payment	G 101-20820	Surcharge Payable	REFUND PERMIT 2023-00029			\$1.00
Invoice	.01312023					
Cash Payment	R 101-32212	Plumbing	REFUND PERMIT 2023-00029			\$75.00
Invoice	.01312023					
Transaction Date	1/31/2023		CASH	10100	<b>Total</b>	\$76.00

**Claim Type**

Claim#	17295	BARNUM COMPANIES, INC				
Cash Payment	E 101-43100-401	Buildings Maintenance	GATE REPAIRS			\$57.50
Invoice	35651					
Cash Payment	E 101-45200-401	Buildings Maintenance	GATE REPAIRS			\$57.50
Invoice	35651					
Cash Payment	E 601-49440-401	Buildings Maintenance	GATE REPAIRS			\$57.50
Invoice	35651					
Cash Payment	E 602-49490-401	Buildings Maintenance	GATE REPAIRS			\$57.50
Invoice	35651					
Cash Payment			GATE REPAIRS			\$0.00
Invoice	35651					
Transaction Date	1/25/2023	Due 1/25/2023	CASH	10100	<b>Total</b>	\$230.00

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**\*Claim Register©**

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**Claim Type**Claim# 17276 *BELLBOY CORPORATION*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC -**\$24.00**  
 Invoice 0106299200

Cash Payment E 609-49751-206 Freight FREIGHT **\$7.20**  
 Invoice 0106281300

Cash Payment E 609-49751-206 Freight FREIGHT **\$37.88**  
 Invoice 0098033700

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES **\$476.60**  
 Invoice 0106339600

Cash Payment E 609-49751-206 Freight FREIGHT **\$11.55**  
 Invoice 0098189700

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC **\$255.27**  
 Invoice 0106281300

Cash Payment E 609-49751-206 Freight FREIGHT **\$8.63**  
 Invoice 0106339600

Cash Payment E 609-49751-251 Liquor LIQUOR **\$939.00**  
 Invoice 0098189700

Cash Payment E 609-49751-251 Liquor LIQUOR **\$3,640.82**  
 Invoice 0098033700

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC **\$96.75**  
 Invoice 0106339600

Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	<b>\$5,449.70</b>
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**Claim Type**Claim# 17239 *BERNICK COMPANIES, THE*

Cash Payment E 609-49751-252 Beer BEER **\$227.45**  
 Invoice 10034184

Cash Payment E 609-49751-252 Beer BEER **\$884.80**  
 Invoice 10036947

Cash Payment E 609-49751-252 Beer BEER **\$251.30**  
 Invoice 10039190

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC **\$22.50**  
 Invoice 10039191

Transaction Date	1/19/2023	Due 1/19/2023	CASH	10100	<b>Total</b>	<b>\$1,386.05</b>
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**Claim Type**Claim# 17238 *BREAKTHRU BEVERAGE*

Cash Payment E 609-49751-206 Freight FREIGHT **\$84.10**  
 Invoice 347354297

Cash Payment E 609-49751-206 Freight FREIGHT **\$21.03**  
 Invoice 347437982

Cash Payment E 609-49751-206 Freight FREIGHT **\$59.20**  
 Invoice 347532410

Cash Payment E 609-49751-251 Liquor LIQUOR **\$1,252.26**  
 Invoice 347437982

Cash Payment E 609-49751-251 Liquor LIQUOR **\$4,220.00**  
 Invoice 347354297

Cash Payment E 609-49751-251 Liquor LIQUOR **\$3,329.98**  
 Invoice 347532410

Cash Payment E 609-49751-253 Wine WINE **\$120.00**  
 Invoice 347354297

Cash Payment E 609-49751-253 Wine WINE **\$79.92**  
 Invoice 347532410

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## \*Claim Register©

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Cash Payment	E 609-49751-253	Wine	WINE		\$624.00
	Invoice	347437982			
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$169.40
	Invoice	347532410			
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$178.30
	Invoice	347354297			
Transaction Date	1/19/2023	CASH	10100	<b>Total</b>	\$10,138.19

## Claim Type

Claim#	17294	BROTHERS FIRE & SECURITY			
Cash Payment	E 101-43100-401	Buildings Maintenance	ALARM SERVICES		\$92.00
	Invoice	W23375			
Cash Payment	E 101-45200-401	Buildings Maintenance	ALARM SERVICES		\$92.00
	Invoice	W23375			
Cash Payment	E 601-49440-401	Buildings Maintenance	ALARM SERVICES		\$92.00
	Invoice	W23375			
Cash Payment	E 602-49490-401	Buildings Maintenance	ALARM SERVICES		\$92.00
	Invoice	W23375			
Cash Payment	E 101-42110-401	Buildings Maintenance	ALARM SERVICES		\$92.00
	Invoice	W23375			
Transaction Date	1/25/2023	Due 1/25/2023	CASH	10100	<b>Total</b> \$460.00

## Claim Type

Claim#	17273	CRYSTAL SPRINGS ICE			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$4.00
	Invoice	9001315			
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$154.40
	Invoice	9001315			
Transaction Date	1/24/2023	Due 1/24/2023	CASH	10100	<b>Total</b> \$158.40

## Claim Type

Claim#	17281	DAHLHEIMER DIST. CO. INC.			
Cash Payment	E 609-49751-252	Beer	BEER		-\$20.80
	Invoice	1822565			
Cash Payment	E 609-49751-252	Beer	BEER		\$9,023.18
	Invoice	1822425			
Cash Payment	E 609-49751-252	Beer	BEER		-\$54.13
	Invoice	1818011			
Cash Payment	E 609-49751-252	Beer	BEER		\$12,370.75
	Invoice	1817927			
Cash Payment	E 609-49751-252	Beer	BEER		\$8,775.35
	Invoice	1827436			
Cash Payment	E 609-49751-255	N/A Products	N/A Products		\$116.60
	Invoice	1817927			
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC		\$320.00
	Invoice	1822425			
Cash Payment	E 609-49751-255	N/A Products	N/A		\$66.80
	Invoice	1822425			
Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	\$30,597.75

## Claim Type

Claim#	17348	DEHN OIL			
Cash Payment	E 101-43100-212	Motor Fuels	FUEL		\$880.52
	Invoice	97021			

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## \*Claim Register©

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Cash Payment	E 101-45200-212	Motor Fuels	FUEL			\$880.51
Invoice	97021					
Cash Payment	E 601-49440-212	Motor Fuels	FUEL			\$880.51
Invoice	97021					
Cash Payment	E 602-49490-212	Motor Fuels	FUEL			\$880.51
Invoice	97021					
Transaction Date	2/2/2023	Due 2/2/2023	CASH	10100	<b>Total</b>	\$3,522.05

## Claim Type

Claim#	17350	DELL MARKETING L.P.				
Cash Payment	E 402-43100-580	Computers	COMPUTERS			\$1,473.15
Invoice	10649041812					
Cash Payment	E 402-42110-570	Other Office Equipment	OFFICE EQUIPMENT			\$3,517.25
Invoice	10647141325					
Transaction Date	2/2/2023		CASH	10100	<b>Total</b>	\$4,990.40

## Claim Type

Claim#	17320	ECM PUBLISHERS, INC.				
Cash Payment	E 101-41400-351	Legal Notices Publishing	2023 BUDGET			\$134.37
Invoice	930190					
Transaction Date	1/31/2023		CASH	10100	<b>Total</b>	\$134.37

## Claim Type

Claim#	17264	GOPHER STATE ONE-CALL				
Cash Payment	E 602-49490-442	Gopher State	2023 ANNUAL FACILITY OPERATOR FEE			\$25.00
Invoice	3000761					
Cash Payment	E 601-49440-442	Gopher State	2023 ANNUAL FACILITY OPERATOR FEE			\$25.00
Invoice	3000761					
Cash Payment	E 602-49490-442	Gopher State	IT TICKETS-JANUARY 2023			\$5.40
Invoice	3010761					
Cash Payment	E 601-49440-442	Gopher State	IT TICKETS-JANUARY 2023			\$5.40
Invoice	3010761					
Transaction Date	1/23/2023	Due 1/23/2023	CASH	10100	<b>Total</b>	\$60.80

## Claim Type

Claim#	17235	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49751-206	Freight	FREIGHT			\$10.00
Invoice	315563					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$88.16
Invoice	315563					
Cash Payment	E 609-49751-256	Tobacco Products	TOBACCO			\$3,279.88
Invoice	315563					
Transaction Date	1/19/2023	Due 1/19/2023	CASH	10100	<b>Total</b>	\$3,378.04

## Claim Type

Claim#	17326	GREAT LAKES COCA-COLA				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$862.75
Invoice	3603207172					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$1,034.68
Invoice	3636218076					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			-\$25.43
Invoice	3636218077					
Transaction Date	1/31/2023		CASH	10100	<b>Total</b>	\$1,872.00

## Claim Type

Claim#	17242	INNOVATIVE OFFICE SOLUTIONS,				
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## CITY OF ST FRANCIS

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Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES		\$203.31
	Invoice IN4062022				
Cash Payment	E 101-43100-200	Office Supplies	OFFICE SUPPLIES		\$37.78
	Invoice IN4080646				
Transaction Date	1/19/2023	CASH	10100	<b>Total</b>	<b>\$241.09</b>

**Claim Type**Claim# 17306 *INTEREUM*

Cash Payment E 101-45200-240 Office Equip OFFICE FURNITURE \$728.32  
 Invoice 195093

Cash Payment E 101-43100-240 Office Equip OFFICE FURNITURE \$728.32  
 Invoice 195093

Transaction Date 1/26/2023 Due 1/26/2023 CASH 10100 **Total** \$1,456.64

**Claim Type**Claim# 17248 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment E 609-49751-206 Freight FREIGHT \$12.25  
 Invoice 2218774

Cash Payment E 609-49751-206 Freight FREIGHT \$36.79  
 Invoice 2223263

Cash Payment E 609-49751-206 Freight FREIGHT \$11.12  
 Invoice 2223262

Cash Payment E 609-49751-206 Freight FREIGHT \$155.43  
 Invoice 2227506

Cash Payment E 609-49751-206 Freight FREIGHT \$26.24  
 Invoice 2227509

Cash Payment E 609-49751-206 Freight FREIGHT \$70.02  
 Invoice 2218773

Cash Payment E 609-49751-253 Wine WINE \$1,139.59  
 Invoice 2227509

Cash Payment E 609-49751-251 Liquor LIQUOR \$4,441.39  
 Invoice 2218773

Cash Payment E 609-49751-251 Liquor LIQUOR \$818.63  
 Invoice 2223262

Cash Payment E 609-49751-251 Liquor LIQUOR \$7,831.96  
 Invoice 2227506

Cash Payment E 609-49751-253 Wine WINE \$1,126.50  
 Invoice 2223263

Cash Payment E 609-49751-253 Wine WINE \$357.00  
 Invoice 2218774

Transaction Date 1/19/2023 CASH 10100 **Total** \$16,026.92

**Claim Type**Claim# 17302 *KIMS KLEANING*

Cash Payment E 601-49440-402 Janitorial Service WATER TREATMENT PLANT CLEANING \$236.00  
 Invoice 9111

Cash Payment E 101-42110-402 Janitorial Service POLICE DEPT CLEANING \$1,049.00  
 Invoice 9112

Cash Payment E 101-45000-402 Janitorial Service COMMUNITY CENTER CLEANING \$118.00  
 Invoice 9109

Cash Payment E 101-42210-402 Janitorial Service FIRE DEPT CLEANING \$265.50  
 Invoice 9114

Cash Payment E 601-49440-402 Janitorial Service WASTE WATER PLANT CLEANING \$324.50  
 Invoice 9113

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## \*Claim Register©

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Cash Payment	E 101-41940-402	Janitorial Service	CITY HALL CLEANING			\$354.00
Invoice	9108					
Cash Payment	E 101-43100-402	Janitorial Service	CLEANING			\$265.50
Invoice	9110					
Cash Payment	E 101-45200-402	Janitorial Service	CLEANING			\$265.50
Invoice	9110					
Cash Payment	E 601-49440-402	Janitorial Service	CLEANING			\$265.50
Invoice	9110					
Cash Payment	E 602-49490-402	Janitorial Service	CLEANING			\$265.50
Invoice	9110					
Transaction Date	1/26/2023	Due 1/26/2023	CASH	10100	<b>Total</b>	\$3,409.00

## Claim Type

Claim# 17271 KODIAK POWER SYSTEMS

Cash Payment	E 602-49490-228	Equipment Maintenance	EQUIPMENT REPAIRS			\$538.84
Invoice	KPS1192					
Cash Payment	E 602-49490-228	Equipment Maintenance	EQUIPMENT REPAIRS			\$1,085.00
Invoice	KPS1193					
Cash Payment	E 601-49440-228	Equipment Maintenance	EQUIPMENT REPAIRS			\$1,085.00
Invoice	KPS1193					
Transaction Date	1/24/2023	Due 1/24/2023	CASH	10100	<b>Total</b>	\$2,708.84

## Claim Type

Claim# 17298 KRIS ENGINEERING, INC.

Cash Payment	E 601-49440-228	Equipment Maintenance	EQUIPMENT MAINTENANCE			\$866.14
Invoice	37723					
Cash Payment	E 602-49490-228	Equipment Maintenance	EQUIPMENT MAINTENANCE			\$866.14
Invoice	37723					
Cash Payment	E 101-45200-218	Equipment Maintenance	EQUIPMENT MAINTENANCE			\$866.14
Invoice	37723					
Cash Payment	E 101-43100-218	Equipment Maintenance	EQUIPMENT MAINTENANCE			\$866.14
Invoice	37723					
Transaction Date	1/26/2023	Due 1/26/2023	CASH	10100	<b>Total</b>	\$3,464.56

## Claim Type

Claim# 17346 LAW ENFORCEMENT LABOR SVC

Cash Payment	G 101-21707	Union Dues	OFFICER DUES - FEBRUARY 2023			\$540.00
Invoice	.02012023					
Transaction Date	2/1/2023		CASH	10100	<b>Total</b>	\$540.00

## Claim Type

Claim# 17278 LEAGUE OF MN CITIES

Cash Payment	E 101-42110-208	Training	PEACE OFFICER ACCREDITED TRAINING			\$990.00
Invoice	375102					
Transaction Date	1/24/2023	Due 1/24/2023	CASH	10100	<b>Total</b>	\$990.00

## Claim Type

Claim# 17289 MCDONALD DIST CO.

Cash Payment	E 609-49751-253	Wine	WINE			\$100.80
Invoice	669811					
Cash Payment	E 609-49751-252	Beer	BEER			\$120.00
Invoice	669812					
Cash Payment	E 609-49751-251	Liquor	LIQUOR			\$111.90
Invoice	670991					



**\*Claim Register©**

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Cash Payment	E 609-49751-252 Beer Invoice 671060		BEER		- \$117.60
Cash Payment	E 609-49751-251 Liquor Invoice 668826		LIQUOR		\$223.80
Cash Payment	E 609-49751-252 Beer Invoice 668827		BEER		\$12,742.60
Cash Payment	E 609-49751-252 Beer Invoice 668871		BEER		- \$230.36
Cash Payment	E 609-49751-252 Beer Invoice 670992		BEER		\$9,766.70
Cash Payment	E 609-49751-255 N/A Products Invoice 668827		N/A PRODUCTS		\$34.25
Cash Payment	E 609-49751-252 Beer Invoice 669811		BEER		\$4,280.35
Cash Payment	E 609-49751-255 N/A Products Invoice 670992		N/A		\$179.65
Transaction Date	1/24/2023	CASH	10100	Total	\$27,212.09
Claim Type					
Claim#	17327 METRO INET				
Cash Payment	E 101-41110-310 Computer Consulting Fee IT SERVICES - EMAIL SUPPORT Invoice 1049				\$228.00
Transaction Date	1/31/2023	Due 1/31/2023 CASH	10100	Total	\$228.00
Claim Type					
Claim#	17263 METRO SALES, INC.				
Cash Payment	E 101-42110-311 Contract Invoice INV2203325		CONTRACT		\$398.88
Transaction Date	1/23/2023	Due 1/23/2023 CASH	10100	Total	\$398.88
Claim Type					
Claim#	17269 MN MUNICIPAL UTILITIES ASSOC.				
Cash Payment	E 601-49440-433 Dues and Subscriptions 2023 WATER UTILITY MEMBER DUES Invoice 61132				\$521.00
Transaction Date	1/24/2023	CASH	10100	Total	\$521.00
Claim Type					
Claim#	17259 MN NCPCERS LIFE INSURANCE				
Cash Payment	G 101-21713 MN Life Insurance PREMIUM 2/1/23-2/28/23 Invoice 733400022023		INSURANCE PREMIUM 2/1/23-2/28/23		\$128.00
Transaction Date	1/19/2023	CASH	10100	Total	\$128.00
Claim Type					
Claim#	17335 MORFF, KENNETH AND MONICA				
Cash Payment	G 803-22002 Morff IUP Horse Stables ESCROW RELEASE 803-22002 Invoice .01312023				\$1,105.00
Transaction Date	1/31/2023	CASH	10100	Total	\$1,105.00
Claim Type					
Claim#	17293 NUSS TRUCK & EQUIPMENT				
Cash Payment	E 101-43100-218 Equipment Maintenance EQUIPMENT MAINTENANCE Invoice 4037895				\$8,785.89
Transaction Date	1/25/2023	Due 1/25/2023 CASH	10100	Total	\$8,785.89
Claim Type					
Claim#	17351 OPG 3 INC				

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**Cash Payment** E 101-42400-310 Computer Consulting Fee BUILDING DEPT PROJECT \$615.00  
Invoice 6360

Transaction Date 2/2/2023 Due 2/2/2023 CASH 10100 **Total** \$615.00

**Claim Type**

Claim# 17287 PHILLIPS WINE & SPIRITS CO.

**Cash Payment** E 609-49751-206 Freight FREIGHT \$78.88  
Invoice 6532310

**Cash Payment** E 609-49751-206 Freight FREIGHT \$35.02  
Invoice 6535635

**Cash Payment** E 609-49751-206 Freight FREIGHT \$36.76  
Invoice 6532311

**Cash Payment** E 609-49751-206 Freight FREIGHT \$1.75  
Invoice 6535636

**Cash Payment** E 609-49751-206 Freight FREIGHT \$27.14  
Invoice 6535634

**Cash Payment** E 609-49751-206 Freight FREIGHT \$38.08  
Invoice 6528731

**Cash Payment** E 609-49751-206 Freight FREIGHT \$64.76  
Invoice 6528732

**Cash Payment** E 609-49751-255 N/A Products N/A \$80.00  
Invoice 6535636

**Cash Payment** E 609-49751-251 Liquor LIQUOR \$1,760.05  
Invoice 6535634

**Cash Payment** E 609-49751-251 Liquor LIQUOR \$4,041.45  
Invoice 6532310

**Cash Payment** E 609-49751-253 Wine WINE \$714.06  
Invoice 6532311

**Cash Payment** E 609-49751-253 Wine WINE \$928.00  
Invoice 6535635

**Cash Payment** E 609-49751-253 Wine WINE \$1,936.30  
Invoice 6528732

**Cash Payment** E 609-49751-251 Liquor LIQUOR \$3,120.35  
Invoice 6528731

Transaction Date 1/24/2023 CASH 10100 **Total** \$12,862.60

**Claim Type**

Claim# 17255 RED BULL DISTRIBUTION CO INC.

**Cash Payment** E 609-49751-254 Miscellaneous Merchandis MISC PRODUCT \$396.14  
Invoice 2006580542

Transaction Date 1/19/2023 CASH 10100 **Total** \$396.14

**Claim Type**

Claim# 17345 RMB ENVIRONMENTAL LAB

**Cash Payment** E 602-49490-313 Sample Testing WEEKS 2-4 COOLER 1 \$185.13  
Invoice B007974

**Cash Payment** E 602-49490-313 Sample Testing WEEKS 2-4 COOLER 1 \$185.13  
Invoice B007948

**Cash Payment** E 602-49490-313 Sample Testing ALL WEEKS COOLER 2 \$135.04  
Invoice B007941

**Cash Payment** E 602-49490-313 Sample Testing ALL WEEKS COOLER 2 \$135.04  
Invoice B008000

**Cash Payment** E 602-49490-313 Sample Testing ALL WEEKS COOLER 2 \$135.04  
Invoice B007912

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Cash Payment E 602-49490-313 Sample Testing WEEKS 2-4 COOLER 1 \$222.16  
Invoice B007887

Transaction Date 2/1/2023 Due 2/1/2023 CASH 10100 Total \$997.54

## Claim Type

Claim# 17339 RUSSELL SECURITY RESOURCE I

Cash Payment E 609-49750-401 Buildings Maintenance BUILDING REPAIRS \$117.50  
Invoice A44340

Transaction Date 1/31/2023 Due 1/31/2023 CASH 10100 Total \$117.50

## Claim Type

Claim# 17283 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight FREIGHT \$0.64  
Invoice 2305396

Cash Payment E 609-49751-206 Freight FREIGHT \$24.32  
Invoice 2303062

Cash Payment E 609-49751-206 Freight FREIGHT \$1.28  
Invoice 2303063

Cash Payment E 609-49751-206 Freight FREIGHT \$16.64  
Invoice 2305395

Cash Payment E 609-49751-206 Freight FREIGHT \$1.28  
Invoice 2305394

Cash Payment E 609-49751-206 Freight FREIGHT/FUEL \$13.23  
Invoice 2307804

Cash Payment E 609-49751-206 Freight FREIGHT \$1.28  
Invoice 2307805

Cash Payment E 609-49751-253 Wine WINE \$96.00  
Invoice 2307805

Cash Payment E 609-49751-251 Liquor LIQUOR \$1,896.43  
Invoice 2307804

Cash Payment E 609-49751-253 Wine WINE \$24.99  
Invoice 2305396

Cash Payment E 609-49751-251 Liquor LIQUOR \$1,704.66  
Invoice 2305395

Cash Payment E 609-49751-253 Wine WINE \$62.00  
Invoice 2303063

Cash Payment E 609-49751-251 Liquor LIQUOR \$1,872.30  
Invoice 2303062

Transaction Date 1/24/2023 CASH 10100 Total \$5,715.05

## Claim Type

Claim# 17344 SPOT ON

Cash Payment E 101-42110-200 Office Supplies 2022 ANNUAL REPORT BOOKLET \$125.00  
Invoice 2023102

Cash Payment E 101-45200-441 Miscellaneous 2022 SFPW ANNUAL REPORT BOOKLET \$75.00  
Invoice 2023103

Transaction Date 2/1/2023 Due 2/1/2023 CASH 10100 Total \$200.00

## Claim Type

Claim# 17336 STATE OF MN, DEPT OF FINANCE

Cash Payment E 208-42110-441 Miscellaneous ADMIN FORFEITURE ICR21-093275 \$29.50  
Invoice ICR21-093275

Transaction Date 1/31/2023 CASH 10100 Total \$29.50

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**Claim Type**Claim# 17355 *STREICHER S*

Cash Payment E 101-42110-217 Other Operating Supplies OPERATING SUPPLIES \$584.00  
 Invoice 1614167

Cash Payment E 101-42110-217 Other Operating Supplies OPERATING SUPPLIES \$705.08  
 Invoice 1614155

Transaction Date	2/2/2023	CASH	10100	<b>Total</b>	\$1,289.08
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**Claim Type**Claim# 17343 *SUMMIT FIRE*

Cash Payment E 101-42210-218 Equipment Maintenance EQUIPMENT MAINTENANCE/EXTINGUISHERS \$162.50  
 Invoice 150025113

Transaction Date	1/31/2023	CASH	10100	<b>Total</b>	\$162.50
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**Claim Type**Claim# 17317 *THE AMERICAN BOTTLING COMP*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$343.55  
 Invoice 3562330690

Transaction Date	1/31/2023	Due 1/31/2023	CASH	10100	<b>Total</b>	\$343.55
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**Claim Type**Claim# 17342 *THOMSON REUTERS-WEST*

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$431.93  
 Invoice 6152603116

Transaction Date	1/31/2023	Due 1/31/2023	CASH	10100	<b>Total</b>	\$431.93
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**Claim Type**Claim# 17297 *TJ ASSOCIATES*

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$260.00  
 Invoice 239978

Cash Payment E 101-43100-441 Miscellaneous 2022 ANNUAL REPORT BOOK - PW \$43.75  
 Invoice 239987

Cash Payment E 101-45200-441 Miscellaneous 2022 ANNUAL REPORT BOOK - PW \$43.75  
 Invoice 239987

Cash Payment E 601-49440-441 Miscellaneous 2022 ANNUAL REPORT BOOK - PW \$43.75  
 Invoice 239987

Cash Payment E 602-49490-441 Miscellaneous 2022 ANNUAL REPORT BOOK - PW \$43.75  
 Invoice 239987

Transaction Date	1/26/2023	Due 1/26/2023	CASH	10100	<b>Total</b>	\$435.00
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**Claim Type**Claim# 17258 *VECTOR SOLUTIONS*

Cash Payment E 101-42210-208 Training ANNUAL MEMBERSHIP \$3,510.00  
 Invoice INV65736

Transaction Date	1/19/2023	CASH	10100	<b>Total</b>	\$3,510.00
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**Claim Type**Claim# 17250 *VINOCOPIA, INC.*

Cash Payment E 609-49751-206 Freight FREIGHT \$7.50  
 Invoice 0321610-IN

Cash Payment E 609-49751-206 Freight FREIGHT \$22.50  
 Invoice 0322698-IN

Cash Payment E 609-49751-251 Liquor LIQUOR \$134.00  
 Invoice 0321610-IN

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Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$202.50
	Invoice 0322698-IN				
Cash Payment	E 609-49751-253	Wine	WINE		\$224.00
	Invoice 0321610-IN				
Cash Payment	E 609-49751-253	Wine	WINE		\$1,344.00
	Invoice 0322698-IN				
Transaction Date	1/19/2023	CASH	10100	<b>Total</b>	\$1,934.50

**Claim Type**

Claim# 17268 ZIEGLER, INC.

Cash Payment	E 101-43100-218	Equipment Maintenance	EQUIPMENT MAINTENANCE		\$2,072.31
	Invoice SI000281961				

Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	\$2,072.31
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Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$162,978.45
Total	\$162,978.45

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**Claim Type**

Claim# 17233 ANOKA COUNTY CHIEF OF POLIC

Cash Payment E 101-42110-433 Dues and Subscriptions 2022 MEETING INVOICES \$64.00  
 Invoice .12212022

Transaction Date	1/19/2023	CASH	10100	<b>Total</b>	<b>\$64.00</b>
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**Claim Type**

Claim# 17267 BGS (BARNA GUZY)

Cash Payment E 101-41600-304 Civil Legal Fees KIMBERLY JEANNE HALL FORFEITURE \$28.00  
 Invoice 257273

Cash Payment E 101-41600-304 Civil Legal Fees GENER RECHTZIGEL PETITION FOR QUO WARRANTO \$154.00  
 Invoice 257426

Cash Payment E 101-41600-304 Civil Legal Fees MISCELLANEOUS/NON RETAINER \$770.00  
 Invoice 257255

Cash Payment E 101-41600-304 Civil Legal Fees GENERAL LABOR \$3,094.00  
 Invoice 257252

Cash Payment E 101-41600-312 Criminal Legal Fees PROSECUTION/RETAINER FILE \$5,000.00  
 Invoice 257202

Cash Payment E 101-41600-304 Civil Legal Fees COMMUNITY DEVELOPMENT \$2,982.00  
 Invoice 257254

Cash Payment E 101-41600-304 Civil Legal Fees LAKE STATE COMMERCIAL PURCHASE \$1,798.00  
 Invoice 257700

Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) LAKETOWN HOMES DEVELOPMENT AGREEMENT \$182.00  
 Invoice 257488

Cash Payment E 101-41600-304 Civil Legal Fees MUNICIPAL \$1,900.00  
 Invoice 257257

Cash Payment E 101-41600-304 Civil Legal Fees CELL TOWER LEASE/EASEMENT \$308.00  
 Invoice 257253

Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	<b>\$16,216.00</b>
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**Claim Type**

Claim# 17296 COMPASS MINERALS AMERICA, I

Cash Payment G 101-14100 Inventory of Material/Supply BULK HIGHWAY SALT \$6,338.18  
 Invoice 1099645

Transaction Date	1/25/2023	CASH	10100	<b>Total</b>	<b>\$6,338.18</b>
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**Claim Type**

Claim# 17266 ELITE SANITATION

Cash Payment E 101-45200-402 Janitorial Service PORTABLE RENTAL 12/11/22-1/7/23 \$716.00  
 Invoice 29421

Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	<b>\$716.00</b>
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**Claim Type**

Claim# 17272 FERGUS POWER PUMP, INC

Cash Payment E 602-49490-311 Contract 40% CONTRACT \$25,919.42  
 Invoice 48922

Transaction Date	1/24/2023	Due 1/24/2023	CASH	10100	<b>Total</b>	<b>\$25,919.42</b>
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**Claim Type**

Claim# 17262 HACH COMPANY

Cash Payment E 601-49440-235 Lab Supplies LAB SUPPLIES \$76.89  
 Invoice 13374377

Transaction Date	1/23/2023	Due 1/23/2023	CASH	10100	<b>Total</b>	<b>\$76.89</b>
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**Claim Type**

Claim#	17261	HOISINGTON KOEGLER GROUP, I			
Cash Payment	E 101-41910-311	Contract	GENERAL PLANNING		\$3,675.00
	Invoice 018-041-52				
Cash Payment	E 404-41400-589	City Hall/Fire Station	CIVIC CAMPUS		\$1,270.00
	Invoice 018-041-52				
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE		\$22.50
	Invoice 018-041-52				
Cash Payment	G 803-22179	Vista Prairie-Site Plan	VISTA PRAIRIE		\$180.00
	Invoice 018-041-52				
Cash Payment	G 803-22191	Alliant Finance-Plantinum Lan	PLATINUM SUBD		\$90.00
	Invoice 018-041-52				
Cash Payment	G 803-22195	Brother Dev 2022 (Enchanted)	BROTHERS 2022 (ENCHANTED MEADOWS)		\$811.25
	Invoice 018-041-52				
Cash Payment	G 803-22147	Bridgestone Lot Line Adjust	BRIDGESTONE LOT LINE ADJUST		\$131.25
	Invoice 018-041-52				
Cash Payment	G 803-22150	Lilleboe IUP Home Ext. Auto	LILLEBOE IUP HOME EXTENED AUTO DETAIL		\$702.50
	Invoice 018-041-52				
Transaction Date	1/23/2023	CASH	10100	<b>Total</b>	<b>\$6,882.50</b>

**Claim Type**

Claim#	17260	MED-COMPASS, INC.			
Cash Payment	E 101-41400-441	Miscellaneous	ANNUAL HEARING TESTS		\$216.66
	Invoice 42506				
Cash Payment	E 101-41400-441	Miscellaneous	ANNUAL HEARING TESTS		\$216.67
	Invoice 42506				
Cash Payment	E 601-49440-441	Miscellaneous	ANNUAL HEARING TESTS		\$216.67
	Invoice 42506				
Transaction Date	1/23/2023	CASH	10100	<b>Total</b>	<b>\$650.00</b>

**Claim Type**

Claim#	17312	METRO WEST INSPECTIONS SER			
Cash Payment	E 101-42400-311	Contract	FINALED PERMITS DECEMBER 2022		\$1,575.00
	Invoice 3531				
Transaction Date	1/31/2023	CASH	10100	<b>Total</b>	<b>\$1,575.00</b>

**Claim Type**

Claim#	17265	WOOD, ANDREW			
Cash Payment	E 101-41910-110	Commission Pay	2022 URRWMO MEETINGS		\$60.00
	Invoice .01242023				
Transaction Date	1/24/2023	CASH	10100	<b>Total</b>	<b>\$60.00</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$58,497.99
<b>Total</b>	<b>\$58,497.99</b>

2022 - \$58,497.99

2023 - \$162,978.45

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**Total Bill List****\$221,476.44**



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Colette Baumgardner, Community Development Director  
through Jenni Wida, City Clerk  
**SUBJECT:** St. Francis Area Chamber of Commerce Parade Permit  
**DATE:** February 6, 2023

---

### **OVERVIEW:**

The St. Francis Area Chamber of Commerce (SFACOC) has submitted an application for a parade permit. The parade is scheduled to take place on Saturday, June 3<sup>rd</sup> as part of the Pioneer Days celebration. Due to public safety concerns and cost constraints, the parade has moved the neighborhood streets by the St. Francis High School (see map in attachments). The new route will reduce traffic impacts on HW-47 and Bridge Street and allow for the fire station to maintain close to normal operations. The route will also provide more designated parking options and increase walking accessibility from neighborhoods to watch the parade.

Dave Schmidt, Fire Chief, and Todd Schwieger, Police Chief, have reviewed and provided input on the new route. The Fire Department plans to stage a vehicle on the northern cul-de-sac of Kerry Street to provide emergency services to those in the cul-de-sac or along the route should the need arise.

### **ACTION TO BE CONSIDERED:**

Consideration to approve the parade permit for SFACOC on June 3<sup>rd</sup>

### **BUDGET IMPLICATION:**

Standard impacts of parades and road closures.

### **Attachments:**

- Permit Application
- Parade Route





**PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT  
5k RUN-WALK**

**APPLICATION**

Please complete the following form for: (Circle one) Parade–Bike/Snowmobile Ride-Triathlon:

Name of Organization St. Francis Chamber of Commerce

Contact Person Michelle Anderson Date of Event June 3rd, 2023

Address 22861 Unity St. NW Bethel MN 55005  
(Street) (City) (State & Zip)

Phone ( ) 763-568-0038 Email address michelle.anderson@results.net

Number of Estimated Participants 60-80 units Starting/Ending Time of Event Noon - 2:30 PM?

**\*\*\*Provide a map of the route and description of the event:**

Parade Line up would be at the SF Schools Practice Fields parking lot, with the line up of units numbered. Depending on the size and number of units, will determine how many units we will allow. Keeping it around the same amount of units as past parades average 60-80.

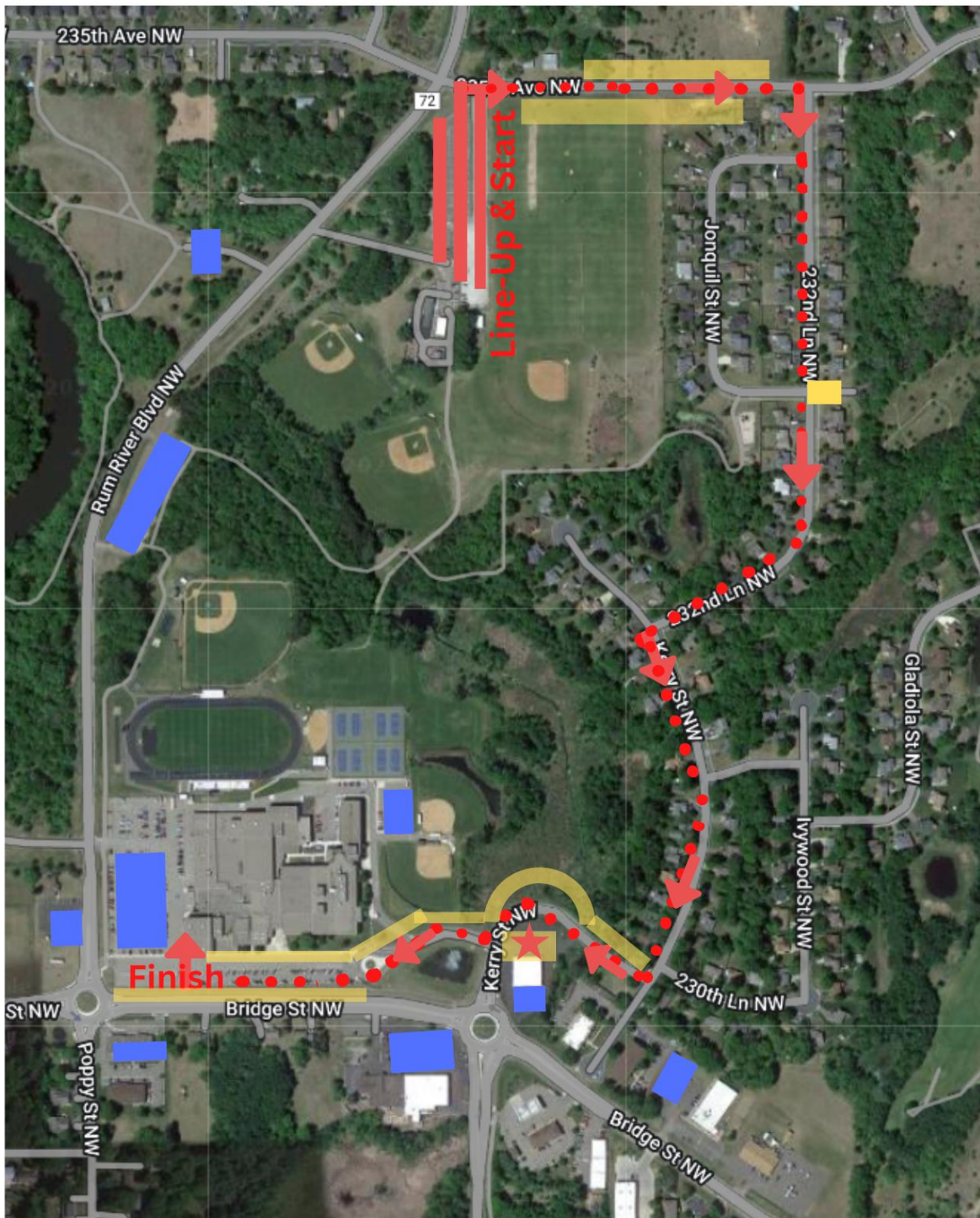
We have spoken with SF Police, Public Works, Fire and School Administration. All have agreed to and approved this route for their own involvement.

Fire Department will stage a medical unit/or emergency response unit at the intersection of the cul-de-sac at Kerry St.

**(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)**

**Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event.**

CITY OF ST. FRANCIS  
23340 Cree Street NW  
ST. FRANCIS, MN 55070  
Fax 763-753-9881  
city@stfrancismn.org



- Parade Line Up & Route
- Parking
- Large Spectator Areas-sidewalks along entire route
- MC and Announcement



## CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Ordinance Amendment - Park Commission  
**DATE:** February 6, 2023

### **OVERVIEW:**

The City has made efforts in advancing its park system with extensive planning. Over the past two years steps have included community engagement and discussions with residents in what they felt the city was lacking to keep residents engaged in activities in their own communities.

At a work session in October, Council and Staff discussed establishing a Park Commission for the purposes of following the adopted park plan and working between residents and staff to build on the amenities that create a strong community, that residents are requesting and changes needed as the city grows.

### **ACTION TO BE CONSIDERED:**

Amendment to City Code Chapter 2, Section 4 -3 Park Commission

### **TIMELINE:**

If Council agrees with the Amendments, the following timeline will apply:

February 6<sup>th</sup> - 1<sup>st</sup> Reading

February 21<sup>st</sup> - 2<sup>nd</sup> Reading

February 24<sup>th</sup> - Publish for Comment, 30 days

March 27<sup>th</sup> - Effective

### **Attachments:**

- Ordinance 303 – Amending Chapter 2, Section 4-3
- DRAFT City Code Chapter 2 Administration, Section 4 Boards and Commission, subd. 3 Park Commission
- Clean Copy of new City Code Chapter 2 Administration, Section 4 Boards and Commission, subd. 3 Park Commission

## 2-4-3. Park Commission.

- A. Purpose. It is the purpose of the City Council to provide a high quality of life for the residents of the city by protecting the natural resources, safeguarding historic sites and developing and maintaining park and recreational facilities for public enjoyment. For such purpose, there is created and established in and for the city a board to be known and designated as the Park Commission.
- B. Establishment and Composition. A Park Commission is hereby established. The Commission shall be composed of ~~seven (7)~~ five (5) members who shall serve staggered ~~three-two (32)~~ (32) year terms. In addition, the Council may appoint a liaison to serve as needed to the Commission. All appointments shall be made by the City Council. Vacancies shall be reported to the City Council and filled by like appointment for the unexpired term. Commission shall serve up to three terms. A fourth term would require a four-fifths vote by the City Council. Council may remove a member by a four-fifths vote of the Council.
- C. Terms. A five-member commission shall have two members of the original board shall serve a term of one year, two shall serve a two-year term of an original term. Vacancies shall be filled for the remainder of the original term. All terms shall end on the last day of January.
- D. Structure. Officers of the Park Commission shall consist of a chair and a vice-chair and selected by the majority of the Committee. A quorum shall consist of a majority of the sitting members. Members shall receive a per diem based on the adopted city fee schedule. Chairs shall be selected annually.
- E. Schedule. The Park Commission shall meet quarterly in February, May, August and November of each year. Notice of meeting day and time will be publicly noticed at least three days proper to the meeting, except in the event of an emergency. All commission meetings shall be open to the public except as provided.
- F. The Commission shall be governed and operated pursuant to Robert's Rules of Order as revised.
- G. The Park Commission reports, conclusions and recommendations shall be made to the City Council in regular council meetings by a City staff representative.
- A-H. Staff. The city will appoint staff to the commission for purposes of communication and city process including reports and updates to Council as necessary.
- B. Powers and Duties.
  - A. The Commission shall,
    - 1. study and make recommendations concerning park improvements, and shall assist with Maintain a comprehensive plan for the city park system which categorizes park and recreation areas and facilities.
    - 2. Make recommendations for the development and maintenance of these areas and facilities based on such plans including recommendations of land acquisition purchases for park and recreation projects
    - 3. Coordinate with city staff to propose rules and regulations for the use of any parks or recreational facilities including conduct of and in park and recreation facilities
    - 4. Create a process for and review all requests for the special use of areas and facilities and make recommendations to the City Council regarding such requests
    - 5. Work with the City Streets and Parks Supervisor to ensure proper park maintenance, upkeep and operation. The Commission shall

6. Develop keep updated plans for community recreation by assessing the needs of the people of the community and by considering their wishes. ~~The Commission shall~~
7. Explore ways of providing as many recreational opportunities as possible. This may include but shall not be limited to working with neighboring communities, applying for grants, and organizing fund raisers.
8. Fees and deposits shall be reviewed by the Commission on an annual basis and recommendations made to the Council. The Commission shall submit to the Council an annual budget for park improvements and recreation.
- ~~1-9.~~ Any other plans and programs as may be assigned by the City Council from time to time.

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

**ORDINANCE 303, SECOND SERIES – FIRST READING**

**AN ORDINANCE AMENDING CHAPTER 2, SECTION 4-3 “PARK COMMISSION”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Chapter 2, Section 4-3 shall hereby be amended to read as follows:

“Exhibit A”.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS  
THIS 6TH OF FEBRUARY, 2023.

APPROVED:

\_\_\_\_\_  
Steven D. Feldman  
Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Jennifer Wida  
City Clerk

(seal)



**2-4-3. Park Commission.**

- A. Purpose. It is the purpose of the City Council to provide a high quality of life for the residents of the city by protecting the natural resources, safeguarding historic sites and developing and maintaining park and recreational facilities for public enjoyment. For such purpose, there is created and established in and for the city a board to be known and designated as the Park Commission.
  - B. *Establishment and Composition.* A Park Commission is hereby established. The Commission shall be composed of five (5) members who shall serve staggered two (2) year terms. In addition, the Council may appoint a liaison to serve as needed to the Commission. All appointments shall be made by the City Council. Vacancies shall be reported to the City Council and filled by like appointment for the unexpired term. Commission shall serve up to three terms. A fourth term would require a four-fifths vote by the City Council. Council may remove a member by a four-fifths vote of the Council.
  - C. *Terms.* A five-member commission shall have two members of the original board shall serve a term of one year, two shall serve a two-year term of an original term. Vacancies shall be filled for the remainder of the original term. All terms shall end on the last day of January.
  - D. *Structure.* Officers of the Park Commission shall consist of a chair and a vice-chair and selected by the majority of the Committee. A quorum shall consist of a majority of the sitting members. Members shall receive a per diem based on the adopted city fee schedule. Chairs shall be selected annually.
  - E. *Schedule.* The Park Commission shall meet quarterly in February, May, August and November of each year. Notice of meeting day and time will be publicly noticed at least three days proper to the meeting, except in the event of an emergency. All commission meetings shall be open to the public except as provided.
  - F. The Commission shall be governed and operated pursuant to Robert's Rules of Order as revised.
  - G. The Park Commission reports, conclusions and recommendations shall be made to the City Council in regular council meetings by a City staff representative.
  - H. Staff. The city will appoint staff to the commission for purposes of communication and city process including reports and updates to Council as necessary.
- B. *Powers and Duties.*
- A. The Commission shall,
    - 1. Maintain a comprehensive plan for the city park system which categorizes park and recreation areas and facilities.
    - 2. Make recommendations for the development and maintenance of these areas and facilities based on such plans including recommendations of land acquisition purchases for park and recreation projects
    - 3. Coordinate with city staff to propose rules and regulations for the use of any parks or recreational facilities including conduct of and in park and recreation facilities
    - 4. Create a process for and review all requests for the special use of areas and facilities and make recommendations to the City Council regarding such requests
    - 5. Work with the City Streets and Parks Supervisor to ensure proper park maintenance, upkeep and operation.
    - 6. Develop keep updated plans for community recreation by assessing the needs of the people of the community and by considering their wishes.

7. Explore ways of providing as many recreational opportunities as possible. This may include but shall not be limited to working with neighboring communities, applying for grants, and organizing fund raisers.
8. Fees and deposits shall be reviewed by the Commission on an annual basis and recommendations made to the Council. The Commission shall submit to the Council an annual budget for park improvements and recreation.
9. Any other plans and programs as may be assigned by the City Council from time to time.





# CITY COUNCIL AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Resolution for the Support of Corridors of Commerce Funding  
**DATE:** February 6, 2023

## **OVERVIEW:**

As part of the ongoing efforts to secure funds through the State Corridors of Funding program, next steps include the collection of resolutions and letters of support for the overall project and commitment that the city will utilize the funds for the project if awarded. Staff will also be requesting letters of support from other organizations such as EDA, District 15, Anoka County, surrounding Cities and Townships.

## **ACTION TO BE CONSIDERED:**

Council to provide resolution for the ongoing support of the Hwy 47 Improvement project and the allocation of MnDOT funds to the project.

## Attachments:

- Resolution 2023- 04 Resolution for the St. Francis city council supporting corridors of commerce funding of trunk highway (TH) 47 (St. Francis Blvd NW) improvements project and authorization for staff to provide a letter of support

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

**RESOLUTION NO. 2023-04**

**RESOLUTION FOR THE ST. FRANCIS CITY COUNCIL SUPPORTING CORRIDORS  
OF COMMERCE FUNDING OF TRUNK HIGHWAY (TH) 47 (ST. FRANCIS BLVD  
NW) IMPROVEMENTS PROJECT  
AND  
AUTHORIZATION FOR STAFF TO PROVIDE A LETTER OF SUPPORT**

WHEREAS, TH 47 thru St. Francis, MN carries in excess of 12,000 vehicles a day with additional side street movements ranging from 2,100 (Ambassador Blvd) to 4,920 (227<sup>th</sup> Ave NW) AADT in 2021; and

WHEREAS, this proposed project would change the roadway geometry from four- to two-lanes; improve pavement conditions; add: medians, trail facilities, dedicated pedestrian and bicycle crossings at key intersections; and roundabouts or signals at five key intersections; and

WHEREAS, this proposed project would improve safety by reducing conflicts points, reducing crash severity, improving flow of traffic, and improving facilities for pedestrians and bicyclists; and

WHEREAS, the proposed improvements would contribute to a more business friendly environment by improving access, improving traffic operations, providing safety bicycle and pedestrian accessibility; and

WHEREAS, it is recognized, beyond the daily commerce and local trip served, this is an important corridor that serves the local residents of St. Francis, as well as regional traffic using TH 47 as a through route.

WHEREAS, the proposed improvements would enhance the environment for people travelling to and from residential areas, schools, parks, and places of worship; and

WHEREAS, the proposed improvements is largely supported by local stakeholders as demonstrated through feedback received through a variety of public outreach efforts.

**NOW, THEREFORE, BE IT RESOVED, the St. Francis City Council support a project that would implement the improvements documented in the St. Francis Project Summary Report; and**

**BE IT FURTHER RESOLVED, the St. Francis City Council supports MnDOT allocating funds for the above-described improvements through the current Corridors of Commerce project solicitation.**

Adopted this 6th day of February, 2023.

APPROVED:

\_\_\_\_\_  
Steven D. Feldman, Mayor of St. Francis

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk



CITY COUNCIL AGENDA  
REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** 2022 Code Revisions – 1<sup>st</sup> Reading  
**DATE:** February 6, 2023

**OVERVIEW:**

The City adopted an updated zoning code in April 2021. Following this update, Staff’s practice has been to make necessary housekeeping revisions on an annual basis. Typically, these revisions reflect current concerns, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing revisions to the Definitions, Principal Uses, Accessory Uses, Use-Specific Standards, and Development Standards sections of the Code. Each requested revision is explained in more detail in the attached Planning Commission packet.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission reviewed the proposed Code amendments at their meeting on January 18, 2023 and held a public hearing. Two members of the public spoke in support of allowing residents to park recreational vehicles outdoors on parking surfaces which match the property’s driveway. Commissioners discussed the proposed changes to the language, specifically those relating to unlicensed, operable vehicles and the surface(s) on which they would be allowed to park. Commissioners requested that Staff revise the proposed language to allow greater flexibility for the type of parking surfaces that are allowed for larger residential lots, particularly those that may have gravel driveways.

Following the public hearing and discussion, and with the change noted above, Commissioners unanimously recommended approval of the Code amendments as presented by Staff.

**FOLLOW UP**

Following the Commission’s direction, Staff reviewed Sections 10-68-20 and 10-72-02 and revised the language to grant more flexibility for larger residential lots. The revised language decreases the size of lot that is limited to a maximum of 3 recreational vehicles stored outside from 10 acres to 9 acres and allows properties in the RR district to park unlicensed, operable vehicles on an “approved parking surface” which includes Class V aggregate and landscaping rock.

**ACTION TO BE CONSIDERED:**

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

**Suggested Motions:**

1. Move to approve the 1<sup>st</sup> reading of Ordinance 304 approving amendments to Division 2 Rules and Definitions of the Zoning Code as presented by Staff.
2. Move to approve the 1<sup>st</sup> reading of Ordinance 305 approving amendments pertaining to agricultural uses in Division 4 Base Zoning Districts of the Zoning Code as presented by Staff.
3. Move to approve the 1<sup>st</sup> reading of Ordinance 306 approving amendments pertaining to principal and accessory use-specific standards in Division 6 Use-Specific Standards as presented by Staff.
4. Move to approve the 1<sup>st</sup> reading of Ordinance 307 approving amendments pertaining to architectural standards, parking requirements, and required screening in Division 7 Development Standards of the City Code as presented by Staff.

**Attachments:**

- Draft Ordinances
  - Ordinance 304 – Definitions
  - Ordinance 305 – Agricultural Uses
  - Ordinance 306 – Use-Specific Standards
  - Ordinance 307 – Development Standards
- Planning Commission Memo for January 18, 2023 Meeting

**ORDINANCE NO. 304**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE MODIFYING GENERAL AND USE DEFINITIONS IN DIVISION 2  
OF THE ZONING CODE – 1<sup>ST</sup> READING**

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

Changes in the following sections are denoted with an underline for new text or a ~~strikethrough~~ for ~~deleted language~~.

**Section 1.** Section 10-22-01 General Definitions “A” of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Approved parking surface:** A parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks which is maintained to prevent the growth of vegetation.

**Section 2.** Section 10-22-10 General Definitions “L” of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Livestock:** Generally accepted farm animals such as cows, horses, goats, pigs, sheep, llamas, and alpacas but excluding cats, dogs, and other house pets.

**Section 3.** Section 10-22-16 General Definitions “S” of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Shrub:** A small perennial bush, having several woody stems that grow from the base, which is not tree-like in appearance.

**Section 4.** Section 10-23-01 Use Definitions “A” of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Agriculture, accessory:** A tract of land primarily used for residential purposes ~~with a house and accessory building(s)~~ on which crops and often livestock are raised but not as a principal source of income. This use may include accessory buildings for agricultural use.

**Agriculture, general:** Land used actively in the production of food, fiber, or livestock including field crop farming, pasture for hay, fruit growing, roadside stand for sale of in

season products grown on the premises, and livestock raising and feeding as a principal source of income. General agriculture may include accessory agricultural buildings but does not include commercial animal feedlots, retail nurseries, commercial stables, and animal boarding facilities.

~~**Agricultural use.** Those uses commonly associated with the growing of produce on farms, these include: field crop farming; pasture for hay, fruit growing; tree, plant, shrub, or flower nursery without building; truck gardening; roadside stand for sale of in season products grown on premises; and livestock raising and feeding, but not including fur farms, commercial animal feedlots, retail nurseries, community gardens, commercial stables, and animal boarding facilities.~~

**Section 5.** Section 10-23-08 Use Definitions “H” of the St. Francis Code of Ordinances is hereby amended to read as follows:

~~**Hobby farm:** A tract of land with a house and accessory buildings on which crops and often livestock are raised but not as a principal source of income.~~

**Section 6.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 6<sup>th</sup> day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

*Published in the Anoka County Union Herald* \_\_\_\_\_.

DRAFTED BY:  
**Hoisington Koegler Group, Inc.**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

ORDINANCE NO. 305

CITY OF ST. FRANCIS  
ANOKA COUNTY

AN ORDINANCE MODIFYING AGRICULTURAL USES IN THE ZONING CODE – 1<sup>ST</sup>  
READING

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for ~~deleted language~~.

**Section 1.** Section 10-42-02 Agricultural Districts – Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Table 10-42-02 Principal Use Table – Agriculture Districts**

Use Type	Zoning District		
	A-1	A-2	UR
Natural Resources or Agriculture			
Commercial animal feedlots		C	
Commercial horse stables		I	I
Forestry, nurseries, greenhouses, or tree farms, excluding retail sales	P	P	P
Forestry, nurseries, greenhouses, or tree farms, including retail sales		C	I
General <u>agriculture</u> <del>agricultural</del> uses	P	P	<u>PI</u>
<del>Hobby farm</del>	<del>P</del>	<del>P</del>	
Nature preservation/conservation area	P	P	
Wildlife areas, sanctuaries, and game refuges		P	
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02. For use-specific standards, see Division 6.			



**Table 10-42-2 Accessory Use Table – Agricultural Districts**

Use Type	Zoning District		
	A-1	A-2	UR
Accessory agricultural building	PS	PS	PS
<u>Accessory agriculture (hobby farm)</u>	<u>P</u>	<u>P</u>	<u>PS</u>
Accessory dwelling unit			PS
Accessory structure	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS
Compost structure and firewood pile	PS	PS	PS
Day care, family	PS	PS	PS
Day care, group family	PS	PS	PS
Domestic animal enclosure	PS	PS	PS
Home extended business		I	I
Home occupation		PS	PS
Keeping of animals or fowl	PS	PS	PS
Keeping of bees	PS	PS	PS
Keeping of chickens	PS	PS	PS
Off-street parking and loading facilities	PS	PS	PS
Outdoor wood-burning furnace	PS	PS	PS
Personal vehicle/equipment sales	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking		PS	PS
Short-term vacation rental		PS	PS
Solar energy system, accessory	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS
Temporary/seasonal outdoor sales		PS	PS
Wind energy conversion system	C	C	C
<p>P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use</p> <p>For more information about the different types of uses, see Section 10-41-02.</p>			

For use-specific standards, see Division 6.

**Section 2.** Section 10-43-02 Residential Districts – Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

**Table 10-43-2 Accessory Use Table – Residential Districts**

Use Type	Zoning District			
	RR	R-1	R-2	R-3
Accessory agricultural building	PS			
<u>Accessory agriculture (hobby farm)</u>	<u>PS</u>			
Accessory dwelling unit	PS	PS		
Accessory structure	PS	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS	PS
Compost structures and firewood piles	PS	PS	PS	PS
Day care, family	PS	PS	PS	PS
Day care, group family	PS	PS	PS	PS
Domestic animal enclosures	PS	PS	PS	PS
Home extended business	I			
Home occupation	PS	PS	PS	
Keeping of animals or fowl	PS	PS	PS	
Keeping of bees	PS	PS	PS	
Keeping of chickens	PS	PS		
Off-street parking and loading facilities	PS	PS	PS	PS
Outdoor wood-burning furnace	PS			
Personal vehicle/equipment sales	PS	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking	PS	PS	PS	
Short-term vacation rental	PS	PS	PS	
Solar energy system, accessory	PS	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS	PS
Wind energy conversion system	C			

P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use  
For more information about the different types of uses, see Section 10-41-02.  
For use-specific standards, see Division 6.

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

Approved and adopted by the City Council of the City of St. Francis this 6<sup>th</sup> day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

*Published in the Anoka County Union Herald* \_\_\_\_\_.

DRAFTED BY:  
**Hoisington Koegler Group, Inc.**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

ORDINANCE NO. 306

CITY OF ST. FRANCIS  
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISION 6 USE-SPECIFIC STANDARDS IN THE  
ZONING CODE – 1<sup>ST</sup> READING

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

Changes in the following sections are denoted with an underline for new text or a ~~striketrough for deleted language~~.

**Section 1.** Section 10-61-01 Dwelling, Single Unit Detached of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. Perimeter Foundation. Be constructed upon a continuous perimeter foundation that meets the requirements of the State Building Code.
- B. Dimensional Requirements. No residential structure shall have a width of less than 22 feet on not less than 70 percent of the structure. Width measurements shall not be inclusive of overhangs or other projections beyond the principal exterior walls.
- C. Roof.
  - a. Permitted roof materials include earth covered, shingles (asphalt, fiberglass, wood), tile, finished metal standing seam with concealed fasteners, or better.  
~~Have an earth covered, composition, metal, shingled or tiled roof.~~
  - b. Roofs for single unit dwellings may be flat or pitched. A flat roof must shed water having some degree of slope. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.
  - c. ~~All single unit dwellings other than approved earth sheltered homes shall have at least three/twelve (3/12) roof pitch with a one (1) foot overhang.~~
- D. The requirements of the State Building Code or the applicable manufactured housing code shall be met.

**Section 2.** Section 10-66-04 General Agriculture is hereby added to the St. Francis Code of Ordinances and reads as follows:

**10-66-04 General agriculture**

- A. General agricultural uses existing on the effective date of this ordinance are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties. Conditions of approval of an interim use permit may include but are not limited to the following:

1. Regulations pertaining to screening and buffering of agricultural uses from adjacent, existing land uses.
2. Establishment of a manure management plan.
3. Regulations for the storage of agriculture equipment.
4. Timeline for the cessation of the interim use.

**Section 3.** The following section numbers of the St. Francis Code of Ordinances are hereby amended to read as follows:

Current Section Number	Amended Section Number	Section Name
10-68-01	10-68-01	Accessory agricultural building
	<u>10-68-02</u>	<u>Accessory agriculture (hobby farm)</u>
<del>10-68-02</del>	<u>10-68-03</u>	Accessory dwelling unit (ADU)
<del>10-68-03</del>	<u>10-66-04</u>	Accessory structure
<del>10-68-04</del>	<u>10-68-05</u>	Antenna, accessory and secondary use
<del>10-68-05</del>	<u>10-68-06</u>	Compost structures and firewood piles
<del>10-68-06</del>	<u>10-68-07</u>	Day care, family and day care, group family
<del>10-68-07</del>	<u>10-68-08</u>	Domestic animal enclosures
<del>10-68-08</del>	<u>10-68-09</u>	Drive-thru establishment
<del>10-68-09</del>	<u>10-68-10</u>	Home extended business
<del>10-68-10</del>	<u>10-68-11</u>	Home occupations
<del>10-68-11</del>	<u>10-68-12</u>	Keeping of animals or fowl
<del>10-68-12</del>	<u>10-68-13</u>	Keeping of bees
<del>10-68-13</del>	<u>10-68-14</u>	Keeping of chickens
<del>10-68-14</del>	<u>10-68-15</u>	Mobile food unit (MFU)
<del>10-68-15</del>	<u>10-68-16</u>	Off-street parking and loading facilities
<del>10-68-16</del>	<u>10-68-17</u>	Outdoor dining
<del>10-68-17</del>	<u>10-68-18</u>	Outdoor wood-burning furnaces
<del>10-68-18</del>	<u>10-68-19</u>	Personal vehicle/equipment sales
<del>10-68-19</del>	<u>10-68-20</u>	Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking
<del>10-68-20</del>	<u>10-68-21</u>	Short-term vacation rental
<del>10-68-21</del>	<u>10-68-22</u>	Solar energy system, accessory
<del>10-68-22</del>	<u>10-68-23</u>	Swimming pools
<del>10-68-23</del>	<u>10-68-24</u>	Temporary family health care dwellings
<del>10-68-24</del>	<u>10-68-25</u>	Temporary/seasonal outdoor sales
<del>10-68-25</del>	<u>10-68-26</u>	Wind energy conversion system (WECS)

**Section 4.** Section 10-68-02 Accessory Agriculture of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-68-02 Accessory agriculture (Hobby farm)**

- A. Existing agricultural uses are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties.
- C. Retail sales on the property shall follow the standards of City Code Section 10-68-09 Home Extended Business as they relate to sales, traffic, visitors to the property, and signage.
- D. A buffer shall be provided between the agriculture use and surrounding residential properties to reduce the visual, auditory, and olfactory impacts of the use.
- E. Equipment used in conjunction with the agricultural use shall be stored indoors or on an approved parking surface.

**Section 5.** Section 10-68-03 Accessory Dwelling Unit (ADU) of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-68-02~~3~~. - Accessory dwelling unit (ADU).**

- A. All ADU operators shall apply for and maintain a rental license with the City.
- B. The owner(s) of the property on which the accessory dwelling unit is created must continue to occupy at least one (1) of the dwelling units as their primary residence, except for a bona fide temporary absence.
- C. All ADUs shall meet the minimum building code standards for an efficiency unit.
- D. The size of an ADU shall be no larger than 35 percent of the finished floor area of the principal structure.
- E. The square footage of an ADU located within a detached accessory structure shall count toward the total allowable square footage for detached accessory structures specified in Section 10-68-03.
- F. No more than four (4) persons shall occupy an ADU at one time.
- G. No more than one (1) ADU shall be placed on a property.
- H. Off-street parking spaces shall be provided for use by the owner-occupant(s) and tenant(s). Two (2) off-street parking spaces shall be required for the principal dwelling, and an additional two (2) off-street spaces shall be provided for the ADU.
- I. In areas with public utilities, the ADU's water/sewer connection shall be connected to the existing home.
- J. In rural areas, the septic must be sized to meet total bedroom count (principal structure plus ADU).
- K. A deed restriction shall be created and recorded with Anoka County restricting the independent sale of an ADU and requiring adherence to size limitations and other requirements found in this Ordinance.
- L. Short-term rental of ADUs is permitted following the standards listed in Section 10-68-20.

**Section 6.** Section 10-68-04 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

# **10-68-034 Accessory structure**

- A. Application. Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. Time of construction. No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. Building permits.
  1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall obtain a zoning permit and comply with all other provisions of this Ordinance.
  2. Detached accessory buildings greater than 200 square feet in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
  3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.

**Section 7.** Section 10-68-20 Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, Storage and Parking of the St. Francis Code of Ordinances is hereby amended to read as follows:

## **10-68-1920. - Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than ~~10~~nine (9) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage;
  1. All such vehicles must be parked on an ~~A~~approved Parking ~~S~~surface. The approved parking surface shall apply For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). ~~All areas must be maintained adequately to prevent the growth of vegetation.~~
  2. ~~Properties shall be limited to a maximum of one (1) Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface.~~

~~For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be maintained adequately to prevent the growth of vegetation.~~

3. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 square feet in size.
- C. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

**Section 8.** Section 10-68-23 Swimming Pools of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-68-22~~3~~ - Swimming pools.**

- A. Applicability. This Section shall apply to all new swimming pools or spas.
- B. Construction:
  1. Standards.
    - a. The construction of swimming pools and spas shall conform to all applicable provisions of the Uniform Building Code, and all other State or Federal regulations concerning such construction.
    - b. A building permit is required for swimming pools greater than 24" in depth and exceeding 5,000 gallons.
  2. Utility Lines. It is unlawful for any person to build, construct, situate or install any swimming pool or spa beneath any overhead utility line or easement nor over any underground utility line or service or easement.
  3. Setback Requirements. It is unlawful for any person to build, construct, situate or install any swimming pool or spa within 10 feet of any side or rear lot line, nor within six (6) feet of any principal structure, nor closer to the front lot line than the principal structure except as hereinafter provided:
    - a. On residential parcels which contain a lot area of one (1) acre or more, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa is constructed ~~within~~ to meet the minimum set back of the District within which it is to be located.
    - b. No swimming pool or spa shall be located within twenty (20) feet of any portion of any on-site sewer system or any private water supply.
- C. Fencing:



1. Temporary Fencing. During the construction of any swimming pool or spa, the construction area must be secured with a portable fence which is not less than four (4) feet in height.
2. Permanent Fencing. All outdoor swimming pools must be completely enclosed by a permanent fence or wall of a non-climbing type which has no external handholds or footholds, so as to be impenetrable by toddlers. The entire enclosure must be at least four (4) feet in height.
  - a. All outdoor fence or wall openings or outdoor points of entry into the pool area shall be equipped with self-closing and self-latching devices. The opening between the bottom of the fence and the ground or other surface shall be not more than three (3) inches.
  - b. All above-ground swimming pools that have a minimum side-wall height of four (4) feet need not be fenced, but shall have removable steps.
  - c. As an alternative to a protective fence or other permanent structure as required by subsection (C)(2) of this Section, an automatic pool cover may be utilized if it meets the American Society of Testing and Materials (ASTM) F1346-91 Standard (2018), as such standards may be modified, superseded or replaced by ASTM. Such pool cover shall be closed when a responsible person is not present outdoors and within 25 feet of the pool.
3. Outdoor Spas. All outdoor spas shall have either a fence as described herein, or a secured cover. The secured cover shall be constructed of a material and be so secured as to be impenetrable by toddlers.

**Section 9.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 6<sup>th</sup> day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

*Published in the Anoka County Union Herald* \_\_\_\_\_.

DRAFTED BY:

**Hoisington Koegler Group, Inc.**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401

ORDINANCE NO. 307

CITY OF ST. FRANCIS  
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISION 7 DEVELOPMENT STANDARDS IN THE  
ZONING CODE – 1<sup>ST</sup> READING

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

Changes in the following sections are denoted with an underline for new text or a strikethrough for deleted language.

**Section 1.** Section 10-71-08 Building Type and Construction of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-71-08 Building type and construction.**

**C. Architectural Standards for Non-Residential Buildings**

1. Façade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.
2. Windows shall be installed at regular intervals along the length of all street-facing building walls.

**D. Commercial, Industrial, Institutional, and Multi-Unit Roofs.**

- All exposed roof materials shall be similar to or an architectural equivalent of commercial grade asphalt or fiberglass shingles, wood shingles, tile shingles, finished metal standing seam, or better.
- Pitched roofs shall be constructed with at least a one (1) foot over hang around the perimeter of the structure.
- Roofing materials and standards for two-unit dwellings and townhomes shall meet the standards for single unit homes as stated in Subsection 10-61-01.C of this Ordinance.
- Cloth, canvas, plastic sheets, tarps, and similar materials are not allowed as roofing materials except for greenhouses, agricultural uses, and public uses for the purposes of protecting outdoor storage materials necessary for public safety, such as salt and sand.

**Section 2.** Section 10-72-02 Application of Off-Street Parking Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-72-02 Application of off-street parking regulations.**

The regulations and requirements set forth in this Ordinance shall apply to the required and non-required off-street parking facilities in all use districts.

- A. *Truck Parking.* It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.
- B. *Parking in Residential Districts.* It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on an approved parking surface adjacent to a driveway. In the RR district, an approved parking surface is required. In the R1, R2, or R3 districts, the ~~The~~ parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

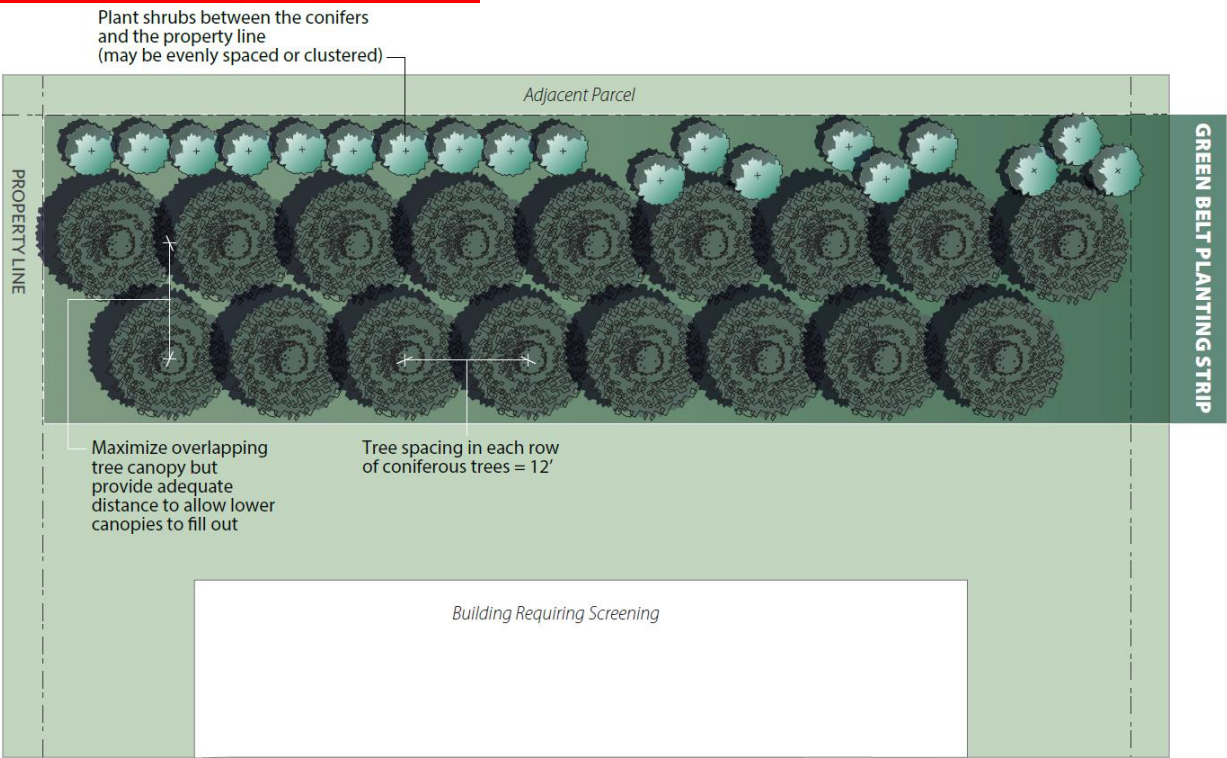
**Section 3.** Section 10-73-05 Required Screening of the St. Francis Code of Ordinances is hereby repealed in its entirety and replaced with the following language:

**10-73-05 Required screening.**

- A. All new commercial and industrial uses shall provide screening along the boundary of any residentially-zoned parcel.
  - 1. Screening shall not be required for parcels separated by right-of-way.
  - 2. Screening shall not be required on any side of a commercial or industrial building determined by the Zoning Administrator to be the front of the building.
  - 3. Screening shall be a minimum of six (6) feet in height at installation.
- B. Screening of mechanical equipment, waste, refuse, and recyclable material shall be required in accordance with Sections 10-73-06 and 10-71-03.
- C. Screening required by this Section shall consist of a green belt planting strip, fence or wall, berm, or combination of these elements as provided for below:
  - 1. Trees used to fulfill screening requirements may not be used to fulfill a site's minimum planting requirements as specified in Section 10-73-03.
  - 2. No new landscaping shall contain plant materials that are listed on the MN Dept. of Agriculture Noxious Weed List or the MnDNR Invasive Terrestrial Plants List.
  - 3. If using vegetation alone to fulfill screening requirements, a green belt planting strip shall consist of a mix of shrubs and coniferous trees:
    - a. Trees shall be planted in staggered rows with trees in the same row planted at a maximum spacing of 12 feet apart. Staggered rows should be positioned to maximize overlap of tree canopy and provide adequate distance between rows to allow lower canopies to fill out.

b. Shrubs shall be planted between the trees and the property line and may be evenly spaced or clustered.

**Figure 10-73-1 Vegetative Screening**

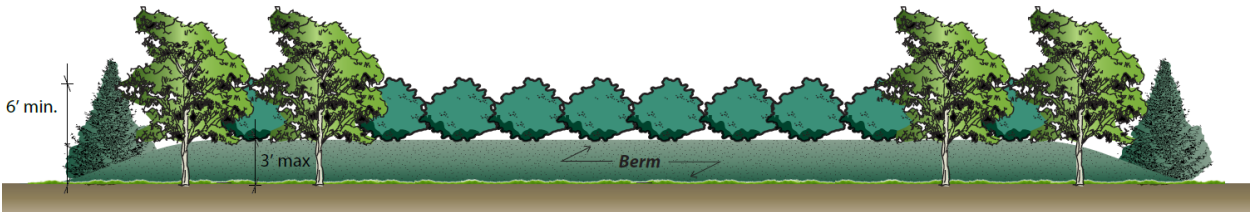


4. Solid fences, walls, or berms may be used for screening purposes in conjunction with vegetation.
- a. Vegetation shall be planted between the constructed elements and the property line.
  - b. Where constructed elements are used, the amount of vegetation required may be reduced by up to 50 percent. The type and layout of vegetation may be modified from the requirements in Item C above.
  - c. Fences or walls shall be opaque and shall be constructed of masonry, brick, composite, or wood unless otherwise approved by the Zoning Administrator.
  - d. Height
    - i. Solid fences and walls shall be a minimum of six (6) feet in height.
    - ii. Earth mounding or berms used for screening purposes shall be no more than three (3) feet in height, and must be combined with vegetation to achieve remaining height requirement.
    - iii. Height will be measured from the elevation of the shared property line.

**Figure 10-73-2 Screening with Fence**



**Figure 10-73-3 Screening with Berm**



D. Alternative measures to provide comparable screening between commercial and industrial uses and residential uses may be proposed by the applicant and approved by the Zoning Administrator.

**Section 4.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 6<sup>th</sup> day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

*Published in the Anoka County Union Herald* \_\_\_\_\_.

DRAFTED BY:  
**Hoisington Koegler Group, Inc.**  
800 Washington Ave. N., Suite 103  
Minneapolis, MN 55401



PLANNING COMMISSION  
AGENDA REPORT

TO: St. Francis Planning Commission  
FROM: Beth Richmond, Planner  
SUBJECT: 2022 Code Revisions  
DATE: 1-11-2023 for 1-18-2023 meeting

OVERVIEW:

The City completed a full zoning code update in April 2021. Following that update, Staff has worked to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several housekeeping revisions for Planning Commission and City Council consideration. These revisions include changes to the Definitions, Principal Uses, Accessory Uses, Use-Specific Standards, and Development Standards sections of the Zoning Code. Each requested revision is explained in more detail below. Proposed Code additions are underlined and in **red**. Proposed Code deletions are ~~struck through~~.

CODE REVISIONS

Agricultural Use

Over the past year, Staff has noted that additional clarification about agricultural uses would be helpful, particularly as these uses relate to properties which contain residential estates. Staff has seen this most frequently in the Rural Residential (RR) district where lots are typically less than 20 acres in size. Staff is proposing to revise the definitions and use tables to clarify the difference between principal and accessory agriculture uses. General agriculture as a principal use would continue to be allowed in all districts where it is allowed today. New use-specific standards are proposed to ensure that any new principal agriculture uses established in non-agricultural districts fit in with the current and future character of the surrounding land. Accessory agriculture uses, also known as hobby farming, would be moved to the accessory use table and would be permitted in the A-1, A-2, UR, and RR districts. Standards have been established for the UR and RR districts to ensure that new accessory agriculture uses do not negatively impact surrounding properties.

Definitions

**General Agriculture use:** Land used actively in the production of food, fiber, or livestock including field crop farming, pasture for hay, fruit growing, roadside stand for sale of in season products grown on the premises, and livestock raising and feeding as a principal source of income. General agriculture may include accessory agricultural buildings but does not include commercial animal feedlots, retail nurseries, commercial stables, and animal boarding facilities. ~~Those uses commonly associated with the growing of produce on farms, these include: field crop farming; pasture for hay, fruit growing; tree,~~

plant, shrub, or flower nursery without building; truck gardening; roadside stand for sale of in-season products grown on premises; and livestock raising and feeding, but not including fur farms, commercial animal feedlots, retail nurseries, community gardens, commercial stables, and animal boarding facilities.

**Accessory Agriculture use:** A tract of land primarily used for residential purposes with a house and accessory building(s) on which crops and often livestock are raised but not as a principal source of income. This use may include accessory buildings for agricultural use.

**Livestock:** Generally accepted farm animals such as cows, horses, goats, pigs, sheep, llamas, and alpacas but excluding cats, dogs, and other house pets.

## Use Tables

Principal Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Commercial animal feedlot		C										
Commercial horse stable		I	I									
Forestry, nursery, greenhouse, or tree farm, excluding retail sales	P	P	P									
Forestry, nursery, greenhouse, or tree farm, including retail sales		C	I									
General agriculture uses	P	P	<u>P</u>	I	I	I	I	I	I	I	I	P
<del>Hobby farm</del>	<del>P</del>	<del>P</del>										
Nature preservation/conservation area	P	P										
Wildlife areas, sanctuaries, and game refuges		P										

Accessory Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Accessory agricultural building	PS	PS	PS	PS								
<u>Accessory agricultural use (hobby farm)</u>	<u>P</u>	<u>P</u>	<u>PS</u>	<u>PS</u>								
Keeping of animals or fowl	PS	PS	PS	PS	PS	PS						
Keeping of bees	PS	PS	PS	PS	PS	PS						



Accessory Use Type	Zoning District											
	A-1	A-2	UR	RR	R-1	R-2	R-3	B-1	B-2	BPK	I-1	I-2
Keeping of chickens	PS	PS	PS	PS	PS							
Temporary/seasonal outdoor sales		PS	PS						PS	PS	PS	

Use-Specific Standards

10-66-04 General agriculture

- A. General agricultural uses existing on the effective date of this ordinance are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties. Conditions of approval of an interim use permit may include but are not limited to the following:
  - 1. Regulations pertaining to screening and buffering of agricultural uses from adjacent, existing land uses.
  - 2. Establishment of a manure management plan.
  - 3. Regulations for the storage of agriculture equipment.
  - 4. Timeline for the cessation of the interim use.

10-68-02 Accessory agriculture use (Hobby Farm)

- A. Existing agricultural uses are exempt from the standards listed in this Section.
- B. New agricultural uses shall be designed to mitigate the impact of the use on surrounding properties.
- C. Retail sales on the property shall follow the standards of City Code Section 10-68-09 Home Extended Business as they relate to sales, traffic, visitors to the property, and signage.
- D. A buffer shall be provided between the agriculture use and surrounding residential properties to reduce the visual, auditory, and olfactory impacts of the use.
- E. Equipment used in conjunction with the agricultural use shall be stored indoors or on an approved parking surface.

Division 6 Use-Specific Standards

Single-Unit Residential

Staff would like to clarify the meaning of “metal roof” for single unit detached dwellings. Metal roofs should be finished metal standing seam quality or better. This is the same metal roof type that is currently required for all non-residential buildings in the City. Staff has been contacted by a number of surrounding communities recently about this topic. Each community has needed to specify the type of metal roof allowed for residential buildings as this roof material grows in popularity. The proposed revisions continue to allow residential property owners to choose between shingled, tiled, or metal roofs.

Revisions were also made regarding flat or pitched roofs. These changes were adopted by the City Council in August 2021, but were not included in the City’s official codified Code. Staff has included these revisions in this memo to ensure that they are codified with this round of updates.

**10-61-01. - Dwelling, single unit detached.**

All single unit detached homes, except as part of approved manufactured home parks, shall conform to the following requirements:

- A. Perimeter Foundation. Be constructed upon a continuous perimeter foundation that meets the requirements of the State Building Code.
- B. Dimensional Requirements. No residential structure shall have a width of less than 22 feet on not less than 70 percent of the structure. Width measurements shall not be inclusive of overhangs or other projections beyond the principal exterior walls.
- C. Roof.
  - a. Permitted roof materials include earth covered, shingles (asphalt, fiberglass, wood), tile, finished metal standing seam with concealed fasteners, or better. ~~Have an earth covered, composition, metal, shingled or tiled roof.~~
  - b. Roofs for single unit dwellings may be flat or pitched. A flat roof must shed water having some degree of slope. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.
  - c. ~~All single unit dwellings other than approved earth sheltered homes shall have at least three/twelve (3/12) roof pitch with a one (1) foot overhang.~~
- D. The requirements of the State Building Code or the applicable manufactured housing code shall be met.

**Accessory Structures/ADUs**

Accessory dwelling units in St. Francis are allowed within or attached to an existing residential dwelling or detached garage. Staff is proposing to add language to clarify that the square footage of ADUs within detached garages should still be counted toward the total allowable detached accessory structure square footage that is specified in the use-specific standards for accessory structures (Section 10-68-03).

Language in the standards for accessory structures (Section 10-68-03) is proposed to be clarified that detached accessory buildings less than 200 square feet in area must still obtain a zoning permit prior to construction.

**10-68-02. - Accessory dwelling unit (ADU).**

- A. All ADU operators shall apply for and maintain a rental license with the City.
- B. The owner(s) of the property on which the accessory dwelling unit is created must continue to occupy at least one (1) of the dwelling units as their primary residence, except for a bona fide temporary absence.
- C. All ADUs shall meet the minimum building code standards for an efficiency unit.
- D. The size of an ADU shall be no larger than 35 percent of the finished floor area of the principal structure.

- E. The square footage of an ADU located within a detached accessory structure shall count toward the total allowable square footage for detached accessory structures specified in Section 10-68-03.
- F. No more than four (4) persons shall occupy an ADU at one time.
- G. No more than one (1) ADU shall be placed on a property.
- H. Off-street parking spaces shall be provided for use by the owner-occupant(s) and tenant(s). Two (2) off-street parking spaces shall be required for the principal dwelling, and an additional two (2) off-street spaces shall be provided for the ADU.
- I. In areas with public utilities, the ADU's water/sewer connection shall be connected to the existing home.
- J. In rural areas, the septic must be sized to meet total bedroom count (principal structure plus ADU).
- K. A deed restriction shall be created and recorded with Anoka County restricting the independent sale of an ADU and requiring adherence to size limitations and other requirements found in this Ordinance.
- L. Short-term rental of ADUs is permitted following the standards listed in Section 10-68-20.

#### **10-68-03 Accessory Structure**

- A. Application. Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. Time of construction. No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. Building permits.
  - 1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall obtain a zoning permit and comply with all other provisions of this Ordinance.
  - 2. Detached accessory buildings greater than 200 square feet in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
  - 3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.

#### **Swimming Pool**

The City currently requires fencing around residential swimming pools to help ensure pool safety. With advances in swimming pool safety technology, automatic pool covers have been found to be acceptable substitutes for fencing to prevent children or others from entering pools unsupervised. Staff is proposing language to allow for automatic pool covers as an alternative to fencing. Staff is also proposing to add language that clarifies that a building permit is required for swimming pools that exceed 24" in depth and 5,000 gallons in volume.

#### **10-68-22. - Swimming pools.**

A. Applicability. This Section shall apply to all new swimming pools or spas.

B. Construction:

1. Standards.

a. The construction of swimming pools and spas shall conform to all applicable provisions of the Uniform Building Code, and all other State or Federal regulations concerning such construction.

b. A building permit is required for swimming pools greater than 24" in depth and exceeding 5,000 gallons.

2. Utility Lines. It is unlawful for any person to build, construct, situate or install any swimming pool or spa beneath any overhead utility line or easement nor over any underground utility line or service or easement.

3. Setback Requirements. It is unlawful for any person to build, construct, situate or install any swimming pool or spa within 10 feet of any side or rear lot line, nor within six (6) feet of any principal structure, nor closer to the front lot line than the principal structure except as hereinafter provided:

a. On residential parcels which contain a lot area of one (1) acre or more, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa is constructed ~~within~~ to meet the minimum set back of the District within which it is to be located.

b. No swimming pool or spa shall be located within twenty (20) feet of any portion of any on-site sewer system or any private water supply.

C. Fencing:

1. Temporary Fencing. During the construction of any swimming pool or spa, the construction area must be secured with a portable fence which is not less than four (4) feet in height.

2. Permanent Fencing. All outdoor swimming pools must be completely enclosed by a permanent fence or wall of a non-climbing type which has no external handholds or footholds, so as to be impenetrable by toddlers. The entire enclosure must be at least four (4) feet in height.

a. All outdoor fence or wall openings or outdoor points of entry into the pool area shall be equipped with self-closing and self-latching devices. The opening between the bottom of the fence and the ground or other surface shall be not more than three (3) inches.

b. All above-ground swimming pools that have a minimum side-wall height of four (4) feet need not be fenced, but shall have removable steps.

c. As an alternative to a protective fence or other permanent structure as required by subsection (C)(2) of this Section, an automatic pool cover may be utilized if it meets the American Society of Testing and Materials (ASTM) F1346-91 Standard (2018), as such standards may be modified, superseded or replaced by ASTM. Such pool cover shall be closed when a responsible person is not present outdoors and within 25 feet of the pool.

- 3. Outdoor Spas. All outdoor spas shall have either a fence as described herein, or a secured cover. The secured cover shall be constructed of a material and be so secured as to be impenetrable by toddlers.

Division 7 Development Standards

Architectural Standards

After reviewing a number of proposals in the last year, Staff feels that some additional language is appropriate to ensure that the public-facing facades of non-residential buildings are designed with enduring and aesthetic qualities. Staff is proposing the following standards which are a simplified version of several of the standards required for the B-1 district.

10-71-08 Building Type and Construction

- C. Architectural Standards for Non-Residential Buildings
  - 1. Facade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.
  - 2. Windows shall be installed at regular intervals along the length of all street-facing building walls.

Landscape Screening Requirement

Section 10-73-05 in the City Code regulates screening requirements between different uses. This provision is primarily used for new commercial and residential uses that are created adjacent to residential properties. The current language requires a 20’ wide vegetative planting strip with 100% visual screening. This requirement is overly onerous and difficult to enforce. Staff has adjusted the language to more clearly specify when screening is required and the elements that should be included in the screen. Staff recommends a full replacement of the language in this section. Graphics illustrating the proposed requirements have been developed and are attached to this memo.

10-22-16 Definitions

Shrub: A small perennial bush, having several woody stems that grow from the base, which is not tree-like in appearance.

10-73-05. - Required screening.

~~All commercial, industrial, or institutional uses shall provide screening along the boundary of any abutting residential use or when the side or rear of the use (as determined by the Zoning Administrator or designee) is separated from any residential use by a public right of way. All screening required by this Section shall be subject to Section 10-71-06 of this Ordinance and is to consist of a green belt strip as provided below:~~

- ~~A. A green belt planting strip shall consist of evergreen trees and/or deciduous trees and plants and shall be a minimum of 20 feet in width and of a sufficient density to provide 100 percent visual screening and a reasonable buffer. This planting strip shall be designed to provide visual screening to a minimum height of eight (8) feet. The grade for determining height shall be the grade elevation of the building or use for which the screening is providing~~

protection, unless otherwise established by the Zoning Administrator or designee. The planting plan and type of plantings shall require the approval of the Zoning Administrator or designee.

B. A fence may also be installed, but not in lieu of the green belt planting strip.

1. In this case, the plantings shall be located between the fence and the property line.
2. The fence shall be constructed of masonry, brick, or wood, except as otherwise provided herein.
3. Such fence shall provide a solid screening effect and shall be a minimum of six (6) feet in height but shall not exceed eight (8) feet in height. The grade for determining height shall be the grade elevation of the building or use for which the screening is providing protection, unless otherwise established by the Zoning Administrator or designee.
4. The design and materials used in constructing a required screening fence shall be subject to the approval of the Zoning Administrator or designee.

A. All new commercial and industrial uses shall provide screening along the boundary of any residentially-zoned parcel.

1. Screening shall not be required for parcels separated by right-of-way.
2. Screening shall not be required on any side of a commercial or industrial building determined by the Zoning Administrator to be the front of the building.
3. Screening shall be a minimum of six (6) feet in height at installation.

B. Screening of mechanical equipment, waste, refuse, and recyclable material shall be required in accordance with Sections 10-73-06 and 10-71-03.

C. Screening required by this Section shall consist of a green belt planting strip, fence or wall, berm, or combination of these elements as provided for below:

1. Trees used to fulfill screening requirements may not be used to fulfill a site's minimum planting requirements as specified in Section 10-73-03.
2. No new landscaping shall contain plant materials that are listed on the MN Dept. of Agriculture Noxious Weed List or the MnDNR Invasive Terrestrial Plants List.
3. If using vegetation alone to fulfill screening requirements, a green belt planting strip shall consist of a mix of shrubs and coniferous trees:
  - a. Trees shall be planted in staggered rows with trees in the same row planted at a maximum spacing of 12 feet apart. Staggered rows should be positioned to maximize overlap of tree canopy and provide adequate distance between rows to allow lower canopies to fill out.
  - b. Shrubs shall be planted between the trees and the property line and may be evenly spaced or clustered.
4. Solid fences, walls, or berms may be used for screening purposes in conjunction with vegetation.
  - a. Vegetation shall be planted between the constructed elements and the property line.
  - b. Where constructed elements are used, the amount of vegetation required may be reduced by up to 50 percent. The type and layout of vegetation may be modified from the requirements in Item C above.

c. Fences or walls shall be opaque and shall be constructed of masonry, brick, composite, or wood unless otherwise approved by the Zoning Administrator.

d. Height

1. Solid fences and walls shall be a minimum of six (6) feet in height.
2. Earth mounding or berms used for screening purposes shall be no more than three (3) feet in height, and must be combined with vegetation to achieve remaining height requirement.
3. Height will be measured from the elevation of the shared property line.

D. Alternative measures to provide comparable screening between commercial and industrial uses and residential uses may be proposed by the applicant and approved by the Zoning Administrator.

### **Unlicensed, Operable Vehicle**

Staff noted that parking for unlicensed vehicles is regulated by two separate sections of the Code: 10-68-19 and 10-72-02. To reduce conflict between the Code sections, Staff is proposing to add language to Section 10-68-19 which limits residential properties to a maximum of 1 unlicensed, operable vehicle parked outdoors and which refers back to Section 10-72-02 to explain how that vehicle may be parked. Staff is also proposing to create a definition of "approved parking surface" so that this language is not repeated multiple times across different sections of the Code. Section 10-72-02 was also revised to be consistent with the update to the "approved parking surface" definition.

### **10-22-01 Definitions**

**Approved parking surface:** A parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks which is maintained to prevent the growth of vegetation.

### **10-68-19. - Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.**

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than 10 acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage;:
  1. All such vehicles must be parked on an ~~A~~approved ~~P~~arking ~~S~~urface. The approved parking surface shall apply ~~For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be maintained adequately to prevent the growth of vegetation.~~
  2. ~~Properties shall be limited to a maximum of one (1) Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this~~

~~Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing not less than two (2) inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver blocks all of which are applied to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). All areas must be maintained adequately to prevent the growth of vegetation.~~

- 3. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 square feet in size.
- C. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

**10-72-02. Application of off-street parking regulations.**

The regulations and requirements set forth in this Ordinance shall apply to the required and non-required off-street parking facilities in all use districts.

- A. *Truck Parking.* It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.
- B. *Parking in Residential Districts.* It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

**ACTION TO BE CONSIDERED:**

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

**Suggested Motion:**

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

**Attachments**

- Screening Graphics





## CITY COUNCIL AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Car Detailing Interim Use Permit (IUP)  
**DATE:** February 6, 2023  
**APPLICANT:** Kimm and Duane Lilleboe  
**LOCATION:** 5620 Ambassador Blvd NW  
**COMP PLAN:** Rural Residential  
**ZONING:** RR Rural Residential

### **OVERVIEW:**

The City has received an application for a home extended business located at 5620 Ambassador Blvd NW. This application is for a car detailing business which would be located within the existing detached garage on site. The proposed car detailing business would detail 2-4 vehicles per day, which includes car washing and waxing, interior vehicle vacuuming and steaming, and window washing. The applicants requested the car washing component of the detailing business after the initial application submittal and after the Planning Commission packet was sent. The Planning Commission and members of the public in attendance were provided a verbal update related to this request at the meeting.

The Planning Commission held a public hearing and reviewed the Interim Use Permit request at their meeting on January 18, 2023. There was significant public turnout related to this use. Approximately 10 members of the public spoke to provide comment for and against the proposed use. Members of the public who opposed the proposed use cited concerns with traffic and safety and their opinion that commercial uses belong on commercial property, not in residential neighborhoods. Members of the public who supported the proposed use cited the applicants' business history in the community and felt strongly that small businesses like the one proposed are vital to the City's and residents' economic wellbeing.

After closing the public hearing, Commissioners discussed the proposed use, focusing on the following topics:

- Commissioners acknowledged that Ambassador Blvd is a County road, and therefore the traffic concern is not something for which the City is responsible. Commissioners did not feel that the traffic along Ambassador would increase significantly from this use. Staff noted that Anoka County has reviewed the proposal and did not have concerns about additional traffic relating to this use.

- Commissioners asked the applicants if the business would be advertised and open to the public. The applicants shared that the business would serve their existing business clients and is not expected to serve the general public. The applicants would like to add a sign on the detached garage advertising the business. This type of sign would require a sign permit from the City which would be reviewed at a later date.
- Commissioners discussed the actions that would be taken if any conditions of the permit were not met. Staff explained that if conditions are not met, then the City would work with the owners to bring the use into compliance. If that is not possible, then the City would go through a process to revoke the IUP.

After discussion, Planning Commissioners unanimously recommended approval of the interim use permit request with the condition that Staff update the conditions of approval related to the car washing part of the use prior to consideration by the City Council.

### **ACTION TO BE CONSIDERED:**

Based on the Planning Commission's recommendation for approval of the IUP, a draft approval Resolution and Interim Use Permit have been drafted for Council review.

### ***Suggested Motion:***

Move to approve Resolution 2023-05 approving the home extended business Interim Use Permit for a car detailing business at 5620 Ambassador Blvd with conditions and findings as presented by Staff.

### ***Attachments:***

- Draft Resolution 2023-05
- Draft IUP
- Planning Commission memo dated January 18, 2023

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

RESOLUTION 2023-05

A RESOLUTION APPROVING A CAR DETAILING HOME EXTENDED BUSINESS  
INTERIM USE PERMIT AT 5620 AMBASSADOR BLVD NW

**WHEREAS**, the applicants, Kimm and Duane Lilleboe, have requested an Interim Use Permit to allow a car detailing home extended business in a detached garage on the property known as 5620 Ambassador Blvd NW; and

**WHEREAS**, the property is legally described as:  
THE E 270 FT OF NE1/4 OF NE1/4 OF SEC 35 TWP 34 RGE 25 (AS MEAS PRLL TO N LINE  
THEREOF) LYG NLY OF C/L OF SEELYE BROOK EX RD, SUBJ TO EASE OF REC

and

**WHEREAS**, the property is guided for Rural Residential use and is zoned Rural Residential (RR); and

**WHEREAS**, home extended businesses are allowed as interim uses in the RR zoning district; and

**WHEREAS**, on January 18, 2023, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

**WHEREAS**, on January 18, 2023, the Planning Commission unanimously recommended approval of the requested Interim Use Permit with conditions; and

**WHEREAS**, the City Council of the City of St. Francis, on February 6, 2023, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby approves the requested Interim Use Permit for a car detailing home extended business at 5620 Ambassador Blvd NW based on the following findings of fact:

1. The proposed use of the site as a principal dwelling with an accessory home extended business is consistent with the Comprehensive Plan’s guidance for the site as rural residential.
2. The proposed home extended business is a permitted interim use within the Rural Residential zoning district.

- 3. With the conditions below, the proposed use meets the use standards for home extended businesses as listed in Section 10-68-09 of the City Code.
- 4. The proposed use will not adversely affect the character of neighboring rural residential properties.
- 5. The proposed use will be served by private utilities and will not overextend the City's infrastructure.
- 6. Traffic generation by the proposed use is within the capabilities of Ambassador Blvd. Traffic generated by the home extended business will involve vehicle types and volumes that are typically associated with single unit residences.
- 7. The use will not impose additional unreasonable costs on the public.

**BE IT FURTHER RESOLVED** that approval of the Interim Use Permit for a car detailing home extended business at 5620 Ambassador Blvd NW shall be subject to the following conditions:

- 1. Applicants shall provide proof of ownership of the property and the existing legal description.
- 2. The IUP shall expire with the any sale of the property.
- 3. The applicants shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
- 4. Applicants shall be responsible for all fees associated with this land use application.
- 5. All fees and financial obligations shall be received by the City prior to the releasing of the approval Interim Use Permit for recording.

Approved and adopted by the City Council of the City of St. Francis on the 6<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

**This Instrument Drafted By:**  
Hoisington Koegler Group, Inc.  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401

CITY OF ST. FRANCIS  
ANOKA COUNTY, MINNESOTA

**INTERIM USE PERMIT FOR CAR DETAILING HOME EXTENDED BUSINESS AT  
5620 AMBASSADOR BLVD NW**

- 1. PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow a car detailing home extended business at 5620 Ambassador Blvd NW.
- 2. PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:

<to be inserted>

- 3. CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
1. Uses allowed as part of the car detailing business include: exterior washing, vacuuming, cleaning interiors, disposal of refuse from vehicles, window cleaning, and waxing.
  2. Vehicle repair is not permitted with this use.
  3. The business shall detail no more than 4 vehicles per day.
  4. Hours of operation are 9am to 6pm, Monday through Friday. Trash collection for the business shall take place within the hours of operation.
  5. A maximum of one additional person outside of the property owners may be employed by the business.
  6. Customers visiting the site shall do so by appointment only.
  7. Outdoor storage associated with the home extended business is not permitted. Operable vehicles waiting to be detailed or which have just completed the detailing process may be stored within the gravel parking area for no more than 24 hours.

8. Any lighting used for the home extended business must be down cast, designed to light only the area intended to be lit, and shall maintain consistency with City Code Section 10-71-04.
  9. The eastern driveway accessing the accessory structure shall be paved for the first 50' according to Code Section 10-72-11 Residential Driveway Performance Standards within 12 months of approval.
  10. The home extended business use shall maintain consistency with state rules and laws relative to the management of wastewater.
  11. The applicants shall apply for and obtain a City permit for the holding tank which will be used to store the wastewater from the car washing component of the detailing use. The holding tank must be installed and pass inspection before the car wash portion of the detailing business may commence.
- 
4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
  5. **LAPSE.** The Interim Use Permit shall lapse with any sale of the property.
  6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.
  7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

Dated: February 6, 2023

CITY OF ST. FRANCIS

BY: \_\_\_\_\_

Steven D. Feldman, Mayor

(SEAL)

AND \_\_\_\_\_

Kate Thunstrom, City Administrator

STATE OF MINNESOTA    )

: ss

COUNTY OF ANOKA        )

The foregoing instrument was acknowledged before me this 6<sup>th</sup> day of February, 2023, by **Steven D. Feldman**, Mayor, and by **Kate Thunstrom**, City Administrator, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

\_\_\_\_\_  
Notary Public

[Notary Seal]

**This Instrument Drafted By:**  
Hoisington Koegler Group, Inc.  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401



## PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Car Detailing Interim Use Permit (IUP)  
**DATE:** 12-14-2022 for 12-21-2022 meeting  
**APPLICANT:** Kimm and Duane Lilleboe  
**LOCATION:** 5620 Ambassador Blvd NW  
**COMP PLAN:** Rural Residential  
**ZONING:** RR Rural Residential

### **OVERVIEW:**

The City has received an application for a home extended business located at 5620 Ambassador Blvd NW. This application is for a car detailing business which would include vacuuming and steaming vehicle interiors and window cleaning.

This subject site is located outside of the City's urban service area between Ambassador Blvd NW and Bridgestone Rd NW. The rear of the property contains a wetland and abuts Seelye Brook. An existing single-unit residence and detached garage are located on the site.

The applicants are requesting an interim use permit (IUP) to allow a home extended business in the RR district.





## **REVIEW PROCEDURE:**

### ***60-Day Land Use Application Review Process***

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for action on the IUP request is January 30, 2023.

### ***Public Hearing***

City Code requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on December 9, 2022 and posted on the City Hall bulletin board on December 7, 2022. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on December 7, 2022.

## **ANALYSIS:**

### ***Land Use***

The site is guided and zoned for rural residential use. The property's principal use as a single-unit dwelling is consistent with the Comprehensive Plan and the zoning code. Home extended businesses are permitted as an interim use in the RR district. A home extended business is defined as a "home occupation that allows for limited business activity in a detached accessory structure."

### ***Interim Use Permit (IUP)***

The applicant is requesting to run a car detailing business out of the existing detached accessory garage on the property. The business would detail 2-4 vehicles per day which includes vacuuming, blowing out underneath seats, steaming and wiping down the interior, waxing the car's exterior, and cleaning the windows. On-site vehicle washing and vehicle repair is not included in this use. The applicant has indicated that a total of 2 people would be employed in the business: the property owner and one other employee. The business is proposed to operate on weekdays from 9am to 5pm.

The applicants have indicated a desire to install a sign for the business at a later date. Signs require a permit which will be reviewed by the City at that time for compliance with Section 10-91-00 of the City Code.

### **Access & Parking**

The subject site currently has two gravel driveways which access onto Ambassador Blvd NW. The western driveway serves the existing home while the eastern driveway provides access to the detached garage. Anoka County has reviewed the application and expressed a preference that the applicants consolidate the access points down to one if possible. The applicants have provided photos of the site demonstrating that there is a topography change between the two access points which would make it difficult to consolidate into a single driveway. Therefore, the two driveways may remain. The driveway serving the detached garage, and therefore the home extended business, should be paved for the first 50 feet off Ambassador Blvd following City Code Section 10-72-11.

The applicants have indicated that the typical practice for the business would be for a business employee to drive off-site to pick up the vehicle to be detailed, bring it back to the site for detailing, and then drop it off again. Customers may drive their own vehicles to the site for drop-off, but this is much less common and by appointment only. The applicants have demonstrated on the site plan that there is a gravel parking area near the accessory garage which provides room for three vehicles to park if necessary. This parking area is sufficient to serve the home extended business use.

### Lighting

The applicants have identified three locations where exterior lighting would be added to the garage in order to provide light for the business. Two lights would be located on the west side of the garage, away from the neighboring property line. The third light would replace the existing pole light on the north side of the garage. This light is proposed to be moved down so that it is located just above the overhead garage door. Any lighting used for the home extended business must be down cast, designed to light only the area intended to be lit, and should maintain consistency with dark sky lighting principles in compliance with City Code Section 10-71-04.

### Utilities/Stormwater

This site is served by an individual septic system and a private well. The applicant has indicated that a drain exists within the accessory garage which daylight to the back yard. This drain will be required to be sealed off as a condition of approval.

### **RECOMMENDATION:**

#### ***Action to be Considered:***

The Planning Commission is requested to hold the public hearing for the IUP request. Following the public hearing, the Planning Commission is requested to take action on the request and provide a recommendation to Council.

#### **Suggested Motion:**

1. Move to recommend approval of the home extended business IUP for a car detailing business at 5620 Ambassador Blvd NW with conditions and findings as presented by Staff.

#### ***Findings of Fact – Interim Use Permit***

1. The proposed use of the site as a principal dwelling with an accessory home extended business is consistent with the Comprehensive Plan's guidance for the site as rural residential.
2. The proposed home extended business is a permitted interim use within the Rural Residential zoning district.
3. With the conditions below, the proposed use meets the use standards for home extended businesses as listed in Section 10-68-09 of the City Code.
4. The proposed use will not adversely affect the character of neighboring rural residential properties.
5. The proposed use will be served by private utilities and will not overextend the City's infrastructure.
6. Traffic generation by the proposed use is within the capabilities of Ambassador Blvd. Traffic generated by the home extended business will involve vehicle types and volumes that are typically associated with single unit residences.
7. The use will not impose additional unreasonable costs on the public.

#### ***Conditions – Interim Use Permit***

1. Uses allowed with the car detailing business include: vacuuming, cleaning interiors, window cleaning, and waxing.
2. Vehicle washing and vehicle repair are not permitted with this use.
3. The business shall detail no more than 4 vehicles per day.
4. Hours of operation are 9am to 5pm, Monday through Friday.

5. A maximum of one additional person outside of the property owners may be employed by the business.
6. The eastern driveway accessing the accessory structure shall be paved for the first 50' according to Code Section 10-72-11 Residential Driveway Performance Standards.
7. Customers visiting the site shall do so by appointment only.
8. Outdoor storage associated with the home extended business is not permitted. Operable vehicles waiting to be detailed or which have just completed the detailing process may be stored within the gravel parking area for no more than 24 hours.
9. Any lighting used for the home extended business must be down cast, designed to light only the area intended to be lit, and should maintain consistency with City Code Section 10-71-04.
10. The existing drain within the detached garage shall be sealed off and may not be used for the home business use. The home extended business use shall maintain consistency with state rules and laws relative to the management of wastewater.
11. The IUP shall expire with the sale of the property.
12. Applicants shall be responsible for all fees associated with these land use and subdivision applications.
13. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
14. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

***Attachments:***

1. Applicant Submittals
2. Comments from Anoka County
3. Public Comment Received

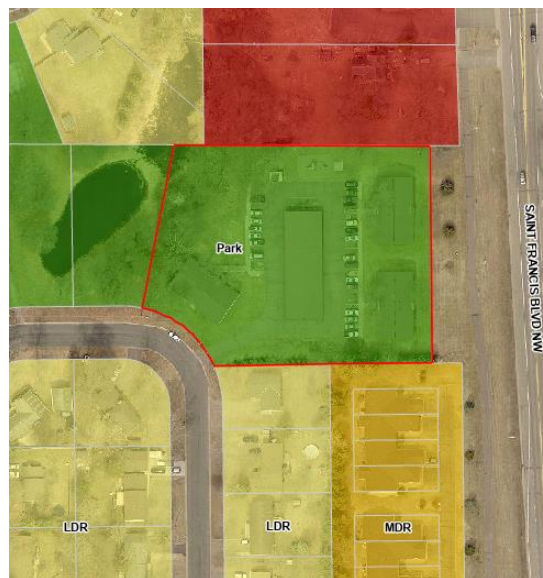


## CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** 23543 DeGardner Circle – Comprehensive Plan Amendment  
**DATE:** February 6, 2023

### **OVERVIEW:**

23543 DeGardner Circle is a 2-acre parcel currently guided for parks and open space use on the City's future land use map in the Comprehensive Plan. Three apartment buildings containing 8 units apiece exist on the site today. It was not the City's intent to guide this land for parks and open space; the site was mapped as parks and open space in error. This inconsistency was identified by the property owner and Staff during the zoning map update in 2021. Because there are no current plans for additional development on the site, Staff and the property owner agreed to bring this amendment request forward as time allowed.



The property owner has indicated a desire to be reguiled to High Density Residential (HDR) to be consistent with the existing use of the property and to allow for the ability to expand in the future if desired. The HDR category allows for a residential density of 12 to 60 units per net acre. Staff feels that the HDR designation is appropriate to both reflect the existing apartment use on the site and to provide the opportunity for expansion. In anticipation of this amendment, the parcel was zoned R-3 High Density Residential as part of the 2021 zoning map update.

**PLANNING COMMISSION REVIEW:**

The Planning Commission reviewed the amendment request at their meeting on January 18, 2023. Members of the public attended the meeting, and approximately four spoke at the public hearing. A majority of public comments were related to concerns about future development of the parcel. Staff clarified that there are no current plans to change or intensify the existing apartment use. Any development or redevelopment of the site would be required to meet Code standards. This amendment is being proposed simply to fix an error in the Comprehensive Plan.

Public comments also expressed concern that the DeGardner Park would be reguided to HDR. The public noted that the park has had a reduction in amenities in recent years, and they would like to see the park invested in, not reguided. Staff clarified that there are no plans to reguide DeGardner Park at this time and directed interested parties to apply to the Park Commission.

Following the public hearing and Planning Commission discussion, Commissioners unanimously recommended approval of the Comprehensive Plan amendment request.

**ACTION:**

Given Planning Commission and Staff recommendation for approval of the Comprehensive Plan amendment request, a draft resolution approving the request has been prepared for your consideration.

**Suggested Motion:**

Move to approve Resolution 2023-06 approving the Comprehensive Plan amendment to reguide the property at 23543 DeGardner Circle NW from Parks and Open Space to High Density Residential with conditions and findings of fact as presented by Staff and to authorize submittal of this amendment to the Metropolitan Council for final review.

**ATTACHMENTS:**

- Draft Resolution 2023-06

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

**RESOLUTION 2023-06**

**A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT AT 23543  
DEGARDNER CIRCLE NW AND AUTHORIZING SUBMISSION OF THE  
AMENDMENT TO THE METROPOLITAN COUNCIL FOR REVIEW**

**WHEREAS**, City Staff has requested a Comprehensive Plan amendment to reguide the 2 acre property at 23543 DeGardner Circle NW from Park and Open Space to High Density Residential; and

**WHEREAS**, the property is legally described as Block 5 Lot 3 De Gardner Addition, Anoka County, Minnesota; and

**WHEREAS**, three apartment buildings exist on the site; and

**WHEREAS**, the property was guided Parks and Open Space in error in the 2040 Comprehensive Plan; and

**WHEREAS**, on January 18, 2023, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

**WHEREAS**, on January 18, 2023, the Planning Commission unanimously recommended approval of the requested amendment; and

**WHEREAS**, the City Council of the City of St. Francis, on February 6, 2023, considered the requested amendment and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby approves the requested Comprehensive Plan amendment at 23543 DeGardner Circle NW based on the following findings of fact:

1. The proposed amendment is compatible with the surrounding land uses as well as with the existing residential use on site.
2. Public infrastructure is capable of serving a dense residential development on this site.

**BE IT FURTHER RESOLVED** that approval of the Comprehensive Plan Amendment at 23543 DeGardner Circle NW shall be subject to the following condition:

1. The Comprehensive Plan amendment shall be submitted to the Metropolitan Council for final review and approval.

Approved and adopted by the City Council of the City of St. Francis on the 6<sup>th</sup> day of February, 2023.

\_\_\_\_\_  
Steven D. Feldman, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

\_\_\_\_\_  
Dated

**This Instrument Drafted By:**  
Hoisington Koegler Group, Inc.  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401



## CITY COUNCIL AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Work Session Request  
**DATE:** February 6, 2023

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### **OVERVIEW:**

Staff is requesting setting dates for future work sessions. Topics include but are not limited to the items identified below.

- March 27<sup>th</sup> – Long Term Financial Plan, Patriot Parkway, Stormwater Fee
  - At the PPW Facility
- April 24<sup>th</sup> – Personnel Policy
  - At City Hall
- June 26<sup>th</sup> – Budget, Water/Sewer rate annual update
  - At the PPW Facility

Requested at 6:00 p.m.





# **ST. FRANCIS POLICE DEPARTMENT**

## **2022 Annual Report**



**763-753-1264 / [www.stfrancismn.org](http://www.stfrancismn.org)**  
**Facebook: Saint Francis-MN Police Department**  
**4058 St Francis Blvd NW • St Francis, MN 55070**





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## **OUR MISSION STATEMENT**

### **Our Mission**

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

### **Core Values**

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

**Integrity** - We will act with integrity, which means always doing the right thing legally, ethically and morally.

**Respect** - We respect all people without personal prejudice, bias, or favoritism.

**Courage** - We have moral courage and we do what is right even if the personal cost is high.

**Trust** - We will work to be trusted in the community, we will set a standard for always being truthful and fair.





## A MESSAGE FROM THE CHIEF...

It is my pleasure to submit the 2022 St. Francis Police Department Annual Report. The report summarizes the police department operations including accomplishments and daily law enforcement activities.

The police department has a dedicated, professional staff of twelve sworn officers, six reserve officers, and two administrative clerical staff, all who are dedicated and work diligently to provide superior public safety services to the 8,300 residents of St. Francis.

The mission of the police department focuses on providing a fair and impartial service to all persons and maintaining a safe community through partnering with its citizens. A safe community takes all of us and by having a good relationship with members of the community, we can assure that St. Francis remains a great place to live, work, and visit.

The St. Francis Community can remain confident that their police department will be there in the time of need and will serve with integrity, respect, courage and trust. I am very proud and honored to work with the outstanding men and women that make up the St. Francis Police Department.

Thank you for your support and we look forward to another year of providing quality public safety services to the St. Francis Community

Todd Schwieger  
Chief of Police  
St. Francis Police Department



## Sergeant Larson

Sergeant Larson has been with the St. Francis Police Department since 2006 and has been a sergeant for the past five years. This past fall he successfully completed a two-week Supervision of Police Personnel course through Northwestern University. The material that was covered during the course included leadership, discipline, command, and crisis management in the public safety field.



Sergeant Larson has many roles within the department. He currently oversees the department's training for the officers and is the department's firearm instructor and armorer. He has a passion for specialized training and is the department's active shooter and tactical training instructor. Sergeant Larson also oversees scheduling, field training, Predatory Offender Registrations, and compliance checks. He also plays a major role in the department's equipment purchasing including body cameras, firearms, armored body bunkers, less lethal launchers, and munitions. Some of his day-to-day operation responsibilities at the police department include patrolling, reviewing officer's reports and handling officer complaints and citizen requests.

Sergeant Larson dedicates a great amount of time to the department's community events and outreach programs. Every December he trades in his blue uniform for the red and white suit.

In his free time away from work he enjoys spending time with his family and the outdoors. He is an avid hunter and fisherman. He enjoys watching his children play sports and helps coach.





## **THE POLICE DEPARTMENT STAFF**

The St. Francis Police Department consists of twelve licensed police officers, two support staff members, six reserve officers and two department chaplains. The St. Francis Police Department has eight officers that are primarily assigned to patrol, two department sergeants, one department investigator and one chief of police.

**Chief Todd Schwieger**

**Sergeant Ryan Larson**

**Officer Chris Bulera**

**Officer Amanda Dzuris**

**Officer Derek Barck**

**Officer Lyle Hearn**

**Officer Brandon Stemme**

**Officer Chase Hedges**

**Officer Gerry Chanthapanya**

**Officer Lucas Sherburne**

**Investigator Nathan Schwieger**

**New Officer in 2023**

**Lori Roberts, Administrative Assistant**

**Sandy Hom, Records Clerk**

## RECORDS UNIT

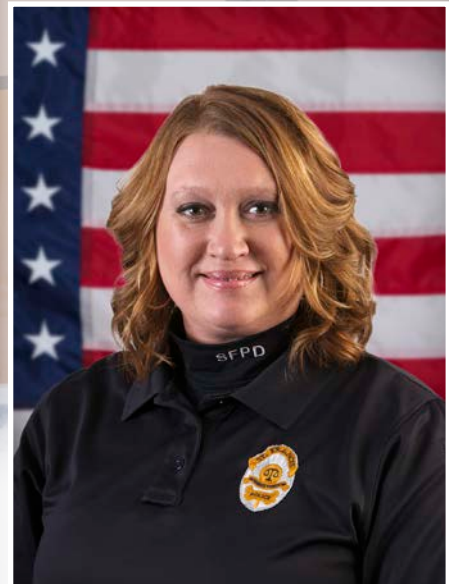
Agenda Item # 11A.

Our staff consists of one full time records technician and one full time records supervisor. As the city of St. Francis continues to grow, we keep busy with answering phone calls and fielding questions from people of the community. Communication is a big part of our job, which requires us to know the current laws and all of the changes within the city. We attend seminars and classes to help keep us updated on the current changes in law enforcement. Other job duties include handling and processing permit to purchases, typing statements, processing citations, sending reports to the courts for prosecution, running the quarterly, and annual reports. The one part of our job we enjoy the most is being involved in the community events, such as Bike Rodeo, National Night Out and many more!



**Lori Roberts**

The records department is under the supervision of Administrative Assistant Lori Roberts. Lori has been with the St. Francis Police Department since 2008 and has been in law enforcement for 20 years. Administration is responsible for overseeing the records department, keeping up with training, overseeing the day-to-day operations of the records system, putting together quarterly and annual reports, and helping organize the community events all year long.



**Sandy Hom**

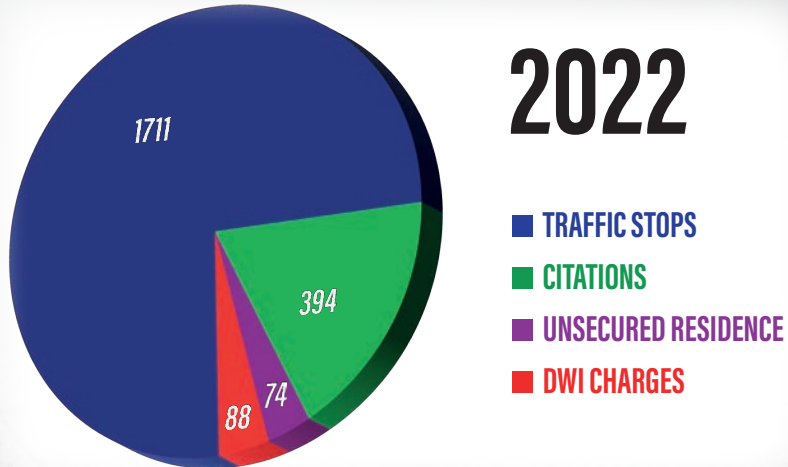
Sandy is the full time records clerk. She has been with the St. Francis Police Department since 2013, and has been in law enforcement for 21 years. The records department is responsible for processing all gun permits, entering offenses, arrests, and other police data into the records system. Sandy has a variety of supporting roles for the office including transcription, answering phones, and being involved in many community events all year long.



## PATROL DIVISION

Agenda Item # 11A.

Patrol Officers are on the street and available for calls 24 hours a day, 365 days a year. The police department responds to approximately over 6000 incidents per year. 1711 traffic stops were conducted in 2022 with 394 of those resulting in citations. There were 88 DWI's and 74 unsecured residence checks.





## TRAINING

Agenda Item # 11A.

Officers are required to complete at least 48 hours of continuing education every three years as part of the requirements to maintain their peace officer license. They are required by the Minnesota Board of Peace Officers Standards and Training (POST) to complete annual refresher training in areas including use of force and firearms as well as Emergency Vehicle Operators Course every five years. In addition, the POST Board requires officers to complete 16 hours of continuing education in areas of Conflict Management, Crisis Intervention, Implicit Bias, and Autism every three years. **Officers completed a combined 543 hours of training in 2022.**

The past year, officers were also trained in the use of the department's 40MM Munitions Launcher. This is a new less lethal tool introduced to the department in 2022 which projects a high-speed foam round and is intended to be used with aggressive, violent, and non-compliant subjects.



## ST. FRANCIS 1ST BAPTIST CHURCH ACTIVE SHOOTER TRAINING





## FIELD TRAINING OFFICER PROGRAM (FTO)

Agenda Item # 11A.

St. Francis field training officers are experienced members of the organization and are responsible for training and evaluating new officers.

Trainees work their way through the 4 phase program with each field training officer. The training officers report to the Sergeants and Chief periodically throughout the training and at the end of each phase to evaluate their progress.

Staff then makes recommendations for continued advancement in the program or referrals for additional training.

This hard work and dedication by the field training staff resulted in the department becoming fully staffed for the first time in nearly two years.



**Officer Brandon Stemme**



**Officer Chris Bulera**



**Officer Lyle Hearn**

## WELCOME OFFICER CHANTHAPANYA



# INVESTIGATIONS AND CRIME SCENE PROCESSING

Agenda Item # 11A.

The Investigations unit continues to be a resource for the citizens of St. Francis. Investigations reviews and follows up on reports submitted by the officers. The investigations unit also receives Anoka County Child Protection cases as well as Minnesota Adult Abuse Reporting Center cases. Other duties include conducting employment background checks for new police officers, conducting surveillance, compliance checks, managing evidence, and preparing and serving search warrants.

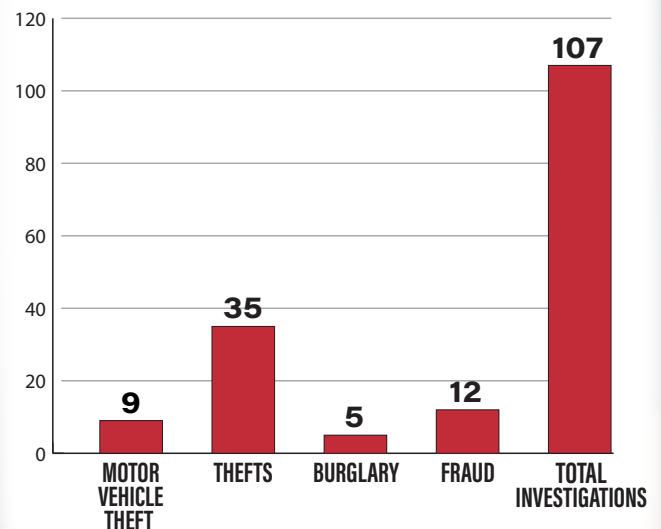
The investigations unit conducts evidence collection at scenes when needed. The unit will process scenes and collect evidence by taking photos, collecting DNA swabs, and collecting fingerprints. Evidence from scenes such as DNA swabs and fingerprints are taken to the Midwest Regional Forensic Laboratory at the Anoka County Sheriff's Office where testing is done. In 2022, multiple crimes were able to be solved when lab results from DNA swabs and/or fingerprinting indicated to a specific suspect or suspects.

Out of the criminal cases investigated, there were multiple convictions for all types of crimes including felony forgery, identity theft, felony theft, burglary, motor vehicle theft, felony financial transaction card fraud and many others. The investigations unit also worked with other agencies on forgery, motor vehicle thefts, and financial transaction card fraud cases where charges were filed.

The investigation unit conducted local compliance checks for tobacco and alcohol in 2022. All establishments where tobacco and alcohol is served within the city were compliant with no violations found.

All of the evidence collected by officers is turned over to the investigations unit where it is recorded and placed in the secure evidence room. The investigations unit is also responsible for bringing items to the Midwest Regional Forensic Laboratory for testing.

## 2022 INVESTIGATIONS





## RESERVE PROGRAM

Agenda Item # 11A.

The St. Francis Reserve Unit is made up of men and women who volunteer their time and effort to help make St. Francis a safe and enjoyable community in which to live, work, and play.

The reserve officers assist the St. Francis Police Department with both police related and civic duties and play a pivotal role during all the outreach events

New reservists are schooled through the Anoka County Police Reserve Academy, including training on police skills, tactics and other duties.

The St. Francis Police Department is thankful and proud of all the members who give their time to help our community.



## 2022 RESERVES CALLS FOR SERVICE

HOUSE CHECKS	40
PARK CHECKS	259
BUSINESS CHECKS	72
EXTRA PATROLS	8
MOTORIST ASSISTS	2
VEHICLE LOCKOUTS	1
ANIMAL CALLS	2
DISPATCHED CALLS	5
SELF INITIATED CALLS	8
PROPERTY DAMAGE ACCIDENTS	0
PERSONAL INJURY ACCIDENTS	1
AGENCY ASSISTS (SFFD)	8
AGENCY ASSISTS (OTHER LAW ENFORCEMENT AGENCIES)	1

## VOLUNTEER CHAPLAIN PROGRAM

Agenda Item # 11A.

The role of the Chaplain is to be a support system for all of the members of the SFPD and the community at large. Chaplains ought to be involved in both proactive and reactive care. This involves serving with the PD in community events, responding to requests to accompany an officer in a particular duty, engaging with officers to encourage, counsel, and support them as they serve, and providing practical assistance to victims or other members of the community.



### Pastor Steve Brower

Pastor Steve has been Senior Pastor at First Baptist Church since April 2008. He has served as a Chaplain for SFPD for 4 years. Steve and his wife Heather have one child in college and three in high school. Steve enjoys sports of all kinds, reading, and connecting with people.

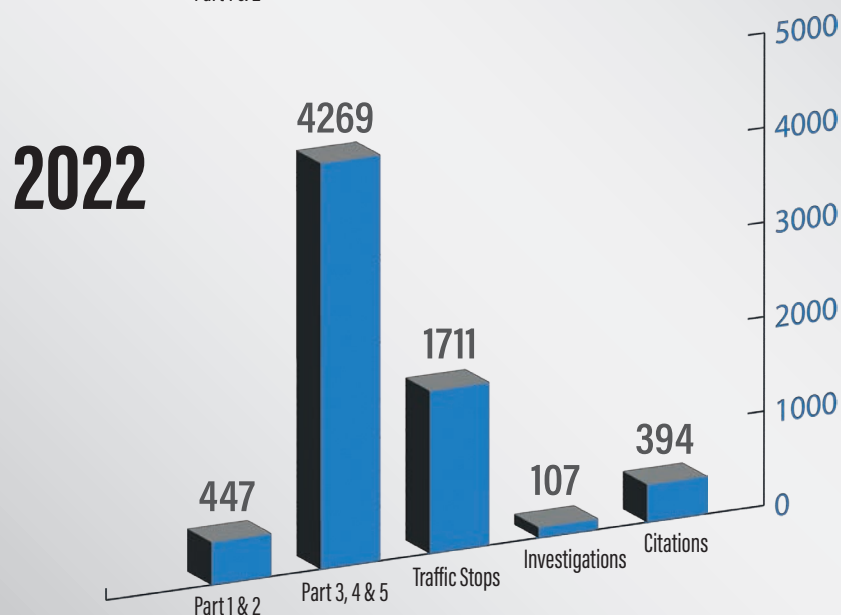
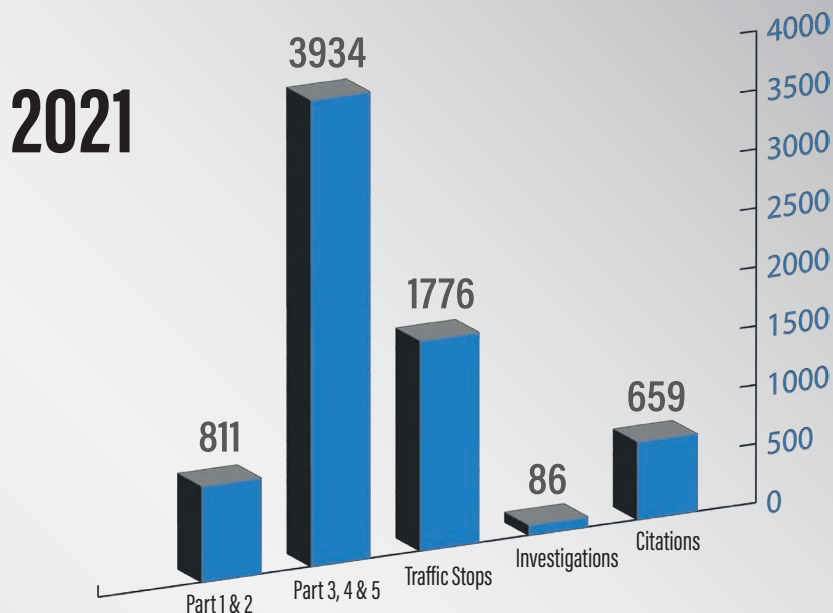


### Pastor Timothy Vaughan

Pastor Timothy Vaughan has been Senior Pastor at Trinity Lutheran Church and School, St. Francis, since May 2009. He came to St. Francis after 17 years serving congregations in west-central Minnesota and North Dakota. Tim and his wife Robin have two adult children and six grandchildren, all currently living in Oak Grove. Tim enjoys golf (mostly), fishing (when he can), gardening, live theater, and grand kids.



# 2021 & 2022 STATISTICS



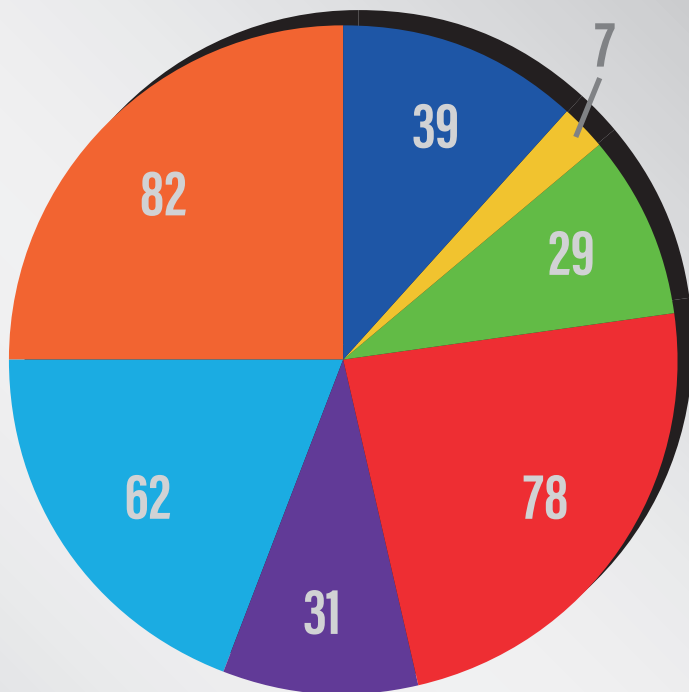
**AVERAGE RESPONSE TIME**  
High Priority Call Type - 5:94 Minutes  
Low Priority Call Type - 5:41 Minutes

# CALLS FOR SERVICE BREAKDOWN

## PART 1 & 2 OFFENSES

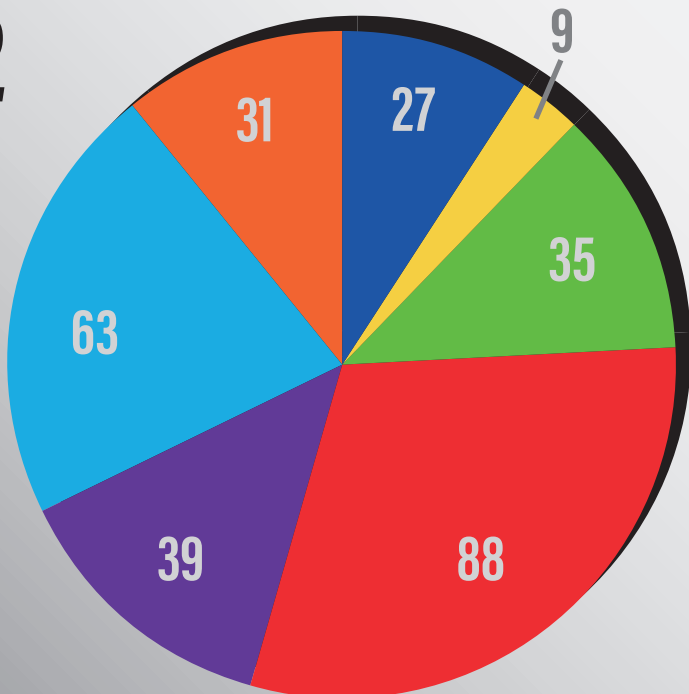
(Not all part 1 and 2 offenses are represented in these graphs.)

### 2021



**Thefts**  
**Burglaries**  
**Assaults**  
**DWI Charges**  
**Fraud**  
**Disorderly Conduct**  
**Drugs**

### 2022



**Thefts**  
**Burglaries**  
**Assaults**  
**DWI Charges**  
**Fraud**  
**Disorderly Conduct**  
**Drugs**

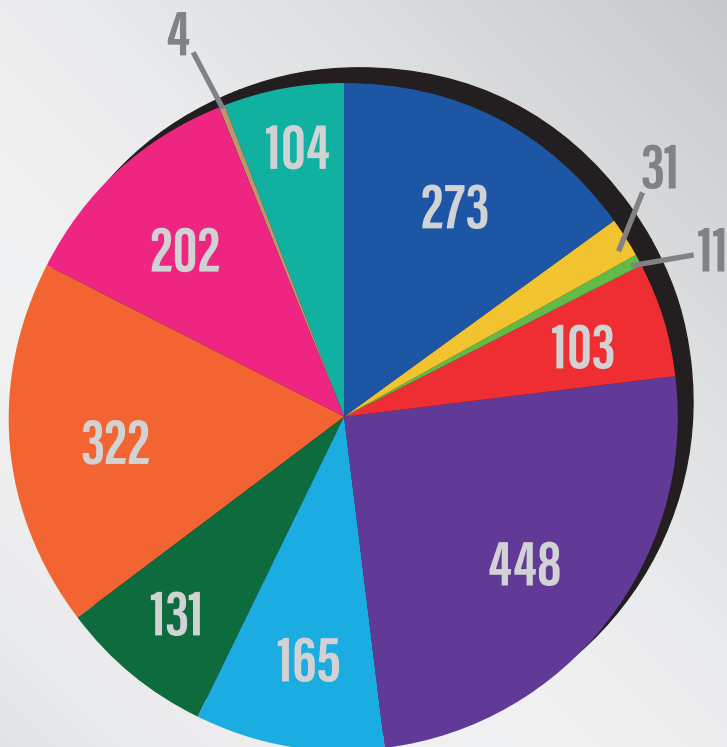


# CALLS FOR SERVICE BREAKDOWN

## PART 3,4, & 5 OFFENSES

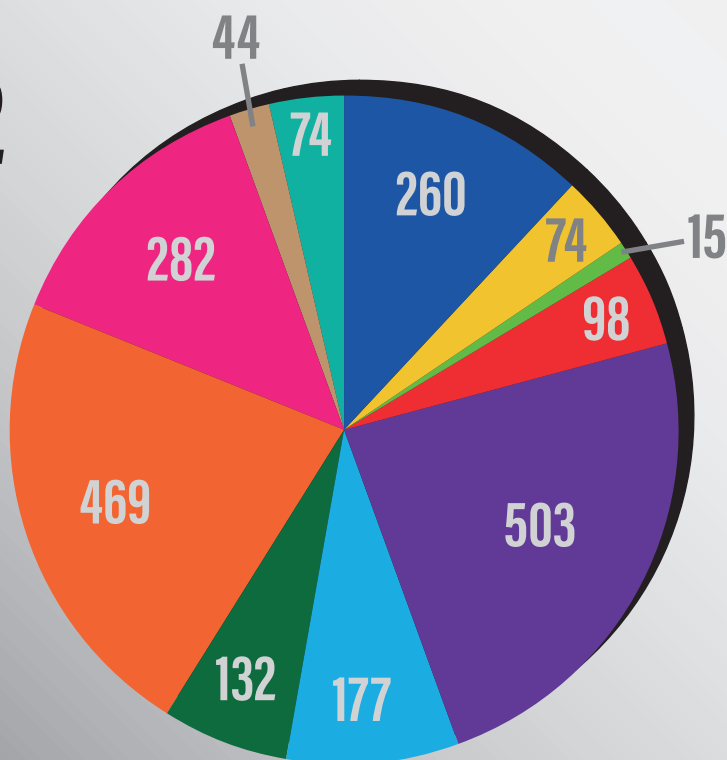
(Not all part 3, 4, and 5 offenses are represented in these graphs.)

### 2021



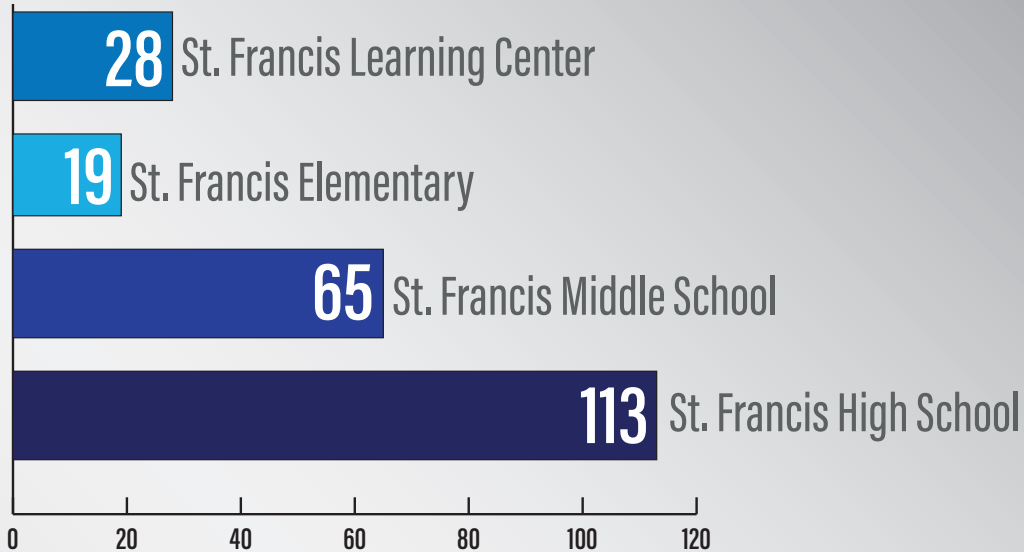
**Suspicious Activity**  
**Open Garage Doors**  
**House Checks**  
**Vehicle Lock Outs**  
**Medicals**  
**Alarms**  
**Vehicle Accidents**  
**Agency Assists**  
**Domestic Situations**  
**Juvenile Activity**  
**Civil Disputes**

### 2022

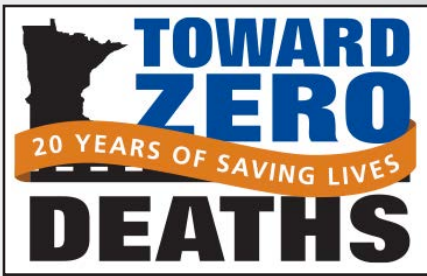


**Suspicious Activity**  
**Open Garage Doors**  
**House Checks**  
**Vehicle Lock Outs**  
**Medicals**  
**Alarms**  
**Vehicle Accidents**  
**Agency Assists**  
**Domestic Situations**  
**Juvenile Activity**  
**Civil Disputes**

# 2022 St. Francis Schools Calls for Service







Minnesota TZD is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads.

## Minnesota TZD Mission, Goals, & Values

### Mission

Our mission is to create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement, and emergency medical and trauma services. These efforts will be driven by data, best practices, and research.

### Goals

- Pursue public support of traffic safety as a priority
- Strengthen TZD as a priority for all units of government and traffic safety partnerships
- Promote and implement effective traffic safety initiatives

### Values

- Continuous improvement
- Engaged partners
- Evidence-based approaches

### The 4 E's

The TZD program team has identified four major focus areas for communities working to reduce traffic injuries and fatalities:

- **Education:** Giving drivers the knowledge they need to avoid hazardous driving practices and choose responsible behavior.
- **Emergency Medical & Trauma Services:** Providing fast, efficient emergency medical and trauma services to reduce fatalities and serious injuries whenever a crash does occur.
- **Enforcement:** Ensuring compliance with traffic laws to change driver behavior and reduce unsafe driving practices.
- **Engineering:** Changing the roadway—with cable median barriers, signage, the roadside, and more—to make travel safer.



2022 Statewide Fatalities 434 compared to 488 in 2021.

Fatalities Contributing Factors: 111 Speed related, 118 Alcohol, 18 Distracted, 81 Not Belted

2022 Statewide **DWI arrests 25,136**. Compared to 23,754 in 2021.

2022 Anoka County **DWI arrests 1085**.

2022 Saint Francis PD Specific Stats: **88 DWI arrests**, 109 Speeding Citations, 30 Seat Belt



# AWARDS

Agenda Item # 11A.

## LIFE SAVING AWARD

In March, Officers Amanda Dzuris and Nate Schwieger received the St. Francis Police Department Life Saving Award and two citizens received the St. Francis Police Department Citizens Award for their life saving actions during a January 2022 medical emergency at Kwik Trip.



## MEDAL OF VALOR

Officer Chris Bulera received the Medal of Meritorious Service from the Anoka County Sheriff's Office for his actions taken during a November 2020 pursuit that resulted in the suspect shooting at officers and deputies. The suspect was taken into custody and no officers or deputies were injured during the incident.



# COMMUNITY CONNECTIONS

Agenda Item # 11A.

The St. Francis Police Department has a great relationship with the community and strives to create trust and confidence in the city we serve. The police department is dedicated to customer service and goes that extra mile in creating a strong working relationship with the public through public engagement.

## STAY HOME SAFE FOR KIDS

This safety program is ideally suited for children aged 9-12 years old. Safety and accident prevention are the common themes throughout the program.

### Course content includes:

- people safety
- online and internet safety
- snacking and kitchen safety
- home fire safety
- preventing accidents
- how to handle emergencies and other situations
- basic first aid skills



## CONE WITH A COP

This program gives kids an opportunity to visit with members of the police department and cool off with a free ice cream cone. Thank you to the St. Francis Dairy Queen for sponsoring this event.





## BIKE RODEO

Bicycle rodeos are a fun way to introduce and educate children to bicycle safety skills. Bike rodeos teach children the importance of seeing, being seen, and remaining in control of the bike at all times.

Also included were: free give-a-way bags, fire trucks, squad cars, bike course, drawings for three bikes, tie-dye bike safety t-shirts, free hotdogs, chips & water, Phat Phil's Mini Donuts.

Agenda Item # 11A.



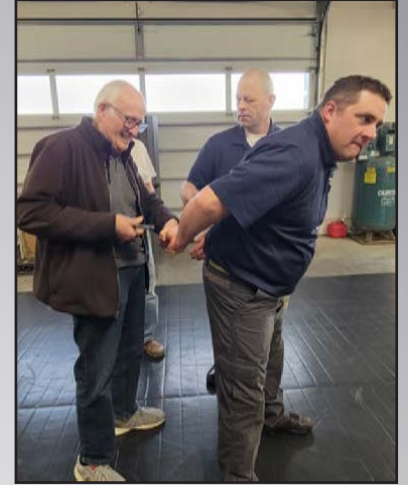


# CITIZENS ACADEMY

Agenda Item # 11A.

The St. Francis Police Department held its 2nd Citizens Academy. The program offers citizens an inside look at the St. Francis Police Department's operations. There was a wide spectrum of topics covered, which include:

- Tour of the police department and squad cars.
- Classroom and hands on training.
- Understanding the call for service process, from start to finish.
- Understanding and learning the difference between officers and citizens use of force.
- Review of typical calls for service.
- DWI demonstrations.
- Learning about the different types of traffic stops (Then conducting your own).
- Searching and handcuffing a suspect.
- Each week they build off the previous weeks with real life scenario's throughout.



After the successful completion of the program, citizens receive a certificate of completion and will have an opportunity to ride-along with a St. Francis Police Officer.





## FREE DOG LICENSE DAY

Free Dog License Day at the police department to all local residents to receive free dog licenses for the year. This event replaced our previously held pet clinic.



Agenda Item # 11A.

## SANTA

To celebrate the Christmas season and to help support the Toys for Joy Foundation the police department has called in the big guy, aka Santa to bring the Christmas cheer at the St. Francis Police Department. Thank you to all who helped with the toy donations!





# NATIONAL NIGHT OUT

Agenda Item # 11A.

National Night Out is sponsored by the Minnesota Crime Prevention Association and local law enforcement. National Night Out is an event that promotes police community partnerships and neighborhood camaraderie to help make our neighborhoods safer. This year the National Night Out Party in the Park had a great turnout from the community. Some of the events were; The Ambassadors, face painting, fire department, stock car, Army rock climbing wall, food trucks and the police department with squad cars and one of the favorites, Life Link Helicopter.



Neighbors Joining Together



25



117

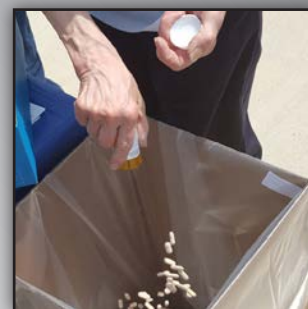


## ADDITIONAL SERVICES

Agenda Item # 11A.

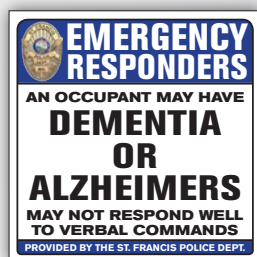
### PRESCRIPTION DRUG TAKEBACK

According to the DEA, most people who misuse prescription drugs get them from family, friends, and acquaintances. To avoid this potential opportunity for abuse it's best to safely dispose of unused or expired medications. The best way to dispose of most types of unused or expired medications is to drop off the medication at a drug take back site location immediately. St. Francis is one of 11,000 sites nationwide that unused prescription drugs can be dropped off as part of the "Prescription Drug Take Back Program". This provides the community members a safe way to dispose of unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The police department also participated in two National Prescription Drug Takeback Events in April and October 2022. Between our prescription drop box and National Drug Take Back Days, the police department collected **542 pounds** of prescription drugs in 2022.



### EMERGENCY DECAL PROGRAM

We have established an Emergency Response Decal Program. The reason behind the program is to assist police in responding to certain calls for service. These decals will help in knowing whom officers could possibly be dealing with, and to assist them with the correct treatment or care. This also helps officers pass along useful information obtained from the decals to the responding paramedics and fire departments.



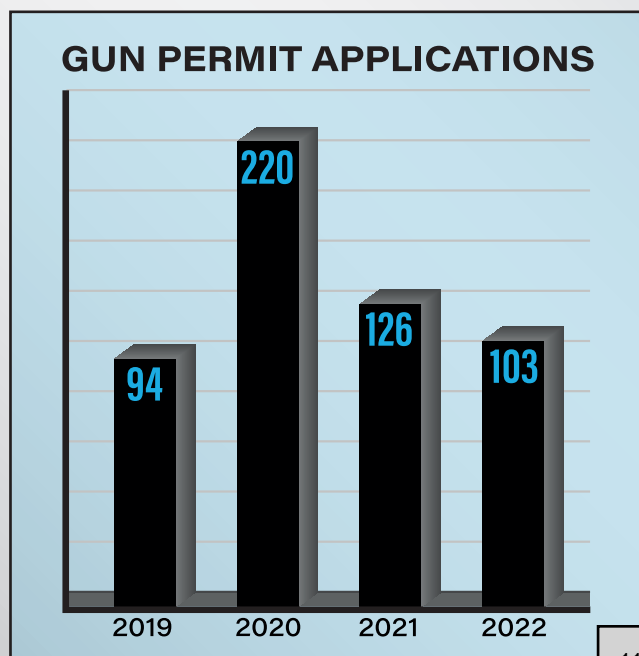
### GUN PERMITS

The St. Francis Police Department processed 103 permit to purchase applications in 2022 with denial of seven applicants.

Gun permit to purchase applications are processed in the jurisdiction you reside. St Francis residents can drop off applications in person during lobby hours or in the secure drop box in the vestibule of police department any time. Applications are processed, issued, or denied within seven business days. Permits are good for 1 year.

Permit to Carry applications are received in the county you reside.

Any questions please feel free to contact us at 763-753-1264.





# Thank You

## **KWIK TRIP**

*10 CASES OF WATER FOR BIKE RODEO*

## **CHILDRENS HOSPITAL**

*FREE HELMETS FOR KIDS AT BIKE RODEO*

## **1ST BAPTIST CHURCH ST FRANCIS**

*VOLUNTEERS FOR BIKE RODEO*

## **PHAT PHILS DONUTS**

## **COUNTY MARKET**

*\$100.00 GIFT CARD FOR BIKE RODEO*

## **CASEY'S**

*5 FREE LARGE PIZZAS FOR STAY HOME SAFE PROGRAM*

## **LIFE LINK**

**ARMY NATIONAL GUARD / GREG HARLEY**

**MARY JO NARCUM / FACE PAINTER**

**REINS OF LOVE / CINDY MARX**

# Acknowledgements

*MAYOR*

**STEVE FELDMAN**

*CITY COUNCIL MEMBERS*

**SARAH UDVIG, ROBERT BAUER, KEVIN ROBINSON, JOE MUEHLBAUER**

*CITY ADMINISTRATOR*

**KATE THUNSTROM**





# SAINT FRANCIS **PUBLIC WORKS**

Agenda Item # 11B.



**4058 Saint Francis Boulevard NW  
Saint Francis, Minnesota 55070**

## **2022 ANNUAL REPORT**

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# PUBLIC WORKS

## DIRECTOR'S OVERVIEW



The City staff has seen a lot of changes in 2022 with a new Administrator, Community Development Director, and Public Works Director. The Public Works Department has also seen a few changes this year including Brian Reeder's retirement, the addition of two new crew members, and some internal restructuring. The department is getting on track with trainings and have added some special certifications. Jen Gulbrandson is now our stormwater inspector and Colin McDonagh is now our playground inspector. John Maki and Wyatt Huberty have both received their Class D Wastewater licenses as well.

2022 has not however been without its challenges. The greatest challenge this year was trying to manage the price increases caused by the inflation rates. The unprecedented increases in fuel, parts, and services have caused budgetary turmoil and will require special attention in 2023 planning. The second snowiest December on record was also very challenging. The credit truly goes to Parish and Jeremy for their planning and their ability to adapt to diverse situations and continue to help the Public Works Department be successful at serving the residents of St. Francis. The recycling program has also seen its share of price increases in 2022. The recycling coordinator, Tom Koep, made the decision to host all events at Public Works. The events were very successful and the benefit outweighed the cost.

Our greatest asset is our staff and I would like to thank them for their support as I have changed my role here at the City of St. Francis. There is truly nothing we cannot accomplish in Public Works with the talents and expertise of the people I work with every day.





# STREETS & PARKS ANNUAL REPORT

Mayor and Council,

Another year is in the books for Public Works. We have had many changes in the department this past year. Brian Reeder retired this year. Paul Carpenter is our new director. Nate Hanson is our new streets and parks worker. Wyatt Huberty is our new water and wastewater operator. Jen Gulbrandson is our new storm water specialist. Colin McDonagh is our new playground equipment inspector. Everyone seems to be settling in quite nicely and each bringing new things to the department.

This year has been challenging with Covid-19 still lingering in the shadows. Certain things still have long lead times (supply chain issues) and inflation is at an all-time high. Not sure if things will go back to normal or this will be the new normal. Whichever direction it goes, we will just have to adapt to it.

One thing worth mentioning is the weather this winter. I will have to say in the 19 years of snow plowing this has by far been the most challenging yet. With the amount of snowfall to having every season in the month of December. It has been very taxing on staff and the equipment, to say the least. I know we will be able to look back and say we remember the winter of 2022-2023.

I would lastly like to say thank you to The Public Works team, you guys and gals truly make this an awesome place to work.

Sincerely,

Jeremy Shook  
Streets and Parks Supervisor



# ST. FRANCIS PARKS 2022

Something new for this year is working with Eagle Scouts on their projects that need to be completed by their 18th birthdays. This gives them the opportunity to plan, develop and give leadership to others. The first project was a bat house created by Nathan Zandlo. There are five of these placed in different parks through the city. The reason Nathan chose bat houses for his project was to give bats a place to live instead of people's homes. Bat population has been on the decline for years. Creating more places for them to live is important as they play a very important role in our ecosystem consuming up to a 1000 mosquitoes an hour. The second project was created by Jonah Deschenes. He chose to make wood duck houses which are placed throughout our city near bodies of water.



Unfortunately, staff has spent 14 hours cleaning up dumping, damage, and or vandalism to our community over this past year.





# Exciting news, there's a new park in town called Siwek Park!



Bike Fix-it Station installed at Community Park paid for by Anoka County Ship Grant.



New benches and stamped concrete pads at Woodbury Park.



# RECYCLE 2022 PROGRAM STATS

- 4 Recycle Events & 1 Hazardous Waste Event.
- 539 Vehicles Drive Through - Our Highest Yet!
- 2021 had 530 Vehicles.
- Organics Drop-off, 63 People have signed up.
- Over 11,700lbs of Mattresses recycled.
- 463 Tires
- Over 10 Tons of Scrap Metal collected.
- New Trash & Recycling Receptacles placed at Deer Creek & Seelye Brook Parks.
- New Enclosure for the Trash/Recycling Receptacles at Community Park.



Deer Creek 2nd Park



Community Park

# STORMWATER 2022

As most of you know, the City of St. Francis has been implementing the stormwater permit requirements and regulations since obtaining our MS4 Permit in 2016. The program has grown since it was first implemented, as well as the regulations and requirements involved.

Jen Gulbrandson assumed the duties of a Stormwater Inspector for the City of St. Francis in late June/early July 2022. She has been officially certified for stormwater inspection since 08/15/22.

Jen now approves most of the Erosion Control Plans (Hakanson handles the Commercial Properties) for our Residential or New Construction Permits that come in for approval when they submit their building permits.

2022 MS4 Inspection Violations – Jen personally handled about 8 properties (New Construction) since taking over the stormwater duties; which means there are at least 2-3 inspection notices or more, for each property, in the property files.

Annual MS4 Training – All Public Works employees have taken the Smart Salting Refresher Course through MPCA (08/15/22). Jen has taken Stormwater Certification Training (08/15/22), Construction Site Management Training (November 2 & 3, 2022) and will be taking a SWPPP Design Training in the near future (January 2023). Our Building Inspector, Phil Dahlheimer, took the Construction Site Management Training in November 2022, as well.



Siwek Park storm sewer installation.





Annually, our PW Crew cleans out storm drains that have any debris or vegetation coming out of them.

Large Storm Weir or Stormceptor on River Drive — Cleaned out! We retrieved over one ton of sediment and debris while cleaning this stormceptor alone! We had about three tons from all the other storm drains we cleaned in the city as well.



**We have Six Best Management Practices that we are required to fulfill every year. They are as follows:**

**Public Education and Outreach** – *The City of St. Francis tries to get the stormwater information (via articles, social media posts, and our website, on subjects like dog waste, deicing materials, construction run off and illicit discharge) out there to the public to ensure that they understand what stormwater is, what they can do to minimize the stormwater runoff on their residential/commercial properties, and what damage chlorides (salt usage) and construction activities (sediment) can do to our water supply.* - Compliant Articles, once each year on: pet waste, deicing materials, illicit discharge and construction runoff concerns. - **Compliant**

**Public Involvement** – *Must Have One Activity each year – We usually do a Hazardous Waste Event in conjunction with Anoka County. Other examples for the future would be: rain barrel distribution event, rain garden workshop, cleanup event, storm drain stenciling, volunteer water quality monitoring, adopt a storm drain program, and household hazardous waste collection day.*

**Illicit Discharge Detection and Elimination** – *We added the Pet Waste Ordinance before last year's deadline. We have proper Salt Storage that is required by MPCA.* - **Compliant**

**Construction Site Stormwater Runoff Control** – *In the past, Hakanson has created maps for high and low priority areas.* - **Compliant**

**Post Construction Stormwater Management** – *Must document all inspections for post construction sites.* - **Compliant**

**Pollution/Prevention/Good Housekeeping** – *We have to document all MS4 training, annually.* - **Compliant**



# STREET PROJECTS 2022

Sealcoating and Crack Sealing was completed this year in our District which included:



Variolite Street  
Osmium Street  
Salish Street  
Quicksilver Street  
241st Avenue  
232nd Avenue  
245th Avenue  
Cobalt Street  
235th Avenue  
Neon Street  
Dysprosium Street  
Oneida Street  
Iodine Street  
242nd Avenue  
234th Court  
244th Court  
Erkium Street  
233rd Lane  
236th Avenue  
Yakima Street  
233rd Court  
Magnesium Street  
241st Court  
239th Lane



Mill and Overlay were completed this year on Roanoke Street, 239th Avenue, and Xavis Street.







Reconstruction was completed on Poppy Street.



Wood chips being blown in at Community Park ( 176 yards).



Re-ditching took place on Nacre Street.





- Equipment repair 522 hours, equipment maintenance 410 hours.
- Building maintenance 453 hours.
- There was roughly 4,000 pounds of fertilizer spread on city parks.

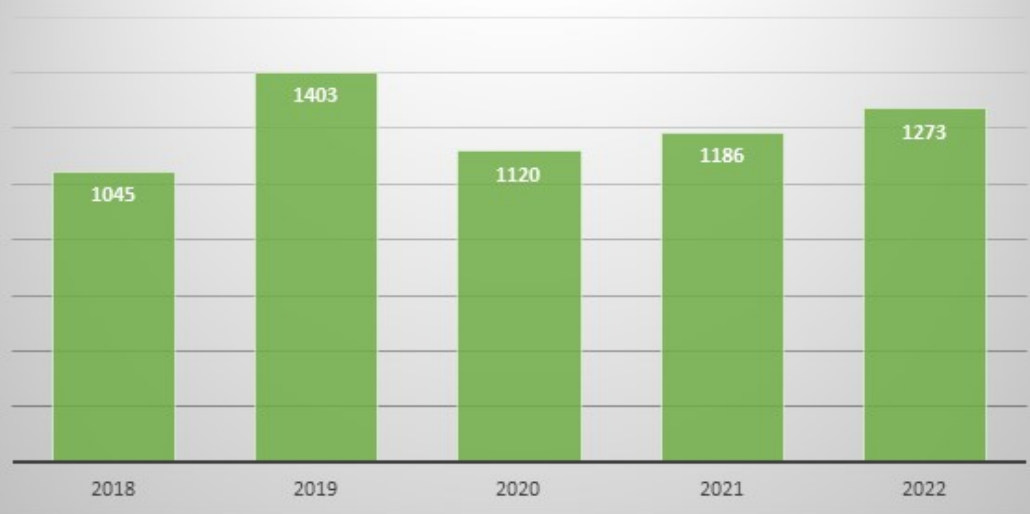


- 53 call-outs which include anything outside normal working hours. 24 streets, 14 parks, 5 recycling, 2 water, and 8 sewer call-outs.
- 192 events in our parks this past year.



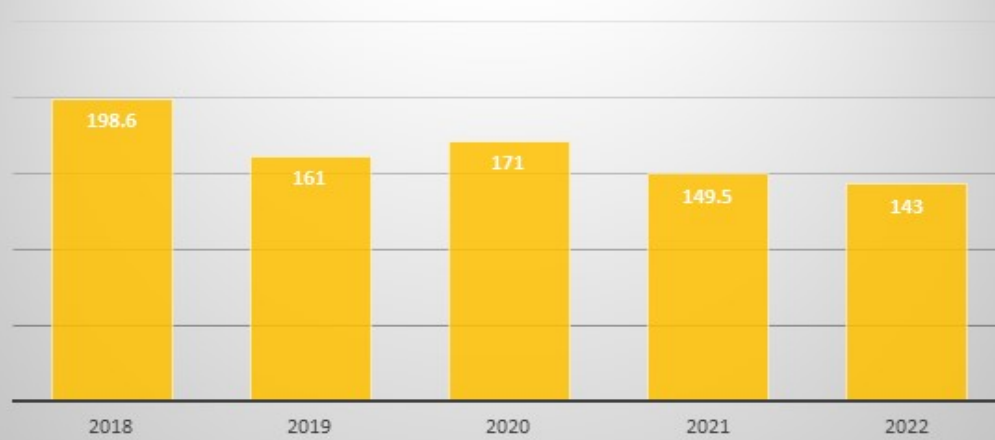


## Acres of Grass Mowed

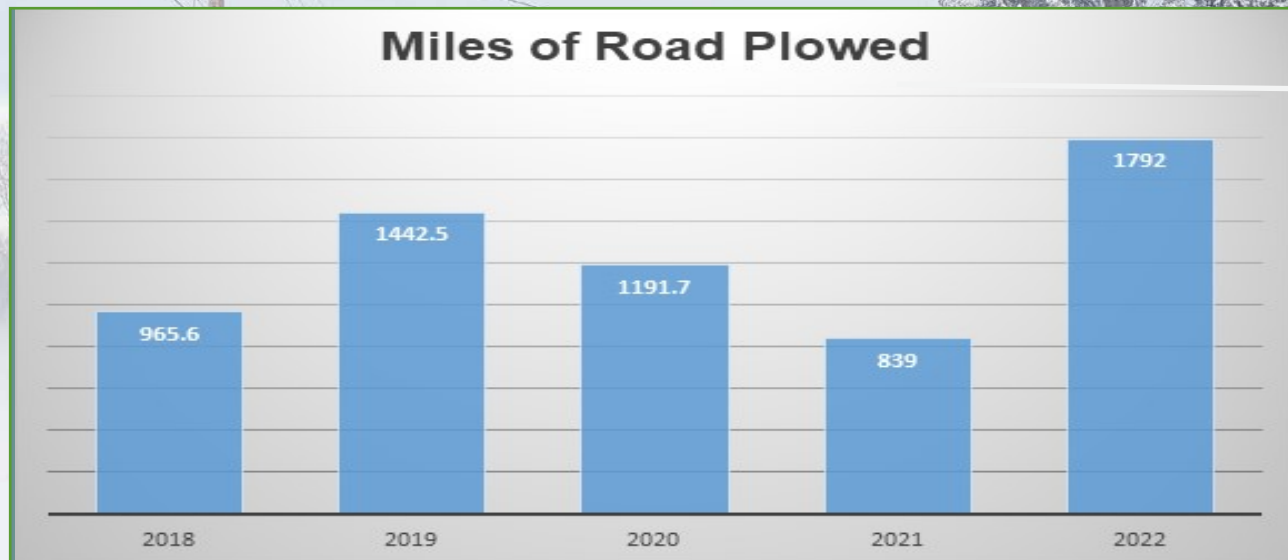


There are a few different aspects of mowing that Public Works deals with besides mowing parks. That's trailside mowing and ditch mowing. 128 miles of ditch mowing along with 294 miles of trail mowing was completed in 2022.

## Miles of Road Graded







Snow plowing is one of Public Works main activities in the winter months. This winter has been an interesting one to say the least. We have plowed as much in the month of December as we did in January, February, March, and November combined. Along with 1078 cul-de-sacs, 118 parking lots, and 510.5 miles of trails/sidewalks. There has also been 35.1 tons or 70,200 pounds of granite chips applied to gravel roads. Interesting fact about granite chips is they're the leftover sweepings from our chips seal so we are getting a second use out of them. For our asphalt road there has been 653 tons or 1,306,000 pounds of salt applied.

Preparation for the bio solids pad.



New rock was installed in areas of the Police and Public Works not only for curb appeal, but do make mowing more efficient.



Pictured Above: Jetting culverts is something from time to time that needs to be done. This is caused from rapid thaw in the spring and the culvert is still frozen solid with ice.





# WATER & WASTEWATER ANNUAL REPORT

Honorable Mayor and Council,

I am pleased to present our water and wastewater final report for 2022. Staff continued to achieve high standards for Public Works. Couple of highlights of the year include implementing new summer hours for water and wastewater staff. We started working four-nines and a four. Previously, we worked four-tens. We are hoping to provide better service coverage not only to our customers but also for the contractors during construction season and from all accounts, we were successful in doing that... Staff also really loved the new hours too!

This year we completed asset management inspection for district two. Staff excelled in utilizing our new RTK locator with GPS capability with this work. A new project that was possible because of the new locator work was creating a new in-house GIS platform using a free software to host the data collected from the fieldwork. For the first time, we have GPS coordinates of all curb stops, gate valves and manholes from Hwy 47, west through the Deer Creek Development. Team member John Maki lead this project and with help from Mike Harris, have done a great job! More details on this project further in the report.

We added a new member to our team this year. Wyatt Huberty started in October, and continues to learn about St. Francis utilities and is doing a good job! Welcome aboard, Wyatt! I would like to say congratulations to Paul Carpenter on his new position. Paul has taken the job head-on and is doing well!

In October, The City of Bethel asked us if we would be their temporary wastewater plant operators due to a staff retirement. Our staff has enjoyed helping out the city of Bethel and learning how their wastewater pond system works.

Respectfully,

Parish Barten  
Water and Wastewater Supervisor

# WATER TREATMENT FACILITY AND WELL HOUSE

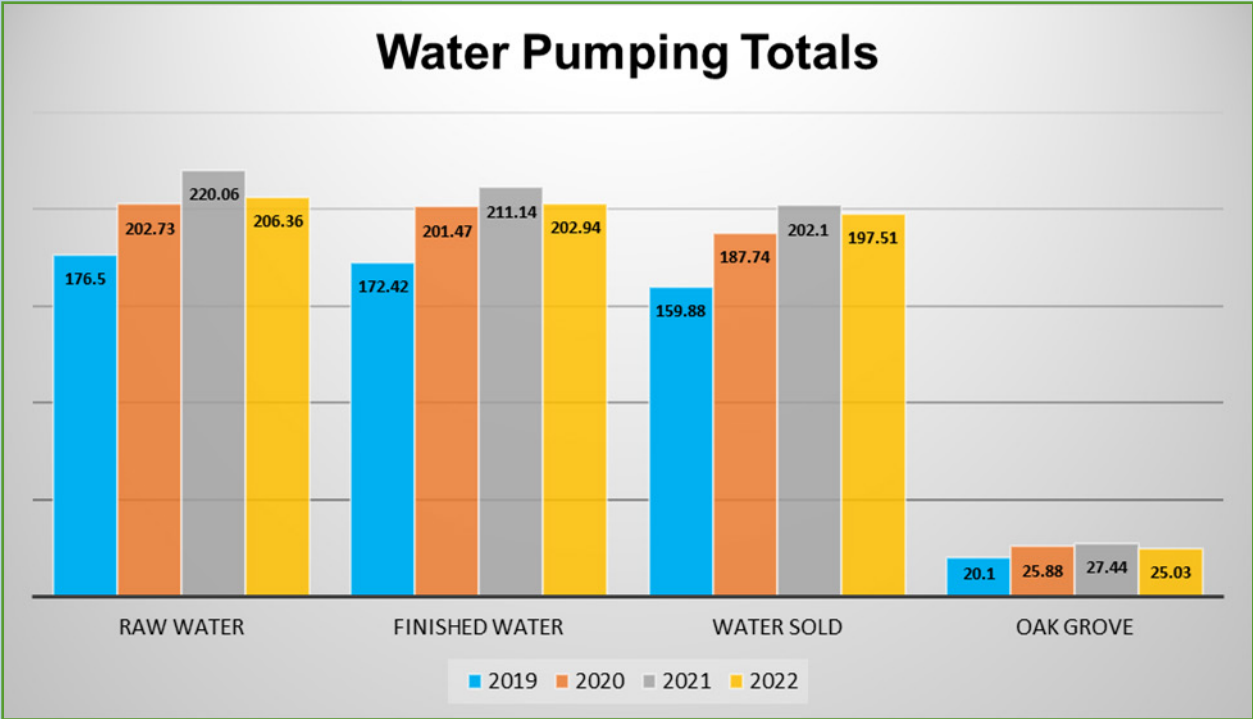
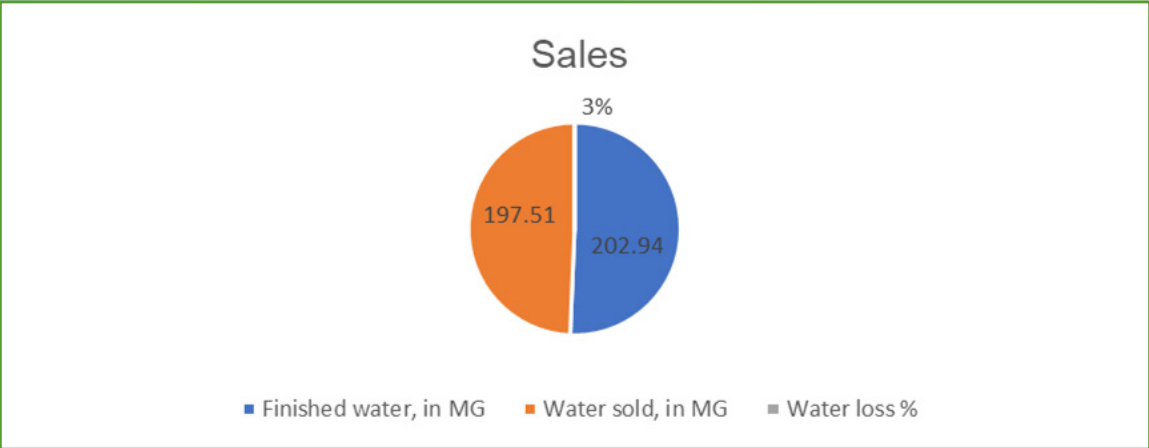


Figure 1: comparison of pumping totals and water sold, in MG.

As you can see from the figure 1, our pumping numbers have decreased for 2022. We saw a 7% reduction for raw water and 8% reduction for Finished water. Something to keep an eye on as we roll into spring next year is drought conditions. We are currently in a “Moderate” drought classification for our area, even after all the moisture that we have received this fall and winter. This condition could improve or get worse and we will continue to monitor as we go along.

The goal of any municipality is to have a water loss value of less than 10% between finished water and water sold. Our Final percent Water loss for 2022 is 3%.



Common reasons for water loss include leaks and other non-metered usage.

## WATER QUALITY ASSURANCE AND TESTING

The drinking water in St. Francis has over sixty quality and assurance tests performed annually by a certified lab. We met all of the required limits established by the Minnesota Department of Health. Those results are made available each July in our Consumer Confidence Report (CCR). In order to achieve limits set forth by the Minnesota Department of Health, the facility uses four different treatment aids to help treat the water.

## WATER TREATMENT AIDS

This year we used 39,404 lbs. of sodium permanganate, 1,789 lbs. of chlorine gas, 356 gallons of fluoride, and 373 gallons of orthophosphate.

Below, is a list of all tasks completed for the Water Treatment Facility, Well House and Distribution System for 2022.

<u>Drinking Water</u>	<u>Task</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>
Water	Inspect Facility Daily	Facility Inspection	234	Inspections
Water	Operational Hours	Hours spent at facility	468	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron, and manganese.	264	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
<b>Water 2022 In-House Lab Results and Flow Totals</b>				
		Average Chlorine	.82	Mg/l
		Average Raw Iron	1.0	Mg/l
		Average Raw Manganese	.092	Mg/l
		Average Fluoride	.71	Mg/l
		Iron Removal	99	%
		Manganese Removal	82.5	%

### Water Treatment Facility, Well House and Distribution System Projects

WTP and Well House	Yearly Maintenance	Change oil, grease and inspect packing glands.	7	Motors
Well House	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	3	VFD's
Distribution System– Water	Hydrant Flushing	Ensure each hydrant is working order. Clean sediment from mains.	357	Hydrants
Distribution System– Water	Hydrant Maintenance	Pump down non-draining hydrants	81	Hydrants
Distribution System– Water	Yearly RPZ Testing	Test all RPZ's and anti-siphon devices at WTP and parks.	10	Units
Water Treatment Facility	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	4	VFD's
Water Treatment Facility	Minnesota Department of Health- Routine Sampling	MDH collected some routine water quality samples- No Deficiencies	3	Samples
Water Treatment Facility	Minnesota Department of Health- Sanitary Inspection	District engineer inspects all water facilities for deficiencies. None to report.	3	Hours
Water Treatment Facility	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises
Water Treatment Facility	Detention Tank	Drain and clean out iron deposits	1	Day

**GREAT NEWS...** Back in April, the city of St. Francis was selected for sampling of PFAS in our drinking water. Here is an email from the Department of Health with the results.

DATE: October 28, 2022

TO: Saint Francis

FROM: Steve Robertson Supervisor, Source Water Protection Unit

SUBJECT: Statewide Perfluoroalkyl Substances (PFAS) Monitoring Project

Below please find your system's sampling results for the Statewide PFAS Monitoring Project.

Sampling was conducted on 4/11/22.

### Sampling Results

*\*There were no PFAS compounds detected in the samples. No additional action is needed at this time.*

### About the Project

The Minnesota Department of Health (MDH) has been studying the potential health impacts of PFAS in groundwater in Minnesota since 2002. This project is part of a larger effort at MDH to sample all community water systems (CWSs) for PFAS. MDH aims to cover 90% of CWS customers under its PFAS monitoring program by 2025. The project has been made possible through funding from the Clean Water Fund and U.S. Environmental Protection Agency. Sampling results from all systems that participated in the study will be included in an interactive mapping application on the MDH website.

PFAS are a family of manmade chemicals that have been widely used for decades. PFAS are extremely stable and do not breakdown in the environment.





# WASTEWATER TREATMENT FACILITY

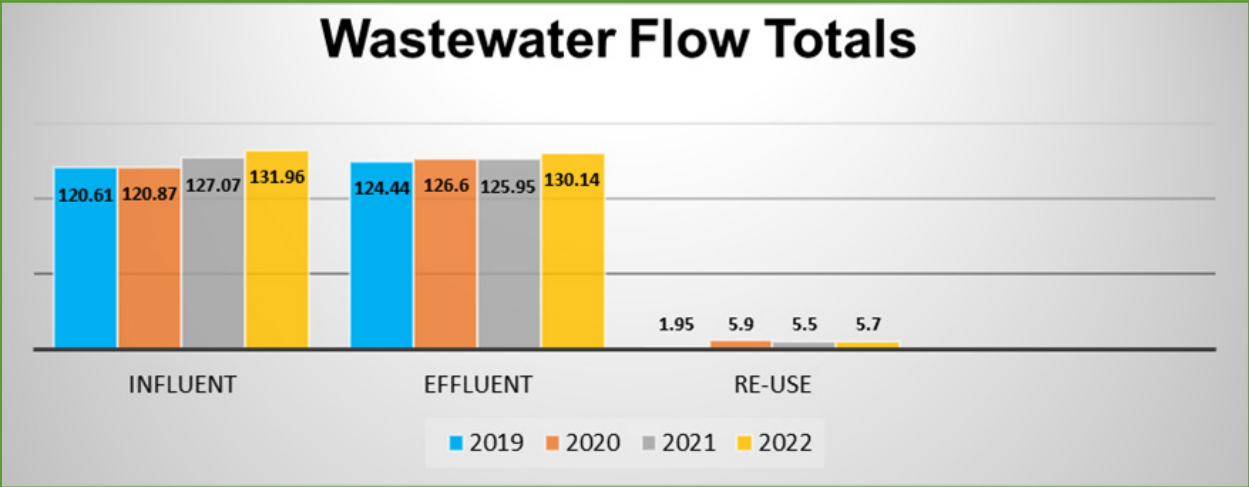
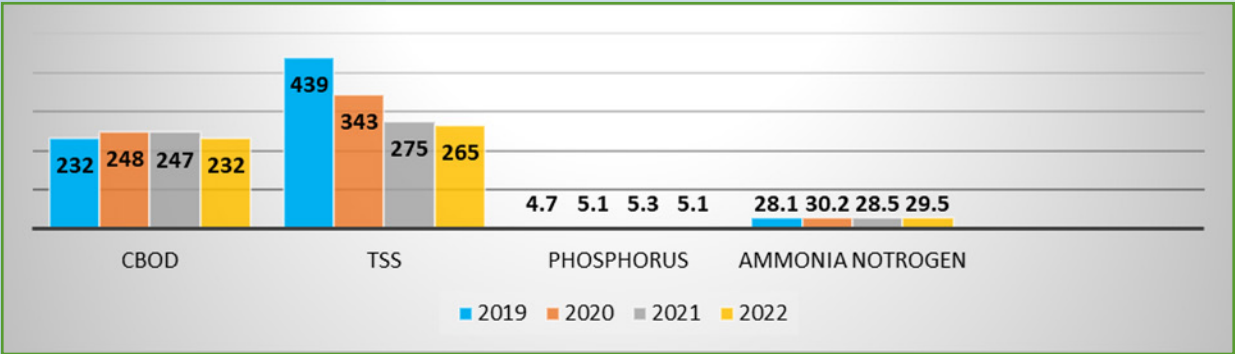


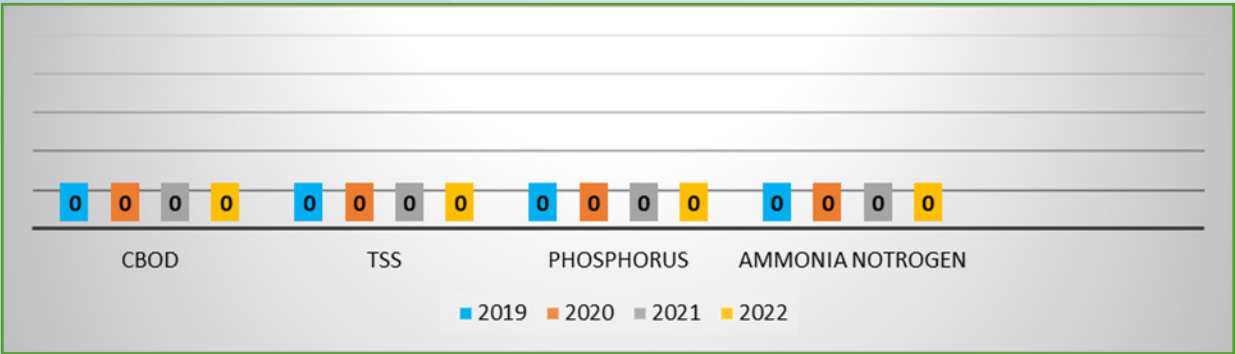
Figure Above: Flow data for the last four years in million gallons.

The wastewater pollutants that we treat for and remove are Cbod, tss, Ammonia Nitrogen and Phosphorus. Our NPDES wastewater permit has limits for each, which are enforced by the Minnesota Pollution Control Agency. Those results are reported each month to the MPCA in our discharge monitoring report or DMR.

Below are 2019-2022 average *influent* results, in mg/l:



Below are 2019-2022 average *effluent* results in mg/l:



The facility continues to perform in removing pollutants.



## Wastewater Treatment Facility statistics and maintenance completed by staff for 2022.

Wastewater 2022 Yearly Statistics				
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents; 8 Effluent (40 Constituents:	840	Constituents
Wastewater	Operational Hours	Hours spent at facility.	1892	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	216	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	216	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	216	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	365	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	365	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	1872	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	960	Tests



## 2022 Wastewater Projects Completed

Wastewater	Biosolids Processing	Fergus power pump processed 945,000 gallons of liquid biosolids.	3	Weeks
Wastewater	Biosolids Processing	Land apply processed solids on permitted sites.	500	Wet Tons
Wastewater	Clarifier Maintenance	Grease Clarifier	2	Clarifier
Wastewater	UV System	Each year, the UV system is taken out of service for cleaning and inspection.	1	Week
Wastewater	UV System	Put UV system back in service for Wastewater Disinfection.	5	Banks (120 Bulbs)
Wastewater	Rapid Mixer Maintenance	Oil change and inspect for wear.	3	Mixer
Wastewater	HVAC Maintenance	Change and inspect filters for Makeup Air Units.	8	Units
Wastewater	Wastewater Meters	MPCA requires semi-yearly testing of flow meters.	6	Meters`
Wastewater	Annual RPZ and Vacuum Breaker Testing	Check all RPZ and vacuum breakers to ensure working order	17	Backflow Devices
Wastewater	Rapid Infiltration Basin Maintenance	Disk/till-up Rapid Infiltration Basins	3	Basins
Wastewater	Aeration Basins	Drain and Clean Aeration Basin # 2	4	Days
Wastewater	Monitoring Well Testing	Three times a year, the four monitoring wells need to be sampled and tested.	3	Wells
Wastewater	Backwash Tank Cleaning	The backwash tank is cleaned of solids from filter backwashing.	1	Day
Wastewater	Blower Maintenance	Change oil, replace belts and inspect blowers.	8	Blowers
Wastewater	Annual VFD Inspection	Check voltage and amps on all units. Tighten lugs.	35	VFD's
Wastewater	Generator Exercising	The generator is tested each week to ensure unit will run when needed.	52	Exercises

### Required State Agency Reports:

Wastewater	Discharge Monitoring Report (DMR) (MPCA)	Required by our NPDES permit, each month, staff has to submit the DMR.	12	Reports
Wastewater	Reuse Report (MPCA)	Required by our NPDES permit, this report list all reuse activities and results for the year	1	Report
Wastewater	Biosolids Report (MPCA)	Required by our NPDES permit, this report lists all results and site application activity.	1	Report
Wastewater	Fluoride Report	This report lists all fluoride used, results and location of test	12	Reports
WWTP and Well House	Department of Natural Resources, Water Use Report. (DNR)	Required by the DNR, this report list all water pumped and water sold.	1	Report
Water Treatment Facility	Consumer Confidence Report or CCR. (MDH)	Required by the MDH, the city has to publish all Drinking water results for public viewing.	1	Report
Distribution System	Chlorine Residual Report (MDH)	Required by the MDH, this report includes our bacteria results chlorine test results.	12	Reports



Lift Stations				
All Lift Stations	Wash Downs	Wash out grease accumulations	12	Lift stations
All Lift Stations	Vac Out Lift Stations	Vac out sediments and grease	12	Lift Stations
All Lift Stations	Yearly Maintenance	Change oil, inspect wear rings.	23	Lift Stations
Main Lift Station (WWTP)	Pull Pumps	Pull pumps due to plugging	0	Pumps
DL-6 Lift station	Pull Pumps	Pull pumps due to plugging	6	Pumps
Rivers Edge lift station	Pull Pumps	Pull pumps due to plugging	0	Pumps
Turtle run lift station	Pull Pumps	Pull pumps due to plugging	6	Pumps
Ambassador lift station	Pull Pumps	Pull pumps due to plugging	1	Pumps
River shores lift station	Pull Pumps	Pull pumps due to plugging	2	Pumps
Deer Creek Lift station	Pull Pumps	Pull pumps due to plugging	2	Pumps
Dellwood Lift Station	Pull Pumps	Pull pumps due to plugging	1	Pumps
Royal Oaks Lift station	Pull Pumps	Pull pumps due to plugging	1	Pumps
*Total man hours for plugged pumps			38	

## Lift Station Issues

The never-ending battle with "Flushable wipes" never ends! When we say that a pump is plugged, the image to the right is what we are referring to. Wipes and other debris wind up within the impeller, which can cause a drastic pumping deficiency. Most of the time, staff can free the plug loose by pulling on it. Other times require a cutting device, a pry bar, and channel locks.

When the impeller becomes too entangled with rags, it causes the amps to rise, which can lead to the pump tripping out the breaker or in some complete pump failure.



# 2022 PROJECTS

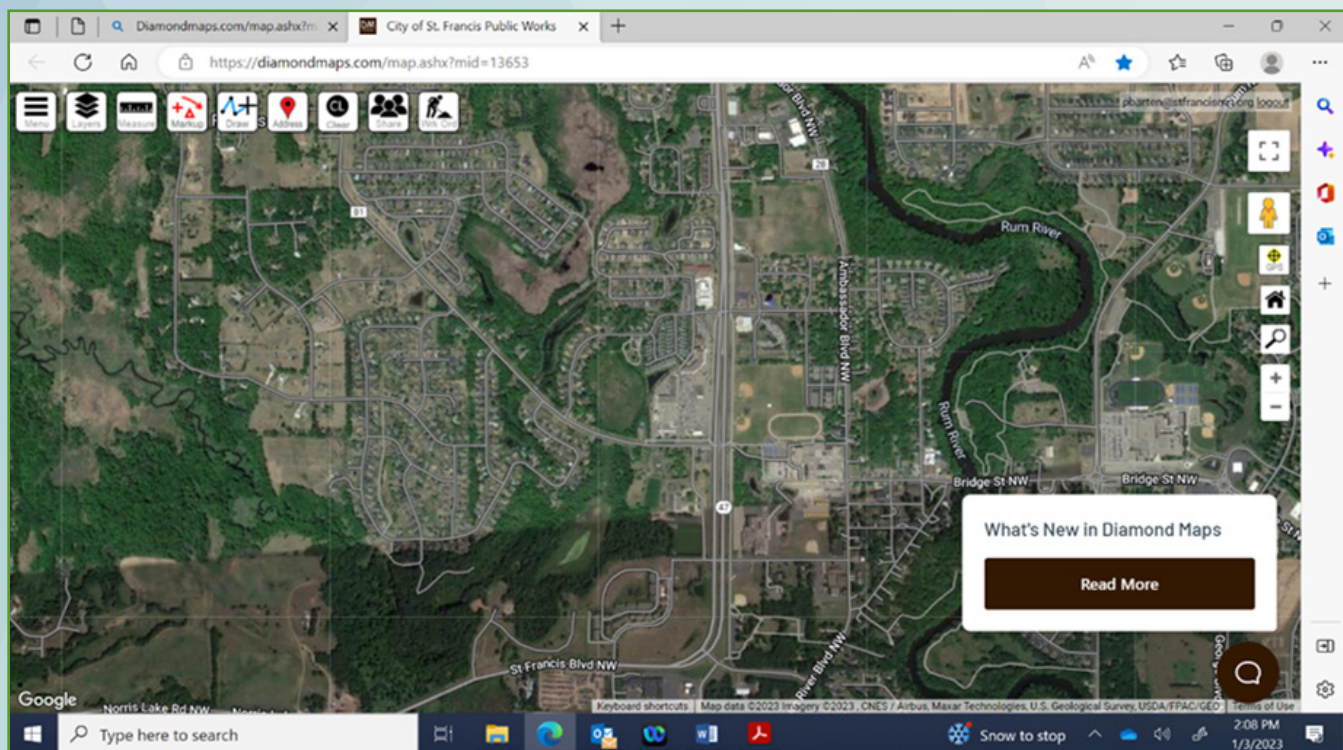
## Locating and GIS

As I mentioned in the intro, one of the projects we were able to start and complete this year was collecting GPS coordinates of our utility assets in District # 2, which goes from Hwy 47 and goes west through Deer Creek Development.



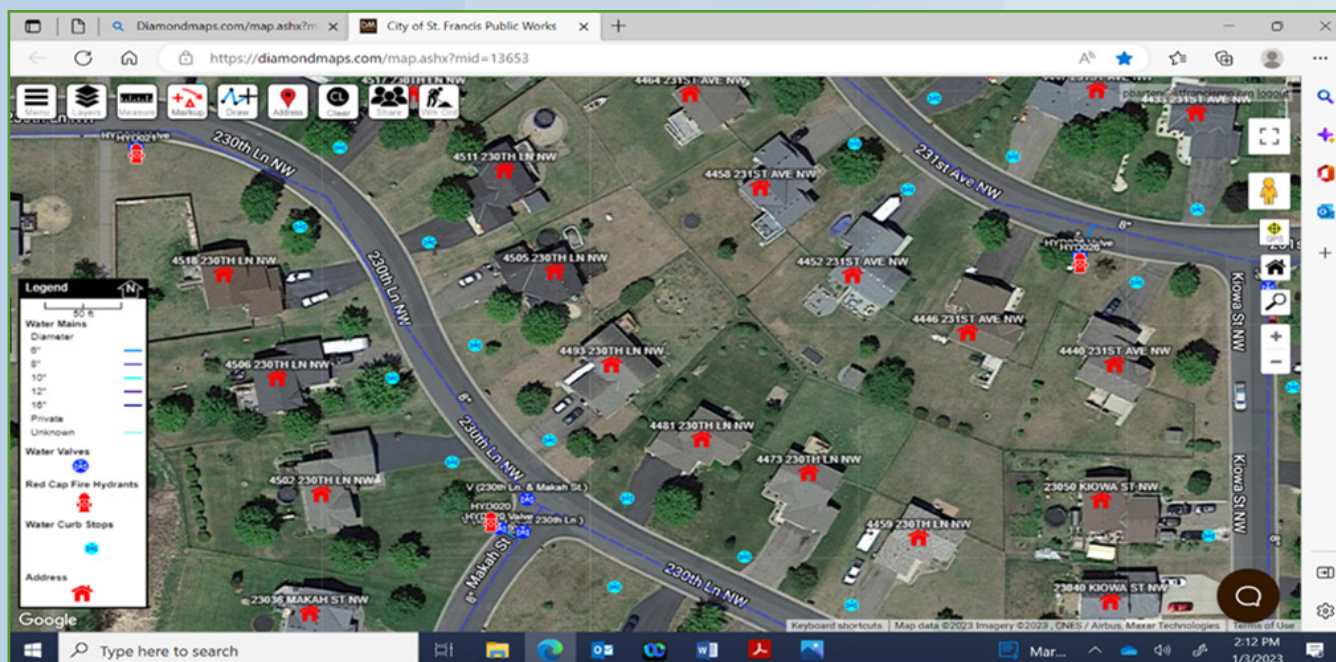
The picture to the left shows the interface of the RTK locator and the data it collects. The problem that we had was what to do with the data after collecting it.

Staff found a cloud-based GIS software called Diamond Maps. This software allows staff to upload our data directly to it from the RTK and auto populate the map automatically. The other great thing is that staff can make changes and edit on the go.



This is the base map of the town with no data.

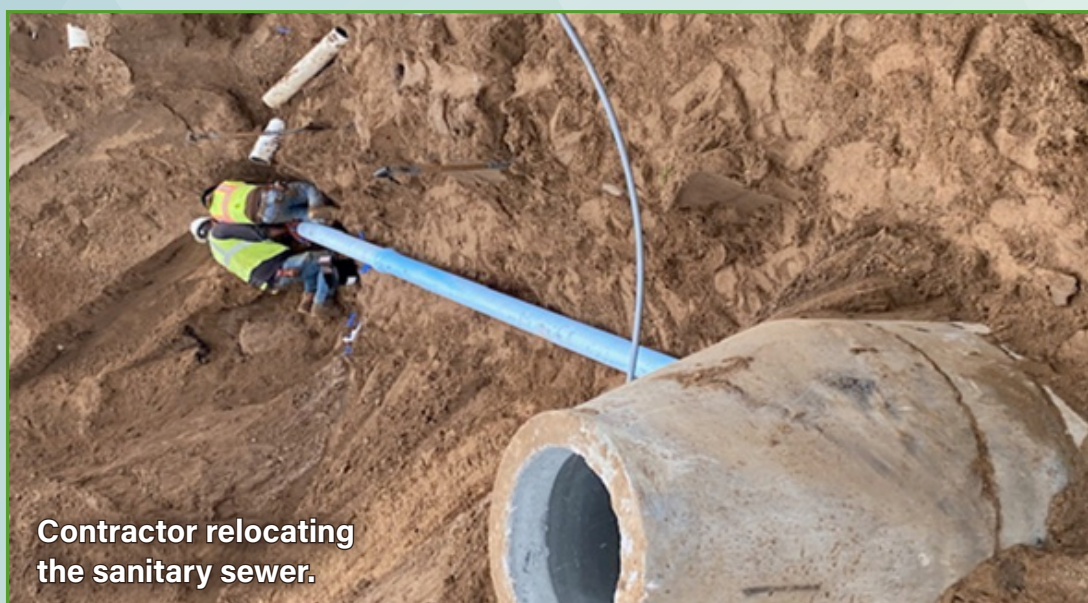




This is a portion of Deer Creek on Diamond maps populated with the data that we collected from the RTK. After spending some time, using and navigating the software we decided to go a couple steps further and include all of our utility assets on it including gate valves and hydrants. Staff has really enjoyed creating our own GIS system using both the RTK and Diamond maps. The creation of this GIS system will better help staff in locating assets faster when asked for information regarding the assets especially in an emergency like customer service leaks. This year we will continue with this project in District #3.

## Poppy Street Project

The Poppy Street reconstruct was completed this year. Work entailed replacing roughly 1000 feet of undersized water main, the addition of new gate valves and hydrants and the relocation of sanitary sewer. The other obvious benefit was the new roadway!



Contractor relocating the sanitary sewer.



Below, is the 6" pipe on the left, and the new 8" pipe on the right for the Poppy Street project.



The picture above is the 4" temporary water line that supplied the water to the development during the installation of water main. Early on, we did experience one fail with a slip joint creating no water for residents. The contractor was on-site and had it repaired in a timely manner.



This slip joint failed and the two wires that held it together broke.





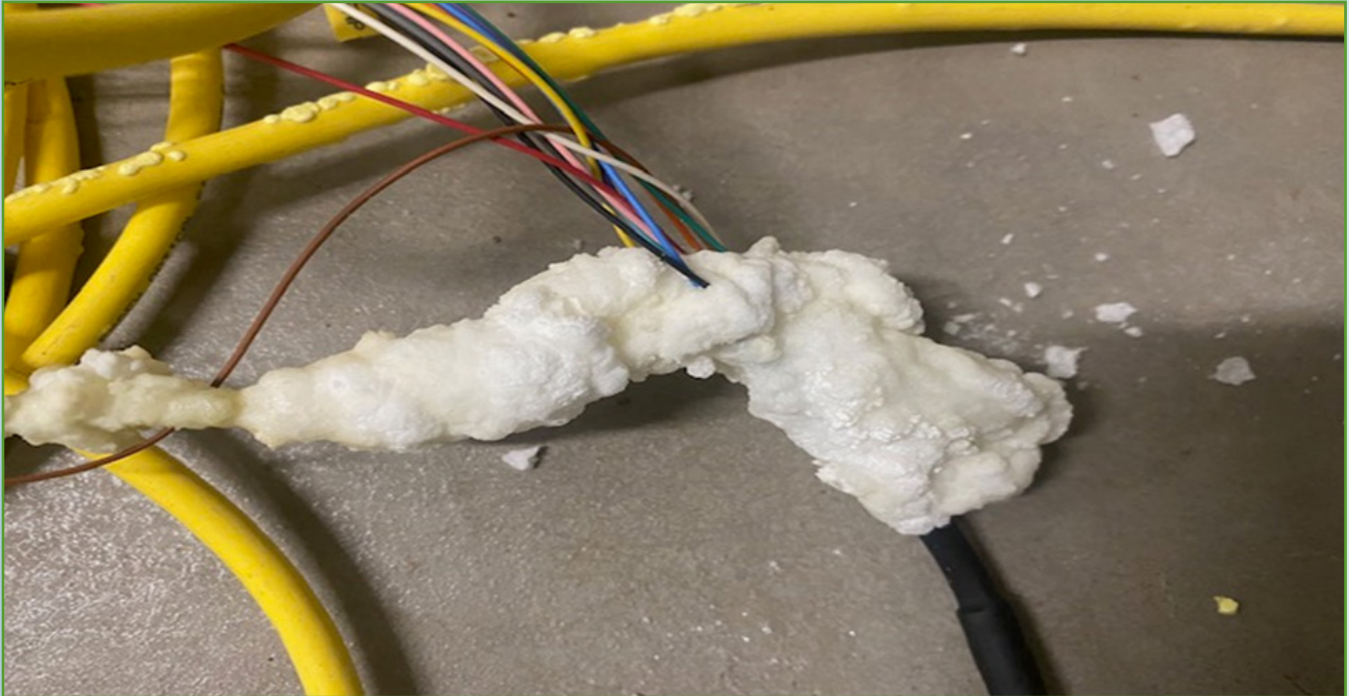
***The Poppy Street before and after taken in roughly the same location! What a difference!***



## Wastewater Treatment Facility Fiber Replacement

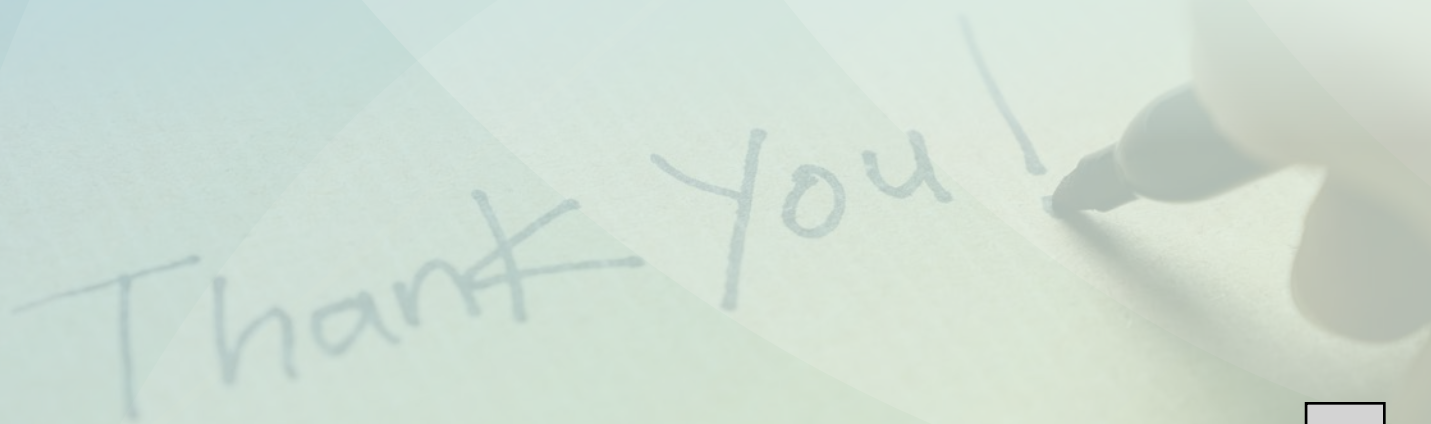
Staff along with our SCADA integrator replaced the fiber optic cable that completes a loop between all facility buildings. Water had infiltrated the sheathing and was causing a calcium like material to wick out from the cable. The fear was that it would eventually snap the fiber causing complete failure.

The new upgraded fiber has much thicker sheathing.



Although the fiber never completely failed, we did experience connection issues that were causing intermittent communication disruptions between the buildings.

*In closing, I would like to say thank you to Staff for their dedication and hard work.  
I would also like to thank Administration and City Council for their continued support.  
Bring on 2023!*





***On Behalf of the Director and Staff at Public Works,  
thank you for your continued support!***

***It is an honor to serve the City of St. Francis and it's residents.***

***THANK YOU!***

***See you in 2023!***



## **Saint Francis Public Works**

**4058 Saint Francis Boulevard NW**

**Saint Francis, Minnesota 55070**

**763-233-5200**