



CITY COUNCIL REGULAR MEETING

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

Tuesday, January 02, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. City Council Minutes - December 18, 2023
 - B. Council Appointments
Resolution 2024-01 Approving the appointments for 2024
 - C. Park Commission Appointment
 - D. Policy Amendment
 - E. Accept the Resignation of Assistant Fire Chief Joe Lawrence
 - F. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
 - A. ADA Transition Plan Public Hearing
Resolution 2024-02 Approving ADA Transition Plan
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. DNR ReLeaf Community Forest 2023 Grant Program
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - January 2 - New City Hall Hours in effect
 - January 2 - URRWMO Meeting @ Oak Grove City Hall
 - January 11 - City Council Work Session @ 5:00 Police/Public Works Building
 - January 16 - City Council Meeting (Tuesday) @ 6:00 pm
 - January 17 - Planning Commission Meeting @ 7:00 pm
 - February 5 - City Council Meeting @ 6:00 pm
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
December 18, 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 Joe Muehlbauer.

2. ROLL CALL

Members Present: Mayor Joe Muehlbauer, Councilmembers Kevin Robinson and Sarah Udvig.

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

3. APPROVAL OF AGENDA

Assistant City Attorney Schaps shared that they will be removing item 9A and adding item 9E.

MOTION BY: MAYOR MUEHLBAUER SECOND: UDVIG APPROVING THE REMOVAL OF ITEM 9A AND THE ADDITION OF ITEM 9E.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA AS AMENDED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

4. CONSENT AGENDA

- A. City Council Minutes - December 4, 2023
- B. Towing Memorandum of Understanding
- C. Conditional Offer of Employment
- D. Hiring of Tim Kizer- Administrative Captain-Hybrid Position
- E. Police Department Donation

- F. Application for Exempt Gambling Permit – MN Deer Association
- G. Change Orders – City Hall / Fire Station Project
- H. Planning Commission Appointments
- I. Stahl Construction – Pay Application No. 3 – Labor & Material
- J. Payment of Claims

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. City Hall Fire Station Fire and Security System

This item was removed from the agenda.

B. Personnel Policy Revisions

City Administrator Thunstrom reviewed the Staff report in regard to the Personnel Policy revisions. She reviewed the updated changes.

The Council thanked Staff for all of their hard work updating these policies.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE THE PERSONNEL POLICY REVISIONS.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

C. MOU between City of St. Francis and LELS 319 Police Officers

Thunstrom reviewed the Staff report concerning the MOU between the City and LELS 319 Police Officers.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

D. MOU between City of St. Francis and LELS 411 Sergeants

Thunstrom reviewed the Staff report concerning the MOU between the City and LELS 411 Sergeants.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

E. MOU between the City of St. Francis and EUOE Union Local 49

Thunstrom reviewed the Staff report in regard to the MOU between the City and EUOE Union Local 49 which is the Public Works Staff.

Robinson asked why this item was not in the regular agenda packet and was added last minute. Thunstrom explained it was an error on her end that it was added to the packet late.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. 2023 Year End Report

Thunstrom reviewed the 2023 Year End Report for the City. She highlighted administrative projects, including the software conversion which is an ongoing item. She added that there are many legislative items they are still working through. She shared that they had the highest history for introductions this year; however, they are not in the top 50 for items passed. She noted that the City adopted 21 new ordinances in 2023. She discussed the Highway 47 redesign and added that they had just submitted a grant application for \$17,900,000 to the Met Council in an attempt to get this highway completed. She shared there is a second grant that will be going to the State on February 1, 2024, which is just tied to the roundabout intersections. She added that the City Hall Fire Station is under construction and they have a great team in place that is working on this project. She thanked Hakanson Anderson for their work on Highway 47 and the City Hall Fire Station. She shared that there were 23 Council meetings, eight Work Session meetings,

and five Special meetings throughout the year. She acknowledged the passing of Mayor Feldman. She discussed all of the work that has been done with parks this year and noted the new Parks Commission. She added there were 16 land use applications that were submitted this year. She noted that the Council also approved the UAB program which has to do with the safety of both residents and Staff in the Police and Fire Departments. She shared that they are ending the year with 64 Staff members, with 27 being part-time Staff. She applauded the 12 Staff members who have been with the City for over 15 years. She shared that the long-term financial plan of the City was a big item that they were able to work through this year. She discussed what the goal for 2024 is, including starting the new year with a new Staff member. She added that they hope to have substantial completion of the City Hall Fire Station in 2024 and are hoping to have it complete by September to November of 2024. She noted that 2024 will be an election year and it will consume a lot of Staff time in regard to these elections. She shared that they will continue to request funds for Highway 47. She added that they expect legislation to be heavy in 2024. She encouraged the Council to attend the local officials meetings. She thanked all Staff for their work and shared that she is proud of all the progress that they were able to make this year.

The Council thanked Staff for their hard work during this very eventful year.

Mayor Muehlbauer thanked Staff for their help with his transition to Mayor after the passing of Mayor Feldman.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended for the last few weeks. They wished everyone a safe and happy holiday season.

Mayor Muehlbauer shared he has been emailing with the Mayor of Oak Grove and is hoping to meet up with him this week to touch based and hopefully further the cities commitments to each other.

13. UPCOMING EVENTS

December 20 - Planning Commission Meeting @ 7:00 pm
December 25 - City Offices closed in observance of Christmas Day
January 1 - City Offices closed in observance of New Year's Day
January 2 - New City Hall Hours in effect
January 2 - City Council Meeting @ 6:00 pm
January 2 - URRWMO Meeting @ Oak Grove City Hall
January 11 - City Council Work Session

14. ADJOURNMENT

MOTION BY: UDVIG SECOND: ROBINSON TO ADJOURN THE MEETING.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:18 p.m.

Jennifer Wida, City Clerk

DRAFT



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Council Appointments
DATE: January 2, 2024

OVERVIEW:

Annual appointments for the 2024 Calendar year.

Updated appointments include assigning Councilmember Kreklow to the EDA.

All other assignments remained the same from July.

Please let the Mayor or Administrator know if your assignment will not work with your schedule for reappointing.

ACTION TO BE CONSIDERED:

Council to approve Resolution 2024-01 Approving the Appointments for 2024

Attachments:

- Resolution 2024-01 Approving the Appointments for 2024

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

RESOLUTION 2024-01

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2024

- Mayor Pro Tem: Kevin Robinson, Council Member
- City Assessors: Erik A. Skogquist, SAMA
Mary Wells, CMA
- City Attorney: Barna, Guzy & Steffen, Ltd.
- City Engineer: Hakanson Anderson
- Planning Consultants: Hoisington Koegler Group Inc. (HKGI)
- Health Care Services: Allina Medical Clinic – Cambridge
- Weed Inspector: Joseph Muehlbauer, Mayor
- Assistant Weed Inspector: Paul Carpenter, Public Works Director
- Emergency Management Director: Todd Schwieger, Police Chief
- Anoka County Joint Law Enforcement Council:
Police Chief: Todd Schwieger, Police Chief
Council Representative: Kevin Robinson, Council Member
Alt: Kate Thunstrom, City Administrator
- Official Newspaper: Anoka County Union Herald
- Official Public Depository: Village Bank of St. Francis
Ehlers & Associates
4M Fund
- Financial Consultant/Bond Underwriter: Ehlers & Associates
- Official Signatures: Joseph Muehlbauer, Mayor
Kevin Robinson, Mayor Pro Tem
Kate Thunstrom, City Administrator
Jennifer Wida, City Clerk
Darcy Mulvihill, Finance Director
(2 signatures required)

Council Representatives to Boards/Commissions/Committees:

- Planning Commission: Kevin Robinson, Council Member
- Charter Commission: Sarah Udvig, Council Member
- Independent School District 15 (SFAS): Sarah Udvig, Council Member
- Park Commission: Sarah Udvig, Council Member
- Economic Development Authority:
Council Representative Joe Muehlbauer, Mayor
Council Representative Crystal Kreklow, Council Member
- Upper Rum River Watershed
Management Organization:
Resident Members Chris Beyett Resident
Andrew Wood, Resident
- Metropolitan Council: Joseph Muehlbauer, Mayor
- Heritage Preservation Commission: City Council
- Pioneer Days:
Council Representative Sarah Udvig, Council Member
Staff Representative Jenni Wida, City Clerk
- Anoka County Fire Protection Council:
Fire Chief David Schmidt, Fire Chief
Council Representative Robert Bauer, Council Member
Alt: Joseph Muehlbauer, Mayor

The motion for the adoption of the foregoing resolution was made by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:
and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 2ND DAY OF JANUARY 2024.

APPROVED:

Joseph Muehlbauer, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Park Commission Appointment
DATE: January 2, 2024

OVERVIEW:

City code 2-4-3 identifies the establishment and composition of the Park Commission. The Commission was reinstated on March 27th of 2023. This group of individuals maintain a comprehensive plan for the city park system and make recommendations for the development and maintenance of these areas and facilities. The responsibility of the Commission is to make recommendations to Council on issues brought forward.

The Park Commission consists of five voting members who are appointed by the City Council. Appointed members serve two-year terms. The Park Commission will meet quarterly in February, May, August, and November.

Applicants to be considered

- Renee Wedan

ACTION TO BE CONSIDERED:

Council is requested to appoint one individual at this time to the Park Commission.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Policy Amendment
DATE: January 2, 2024

OVERVIEW:

The St. Francis Police Department has amended department policy 421, Portable Audio/Video Recorders. The policy amendment includes added mandatory language from recent legislative updates.

ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department Policy 421, Portable Audio/Video Recorders. New language is indicated in the policy by underlined blue wording.

BUDGET IMPLICATION:

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

Attachments:

- St. Francis Police Department Policy 421, Portable Audio/Video Recorders.

Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any St. Francis Police Department facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

421.1.1 DEFINITIONS

Definitions related to this policy include:

MGDPA or Data Practices Act - refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

Portable recording device - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

General citizen contacts - An informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to a citizen asking for directions, receiving generalized concerns from a citizen about crime trends in his or her neighborhood, casual conversation with a citizen.

Adversarial - A law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

Evidentiary value - Information that may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

Official duties - For purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Records retention schedule - Refers to the retention schedule adopted by the St. Francis Police Department.

Unintentionally recorded footage - is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value.

Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

421.2 POLICY

It is the policy of this department to authorize and require the use of department issued portable recording devices as set forth below, and to administer portable recording device data as provided by law.

421.3 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
 - 2. The coordinator should work with the Custodian of Records to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.
 - 1. These procedures should include the process to obtain written authorization for access to non-public data by SFPD members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
 - 1. Total number of devices owned or maintained by the St. Francis Police Department.
 - 2. Daily record of the total number of portable recording devices actually deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 - 3. Total amount of recorded portable recording device data collected by the devices and maintained by the St. Francis Police Department.
 - 4. This policy, together with the Records Retention Schedule.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the St. Francis Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Department website.

421.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.5 MEMBER RESPONSIBILITIES

Officers shall wear and operate the portable recording device in compliance with this policy. This requirement includes situations where the officer is under the command and control of another chief law enforcement officer or federal law enforcement official while performing official duties for this agency.

Prior to going into service, uniformed members will be responsible for making sure that they are equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable.

Uniformed members should wear the recorder in a conspicuous manner at or above the mid-line of the waist.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record their name, employee number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

421.6 GENERAL GUIDELINES FOR RECORDING

Officers shall activate their portable recording devices when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, investigative stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that become adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Member Responsibilities guidelines,

Officers have discretion to record or not record general citizen contacts.

Officers have no affirmative duty to inform people that a portable recording device is being operated or that the individuals are being recorded. Officers may elect to notify people they encounter that a portable recording device is being operated if it's felt that doing so may aid the law enforcement process, reduce fear on the part of

a person subjected to a law enforcement contact, result in improved behavior of a person, or if it serves to de-escalate an encounter.

Once activated, the portable recording device should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their device. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

Officers shall not intentionally block the portable recording devices audio or visual recording functionality to defeat the purposes of this policy.

Notwithstanding any other provision in this policy, officers shall not use their portable recording devices to record other agency personnel during non-enforcement related activities, such as during pre- and post- shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Officers assigned to a plain clothes assignment shall not be required to wear a portable recording device during their day to day work unless working in a uniformed call response capacity or are otherwise required by this policy or as directed by a supervisor. Non-uniformed officers may carry an approved portable recording device at any time the member feels the device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner and in accordance with department training.

421.7 SPECIAL GUIDELINES FOR RECORDING

Officers may, in the exercise of sound discretion, determine:

To use the portable recording devices to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

Officers shall use their portable recording devices and squad-based audio/video systems to record their transportation and the physical transfer of person in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

421.8 DOWNLOADING AND LABELING DATA

Each officer using a portable recording device is responsible for transferring or assuring the proper transfer of the data from his or her camera to the Back End Client by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's portable recording device and assume responsibility for transferring the data from it.

Officers shall classify the portable recording device data files at the time of capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate classification.

Officers should assign as many of the following labels as are applicable to each file:

- a. **Criminal/Arrest:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision and/or whenever a custodial arrest is made.
 - 1. Retention periods for cases that have been charged are based on the status of court proceedings. For uncharged offenses, retention is seven years or permanently in the case of death investigations.
- b. **Use of Force:** Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.
 - 1. These recordings must be maintained for seven years regardless of the disposition of any related criminal case.
- c. **Evidence/Property:** Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.
 - 1. Collects, processes, or inventories evidence.
 - 2. Collects, processes, or inventories property.
 - 3. Inventories or searches of a vehicle that is subject to tow, regardless of the reason for the tow.Evidence/property logs are subject to a one-year minimal retention period.
- d. **Complaint:** The incident involved an adversarial encounter or resulted in a complaint against the officer.

Video that turns out to have evidentiary value in any internal investigation is subject to a six year retention period. A shorter retention period may be utilized if no complaint or investigation arises.
- e. **Traffic Citation (Non-DWI):** To be used for traffic citations not involving a custodial arrest.
- f. **Assist other agency/Advise/Warn:** To be used in response to incidents (i.e. traffic stop, agency assists).
- g. **Training:** The event was such that it may have value for training.

No minimal retention period exists.
- h. **Emergency Vehicle Response:** The incident required an emergency response.
- i. **Other/Miscellaneous:** The recording does not contain any of the foregoing categories of information but may have potential evidentiary value or may have other value in being retained. Examples could include investigative or interview footage.
- j. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recording of general citizen contacts and unintentionally recorded footage are not evidence.
- k. **Confidential:** In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include:
 - 1. Victims and alleged victims of criminal sexual conduct and sex trafficking.
 - 2. Victims of child abuse or neglect.

3. Vulnerable adults who are victims of maltreatment.
4. Undercover officers.
5. Informants.
6. When the video is clearly offensive to common sensitivities.
7. Victims of and witnesses to crimes, if the victims or witness has requested not to be identified publicly.
8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.
9. Mandated reporters.
10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
11. Juveniles who are or may be delinquent or engaged in criminal acts.
12. Individuals who make complaints about violations with respect to the use of real property.
13. Officers and employees who are the subject of a complaint related to the events captured on video.
14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

Labeling and flagging designations may be corrected or amended based on additional information.

421.9 ACCESS TO PORTABLE RECORDING SYSTEM DATA

[Access to data by survivors and legal counsel.](#) Notwithstanding section Minn. Stat. § 13.82, subdivision 7 , when an individual dies as a result of a use of force by an officer of this agency, all portable recording system data documenting the incident, redacted only as required by law, must be made available for inspection by any of the following individuals within five days of their request:

- [a. the deceased individual's next of kin;](#)
- [b. the legal representative of the deceased individual's next of kin; and](#)
- [c. the other parent of the deceased individual's child.](#)

[The request may be denied if there is a compelling reason that inspection would interfere with an active investigation. If access is denied, the chief of police must provide a prompt, written denial to the requestor with a short description of the compelling reason access was denied. The written denial must also provide notice that relief may be sought from the district court pursuant to Minn. Stat. § section 13.82, subdivision 7 .](#)

[Death resulting from force - release of data to public.](#) When an individual dies as a result of force used by an officer of this agency, all portable recording system data documenting the incident, redacted only as required by law, must be released and classified as public within 14 days after the incident, unless the chief of police asserts in writing that the public classification would interfere with an ongoing investigation, in which case the data remain classified by Minn. Stat. § section 13.82, subdivision 7 .

Data subjects. Under Minnesota law, the following are considered data subjects for purposes of administering access to portable recording device data:

- a. Any person or entity whose image or voice is documented in the data.
- b. The officer who collected the data.
- c. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

Portable recording device data is presumptively private. Recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

- a. Portable recording device data pertaining to people is presumed private, as is portable recording device data pertaining to businesses or other entities.
- b. Some portable recording device data is classified as confidential (see below).
- c. Some portable recording device data is classified as public (see below).

Confidential data. Portable recording device data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

Public data. The following portable recording device data is public:

- a. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.
- b. Data that documents the use of force by a peace officer that results in substantial bodily harm.
- c. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted if practicable. In addition, any data on undercover officers must be redacted.
- d. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

Access to portable recording device data by non-employees. Officers shall refer members of the media or public seeking access to portable recording device data to a member of the department administration or designee who shall process the request in accordance with the MGDPA and other governing laws. In particular:

- a. An individual shall be provided with access and allowed to review recorded portable recording device data about him or herself and other data subjects in the recording, but access shall not be granted:
 - 1. If the data was collected or created as part of an active investigation.

2. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. 13.82, subd. 17.
- b. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request but subject to the following guidelines on redaction:
1. Data on other individuals in the recording who do not consent to the release must be redacted.
 2. Data that would identify undercover officers must be redacted.
 3. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

Access by peace officers and law enforcement employees. No employee may have access to the department's portable recording device data except for legitimate law enforcement or data administration purposes:

- a. Officers may access and view stored portable recording device video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.
- b. Agency personnel are prohibited from accessing portable recording device data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading portable recording device data recorded or maintained by this agency to public and social media websites.
- c. Employees seeking access to portable recording device data for non-business reasons may make a request for it in the same manner as any member of the public.

Other authorized disclosures of data. Officers may display portions of the portable recording device footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individual identities that are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

- a. Portable recording device data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.
- b. Portable recording device data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

421.10 DATA SECURITY SAFEGUARDS

Officers shall safeguard their username and password for the portable recording device system. The sharing of a user's access to the system is prohibited.

Personally owned devices, including but not limited to computers and mobile devices, shall not be programed or used to access or view agency portable recording device data.

Officers shall not intentionally edit, alter, erase, or destroy any recording made with a peace officer's portable recording device prior to the expiration of the applicable retention period under Minn. Stat. 13.825, subd. 3.

As required by Minn. Stat. 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its portable recording system program.

421.11 AGENCY USE OF DATA

At least once a month, supervisors will randomly review portable recording device usage by each officer to whom a device is issued or available for use, to ensure compliance with this policy and to identify any performance areas in which additional training or guidance is required.

Supervisors and other assigned personnel may access portable recording device data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

Nothing in this policy limits or prohibits the use of portable recording devices data as evidence of misconduct or as a basis for discipline.

Officers should contact their supervisors to discuss retaining and using portable recording device footage for training purposes. Field training officers may utilize portable recording device data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

421.12 DATA RETENTION

All portable recording device data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

Data documenting the discharge of firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum of one year.

[Data documenting deadly force by a peace officer must be maintained indefinitely.](#)

Certain kinds of portable recording device data must be retained for six years:

1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.
2. Data documenting circumstances that have given rise to a formal complaint against an officer.

Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

All other portable recording device footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

Upon written request by a data subject, the agency shall retain a recording pertaining to that subject for an additional period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

The department shall maintain an inventory of the portable recording device recordings having evidentiary value.

The department will post this policy, together with a link to its Records Retention Schedule, on its website.

421.13 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of a supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.14 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

421.15 COMPLIANCE

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of portable recording device data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Accept the Resignation of Assistant Fire Chief Joe Lawrence
DATE: January 2, 2024

OVERVIEW:

Assistant Chief- Joe Lawrence has submitted his resignation from the St. Francis Fire Department, effective January 16th, 2024. Assistant Chief Lawrence has served the city and residents of St. Francis since 2016. Assistant Chief Lawrence has been an integral part of the development and success of the fire department. His leadership and dedication will be greatly missed.

ACTION TO BE CONSIDERED:

Accept the resignation of Assistant Chief, Joe Lawrence

BUDGET IMPLICATION:

NONE

Attachments:

- Resignation Letter

Chief Schmidt,

Effective 11:59pm January 15th I will be resigning from the St. Francis Fire Department. Serving the SFFD and the City of St. Francis was one of the greatest decisions I have ever made and I cannot thank you enough for giving me that opportunity. We accomplished so much in what seemed like a short amount of time.

Since joining the fire service in 1998 I have always maintained multiple jobs and careers. As I age I find my ability to manage multiple careers diminishing. I hope to start settling into a single career and enjoying some personal time.

I hope the very best for the Community of St. Francis and it's fire department. You have helped the fire department find their identity and created a brand throughout the Minnesota fire service. What once was a tarnished reputation is now a light shining in northern Anoka County. Keep up the good work, fight the good fights, and I better receive an invite to the new fire station grand opening next year.

St. Francis is lucky to have you as their chief. So was I.

Joseph Lawrence
Assistant Fire Chief
St. Francis Fire Department



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: January 2, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$96,588.72 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 01-02-2024 Packet List-\$96,588.72

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Vendor 10666 - ANDERSON, BARB							
.12202023 00034208	ANDERSON, BARB PARK COMMISSION MEETINGS 101-45200-40441	12/20/2023 NSANTILLO PARK COMMISSION MEETINGS		25.00 25.00	25.00	Open	N 12/31/2023
Total Vendor 10666 - ANDERSON, BARB				25.00	25.00		
Vendor 2591 - ASPEN MILLS							
325172 00034224	ASPEN MILLS UNIFORMS-HEDGES 101-42110-40437	12/20/2023 DMULVIHILL UNIFORMS		657.74 657.74	657.74	Open	N 12/31/2023
325303 00034236	ASPEN MILLS UNIFORMS-BULERA 101-42110-40437	12/21/2023 DMULVIHILL UNIFORMS		122.99 122.99	122.99	Open	N 12/31/2023
325307 00034239	ASPEN MILLS UNIFORMS-STURZL 101-42210-40437	12/21/2023 DMULVIHILL UNIFORMS		399.95 399.95	399.95	Open	N 12/31/2023
Total Vendor 2591 - ASPEN MILLS				1,180.68	1,180.68		
Vendor 8909 - AT-SCENE, LLC							
1654 00034102	AT-SCENE, LLC 2024 SUBSCRIPTION 101-42110-40311	01/01/2024 NSANTILLO SUBSCRIPTIONS		2,835.00 2,835.00	2,835.00	Open	N 01/02/2024
Total Vendor 8909 - AT-SCENE, LLC				2,835.00	2,835.00		
Vendor CD-REFUND - BD PLUMBING, HEATING AND A/C							
12/20/2023 00034217	BD PLUMBING, HEATING AND A/C CANCELLED P2023-00781 101-00000-20200	12/20/2023 DMULVIHILL Mechanical	12/20/2023	121.00 121.00	121.00	Open	N 12/20/2023

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Vendor CD-REFUND - BD PLUMBING, HEATING AND A/C							
12/20/2023							
00034218	BD PLUMBING, HEATING AND A/C CANCELLED 2023-00782 101-00000-20200	12/20/2023 DMULVIHILL Plumbing	12/20/2023	121.00 121.00	121.00	Open	N 12/20/2023
Total Vendor CD-REFUND - BD PLUMBING, HEATING AND A/C				242.00	242.00		
Vendor 10669 - BEYETT CHRISTOPHER R							
.12282023							
00034258	BEYETT CHRISTOPHER R URRMWO 2023 MEETINGS 101-41910-40110	12/28/2023 NSANTILLO URRMWO 2023 MEETINGS		80.00 80.00	80.00	Open	N 12/31/2023
Total Vendor 10669 - BEYETT CHRISTOPHER R				80.00	80.00		
Vendor 7244 - BREAKTHRU BEVERAGE							
113618134							
00034233	BREAKTHRU BEVERAGE LIQUOR 609-49751-40254 609-49751-40253 609-49751-40206 609-49751-40251	12/21/2023 JPFEIFER MISCELLANEOUS MERCHANDISE WINE FREIGHT LIQUOR		3,516.90 218.77 312.00 55.69 2,930.44	3,516.90	Open	N 12/21/2023
Total Vendor 7244 - BREAKTHRU BEVERAGE				3,516.90	3,516.90		
Vendor 10336 - BSA TROOP 511							
131							
00034246	BSA TROOP 511 RECYCLING EVENT 101-43210-40439	12/22/2023 NSANTILLO RECYCLING DAYS		750.00 750.00	750.00	Open	N 12/31/2023
Total Vendor 10336 - BSA TROOP 511				750.00	750.00		
Vendor 10357 - CHOSEN VALLEY TESTING, INC							
49735							
00034124	CHOSEN VALLEY TESTING, INC CONSTRUCTION MATERIALS TESTING 404-41400-40589	12/05/2023 NSANTILLO CITY HALL/FIRE STATION		4,570.00 4,570.00	4,570.00	Open	N 12/31/2023

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Vendor 10357 - CHOSEN VALLEY TESTING, INC							
Total Vendor 10357 - CHOSEN VALLEY TESTING, INC				4,570.00	4,570.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4007832 00034117	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	12/19/2023 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		156.55 4.00 152.55	156.55	Open	N 12/19/2023
Total Vendor 4854 - CRYSTAL SPRINGS ICE				156.55	156.55		
Vendor 91 - DAHLHEIMER DIST. CO. INC.							
2072594 00034223	DAHLHEIMER DIST. CO. INC. BEER/LIQUOR 609-49751-40251 609-49751-40252	12/20/2023 CBUSKEY LIQUOR BEER		11,612.25 863.25 10,749.00	11,612.25	Open	N 12/20/2023
Total Vendor 91 - DAHLHEIMER DIST. CO. INC.				11,612.25	11,612.25		
Vendor 419 - DRIVER & VEHICLE SERVICES							
.01012024 00034107	DRIVER & VEHICLE SERVICES 2024 PLATE RENEW 101-43100-40221 101-45200-40221 601-49440-40221 602-49490-40221 101-49200-40441	01/01/2024 DMULVIHILL VEHICLE MAINTENANCE VEHICLE MAINTENANCE VEHICLE MAINTENANCE VEHICLE MAINTENANCE MISCELLANEOUS		307.75 87.04 87.03 56.66 56.77 20.25	307.75	Open	N 01/02/2024
Total Vendor 419 - DRIVER & VEHICLE SERVICES				307.75	307.75		
Vendor 110 - ELECTRO WATCHMAN, INC.							
415167 00034127	ELECTRO WATCHMAN, INC. 2024 CITY HALL BURGLARY MONITORING 101-41940-40445	01/01/2024 NSANTILLO SECURITY		443.40 443.40	443.40	Open	N 01/02/2024

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Vendor 110 - ELECTRO WATCHMAN, INC.							
415169 00034128	ELECTRO WATCHMAN, INC. 2024 PW/POLICE ALARM MONITORING 101-42110-40401 101-43100-40401 101-45200-40401 601-49440-40401 602-49490-40401	01/01/2024 NSANTILLO		840.00	840.00	Open	N 01/02/2024
	BUILDINGS MAINTENANCE			168.00			
	BUILDINGS MAINTENANCE			168.00			
	BUILDINGS MAINTENANCE			168.00			
	BUILDINGS MAINTENANCE			168.00			
	BUILDINGS MAINTENANCE			168.00			
415168 00034129	ELECTRO WATCHMAN, INC. 2024 BOTTLE SHOP ALARM MONITORING 609-49750-40445	01/01/2024 NSANTILLO		961.23	961.23	Open	N 01/02/2024
	SECURITY			961.23			
Total Vendor 110 - ELECTRO WATCHMAN, INC.				2,244.63	2,244.63		
Vendor 545 - ELITE SANITATION							
30321 00034206	ELITE SANITATION PORTABLE RENTAL 11/12/23-12/9/23 101-45200-40402	12/15/2023 NSANTILLO		901.00	901.00	Open	N 12/31/2023
	JANITORIAL SERVICE			901.00			
Total Vendor 545 - ELITE SANITATION				901.00	901.00		
Vendor 1163 - EMBEDDED SYSTEMS							
344602 00033959	EMBEDDED SYSTEMS 2024 SIREN MAINTENANCE 101-42110-40311	01/01/2024 DMULVIHILL		899.46	899.46	Open	N 01/02/2024
	CONTRACT			899.46			
Total Vendor 1163 - EMBEDDED SYSTEMS				899.46	899.46		
Vendor 132 - GRAINGER, INC.							
9941442767 00034225	GRAINGER, INC. PARTS-CRANE TRUCK 602-49490-40229	12/20/2023 DMULVIHILL		9.22	9.22	Open	N 12/31/2023
	PROJECT MAINTENANCE			9.22			
Total Vendor 132 - GRAINGER, INC.				9.22	9.22		

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Vendor 2989 - GREG ZUTZ							
.12202023 00034210	GREG ZUTZ 2023 PARK COMMISSION MEETINGS 101-45200-40441	12/20/2023 NSANTILLO 2023 PARK COMMISSION MEETINGS		20.00 20.00	20.00	Open	N 12/31/2023
Total Vendor 2989 - GREG ZUTZ				20.00	20.00		
Vendor 1145 - HACH COMPANY							
13863326 00034261	HACH COMPANY DIGITAL PH SENSOR	12/26/2023 DMULVIHILL		1,574.00	1,574.00	Open	N 12/31/2023
Total Vendor 1145 - HACH COMPANY				1,574.00	1,574.00		
Vendor 10476 - IUOE LOCAL #49							
.01012024 00034260	IUOE LOCAL #49 JANUARY UNION DUES 101-00000-21707	01/01/2024 NSANTILLO JANUARY UNION DUES		306.00 306.00	306.00	Open	N 01/01/2024
Total Vendor 10476 - IUOE LOCAL #49				306.00	306.00		
Vendor 154 - JOHNSON BROS WHLSE LIQUOR							
2449685 00034229	JOHNSON BROS WHLSE LIQUOR LIQUOR 609-49751-40251 609-49751-40206	12/21/2023 JPFEIFER LIQUOR FREIGHT		3,896.92 3,831.40 65.52	3,896.92	Open	N 12/21/2023
2449686 00034230	JOHNSON BROS WHLSE LIQUOR WINE 609-49751-40253 609-49751-40206	12/21/2023 JPFEIFER WINE FREIGHT		1,288.40 1,252.00 36.40	1,288.40	Open	N 12/21/2023
Total Vendor 154 - JOHNSON BROS WHLSE LIQUOR				5,185.32	5,185.32		
Vendor 5182 - KIMS KLEANING							

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Vendor 5182 - KIMS KLEANING							
10021 00034240	KIMS KLEANING DEC CLEANING-CITY HALL 101-41940-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE		283.20 283.20	283.20	Open	N 12/31/2023
10022 00034241	KIMS KLEANING DEC CLEANING-CC 101-45000-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE		94.40 94.40	94.40	Open	N 12/31/2023
10023 00034242	KIMS KLEANING DEC CLEANING-PW 601-49440-40402 602-49490-40402 101-43100-40402 101-45200-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		944.00 236.00 236.00 236.00 236.00	944.00	Open	N 12/31/2023
10024 00034243	KIMS KLEANING DEC CLEANING-WATER PLANT 601-49440-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE		188.80 188.80	188.80	Open	N 12/31/2023
10025 00034244	KIMS KLEANING DEC CLEANING-POLICE 101-42110-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE		944.00 944.00	944.00	Open	N 12/31/2023
10026 00034245	KIMS KLEANING DEC CLEANING-WWTP 602-49490-40402	12/25/2023 DMULVIHILL JANITORIAL SERVICE		259.60 259.60	259.60	Open	N 12/31/2023
Total Vendor 5182 - KIMS KLEANING				2,714.00	2,714.00		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.010102024 00034262	LAW ENFORCEMENT LABOR SVCS. PD UNION DUES 101-00000-21707	01/01/2024 NSANTILLO PD UNION DUES		564.00 564.00	564.00	Open	N 01/01/2024

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Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.01012024-1 00034263	LAW ENFORCEMENT LABOR SVCS. SGT UNION DUES 101-00000-21707	01/01/2024 NSANTILLO SGT UNION DUES		70.50 70.50	70.50	Open	N 01/01/2024
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				634.50	634.50		
Vendor 8910 - LEADS ONLINE							
408566 00034103	LEADS ONLINE 2024 SUBSCRIPTION 101-42110-40311	01/01/2024 NSANTILLO INVESTIGATION SUBSCRIPTION		3,016.00 3,016.00	3,016.00	Open	N 01/02/2024
Total Vendor 8910 - LEADS ONLINE				3,016.00	3,016.00		
Vendor 9469 - LEXIPOL, LLC							
INVLEX121450 00033966	LEXIPOL, LLC 2024 LAW ENFORCEMENT UPDATES 101-42110-40433	12/01/2023 DMULVIHILL DUES AND SUBSCRIPTIONS		8,427.50 8,427.50	8,427.50	Open	N 01/02/2024
Total Vendor 9469 - LEXIPOL, LLC				8,427.50	8,427.50		
Vendor 202 - MCDONALD DIST CO.							
724293 00034220	MCDONALD DIST CO. LIQUOR 609-49751-40251	12/20/2023 CBUSKEY LIQUOR		445.80 445.80	445.80	Open	N 12/20/2023
724292 00034221	MCDONALD DIST CO. BEER 609-49751-40252	12/20/2023 CBUSKEY BEER		(11.98) (11.98)	(11.98)	Open	N 12/20/2023
724294 00034222	MCDONALD DIST CO. BEER/NA/MISC 609-49751-40254 609-49751-40255 609-49751-40252	12/20/2023 CBUSKEY MISCELLANEOUS MERCHANDISE NA BEER		8,536.20 40.50 149.50 8,346.20	8,536.20	Open	N 12/20/2023

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Vendor 202 - MCDONALD DIST CO.							
5810289 00034253	MCDONALD DIST CO. BEER 609-49751-40252	12/27/2023 CBUSKEY		(38.40)	(38.40)	Open	N 12/27/2023
	BEER			(38.40)			
725273 00034254	MCDONALD DIST CO. LIQUOR 609-49751-40251	12/27/2023 CBUSKEY		761.40	761.40	Open	N 12/27/2023
	LIQUOR			761.40			
725274 00034255	MCDONALD DIST CO. BEER/NA 609-49751-40255 609-49751-40252	12/27/2023 CBUSKEY		11,035.60	11,035.60	Open	N 12/27/2023
	N/A PRODUCTS			148.40			
	BEER			10,887.20			
Total Vendor 202 - MCDONALD DIST CO.				20,728.62	20,728.62		
Vendor 3464 - METROPOLITAN AREA MANAGERS							
.2024 DUES 00033950	METROPOLITAN AREA MANAGERS 2024 MEMBERSHIP DUES 101-41400-40433	12/05/2023 NSANTILLO		45.00	45.00	Open	N 01/02/2024
	2024 MEMBERSHIP DUES			45.00			
Total Vendor 3464 - METROPOLITAN AREA MANAGERS				45.00	45.00		
Vendor 390 - MN CHIEFS OF POLICE ASSN.							
14967 00033960	MN CHIEFS OF POLICE ASSN. 2024 MEMBERSHIP RENEWAL 101-42110-40311	12/01/2023 DMULVIHILL		376.00	376.00	Open	N 01/02/2024
	CONTRACT			376.00			
Total Vendor 390 - MN CHIEFS OF POLICE ASSN.				376.00	376.00		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400012024 00034205	MN NCPERS LIFE INSURANCE JANUARY 2024 INSURANCE 101-00000-21713	12/01/2023 NSANTILLO		128.00	128.00	Open	N 01/02/2024
	MN LIFE			128.00			
Total Vendor 4745 - MN NCPERS LIFE INSURANCE							

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Vendor 4745 - MN NCPERS LIFE INSURANCE							
				128.00	128.00		
Vendor 4523 - NORTH METRO TREE SERVICE INC.							
13 00034235	NORTH METRO TREE SERVICE INC. TREE TRIMMING 101-45200-40229	12/20/2023 JSHOOK PROJECT MAINTENANCE		1,525.00 1,525.00	1,525.00	Open	N 12/31/2023
Total Vendor 4523 - NORTH METRO TREE SERVICE INC.				1,525.00	1,525.00		
Vendor 10668 - OLSEN CHAIN & CABLE INC.							
709906 00034252	OLSEN CHAIN & CABLE INC. CUSTOM PARTS 602-49490-40221	12/20/2023 NSANTILLO VEHICLE MAINTENANCE		133.50 133.50	133.50	Open	N 12/31/2023
Total Vendor 10668 - OLSEN CHAIN & CABLE INC.				133.50	133.50		
Vendor 3753 - PAUSTIS WINE COMPANY							
223915 00034256	PAUSTIS WINE COMPANY WINE 609-49751-40206 609-49751-40253	12/27/2023 CBUSKEY FREIGHT WINE		359.50 7.50 352.00	359.50	Open	N 12/27/2023
Total Vendor 3753 - PAUSTIS WINE COMPANY				359.50	359.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6711016 00034227	PHILLIPS WINE & SPIRITS CO. WINE 609-49751-40253 609-49751-40206	12/21/2023 JPFEIFER WINE FREIGHT		245.46 240.00 5.46	245.46	Open	N 12/21/2023
6711017 00034228	PHILLIPS WINE & SPIRITS CO. MISC 609-49751-40255 609-49751-40254 609-49751-40206	12/21/2023 JPFEIFER N/A PRODUCTS MISCELLANEOUS MERCHANDISE FREIGHT		159.14 80.00 75.50 3.64	159.14	Open	N 12/21/2023

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Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 214 - PHILLIPS WINE & SPIRITS CO.							
6711015 00034231	PHILLIPS WINE & SPIRITS CO. LIQUOR 609-49751-40251 609-49751-40206	12/21/2023 JPFEIFER		10,734.55	10,734.55	Open	N 12/21/2023
		LIQUOR FREIGHT		10,571.20 163.35			
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO.				11,139.15	11,139.15		
Vendor 10014 - RED BULL DISTRIBUTION CO INC.							
2013782279 00034257	RED BULL DISTRIBUTION CO INC. MISC 609-49751-40254	12/27/2023 CBUSKEY		168.00	168.00	open	N 12/27/2023
		MISCELLANEOUS MERCHANDISE		168.00			
Total Vendor 10014 - RED BULL DISTRIBUTION CO INC.				168.00	168.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B011446 00034119	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	12/18/2023 DMULVIHILL		187.31	187.31	Open	N 12/31/2023
		SAMPLE TESTING		187.31			
B011478 00034219	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	12/20/2023 DMULVIHILL		135.04	135.04	open	N 12/31/2023
		SAMPLE TESTING		135.04			
B011521 00034248	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER1 601-49440-40313	12/26/2023 DMULVIHILL		187.31	187.31	Open	N 12/31/2023
		LAB SUPPLIES		187.31			
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				509.66	509.66		
Vendor 6072 - ROYAL SUPPLY, INC							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 6072 - ROYAL SUPPLY, INC							
5694 00034237	ROYAL SUPPLY, INC SUPPLIES	12/21/2023		80.00	80.00	Open	N 12/31/2023
	101-41940-40210	DMULVIHILL		13.33			
	101-42110-40217	OPERATING SUPPLIES		13.33			
	101-43100-40217	OTHER OPERATING SUPPLIES		13.33			
	101-45200-40217	OTHER OPERATING SUPPLIES		13.33			
	601-49440-40217	OTHER OPERATING SUPPLIES		13.33			
	602-49490-40217	OTHER OPERATING SUPPLIES		13.35			
Vendor 6072 - ROYAL SUPPLY, INC							
5740 00034238	ROYAL SUPPLY, INC SUPPLIES	12/21/2023		332.00	332.00	Open	N 12/31/2023
	101-43100-40402	DMULVIHILL		83.00			
	101-45200-40402	JANITORIAL SERVICE		83.00			
	601-49440-40402	JANITORIAL SERVICE		83.00			
	602-49490-40402	JANITORIAL SERVICE		83.00			
Total Vendor 6072 - ROYAL SUPPLY, INC				412.00	412.00		
Vendor 10667 - SHIFFER, DARIA							
.12202023 00034209	SHIFFER, DARIA 2023 PARK COMMISSION MEETINGS	12/20/2023		20.00	20.00	Open	N 12/31/2023
	101-45200-40441	NSANTILLO		20.00			
		2023 PARK COMMISSION MEETINGS		20.00			
Total Vendor 10667 - SHIFFER, DARIA				20.00	20.00		
Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC							
458352 00034125	SHORT ELLIOTT HENDRICKSON INC CHLORIDE MONITORING	12/15/2023		1,701.85	1,701.85	Open	N 12/31/2023
	602-49490-40303	NSANTILLO		1,701.85			
		CHLORIDE MONITORING		1,701.85			
Total Vendor 9174 - SHORT ELLIOTT HENDRICKSON INC				1,701.85	1,701.85		
Vendor 7455 - SOUTHERN GLAZERS OF MN							

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2425883 00034234	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	12/21/2023 CBUSKEY		1,581.60	1,581.60	Open	N 12/21/2023
		FREIGHT		21.76			
		LIQUOR		1,559.84			
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,581.60	1,581.60		
Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC							
.01012024 00034247	SUBURBAN UTILITIES SUPT. ASSOC 2024 MEMBERSHIP FEE- BARTEN 602-49490-40433	01/01/2024 NSANTILLO		125.00	125.00	open	N 01/01/2024
		DUES AND SUBSCRIPTIONS		125.00			
Total Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC				125.00	125.00		
Vendor 863 - THE BERNICK COMPANIES							
10163237 00034232	THE BERNICK COMPANIES BEER 609-49751-40252	12/21/2023 JPFEIFER		365.40	365.40	Open	N 12/21/2023
		BEER		365.40			
Total Vendor 863 - THE BERNICK COMPANIES				365.40	365.40		
Vendor 10642 - THE LEADERSHIP GROWTH GROUP							
.12102023 00034025	THE LEADERSHIP GROWTH GROUP 2024 LEADERSHIP GROWTH GROUP SERIES 101-41400-40208	12/10/2023 NSANTILLO		600.00	600.00	open	N 01/02/2024
		2024 LEADERSHIP GROWTH GROUP SERIES		600.00			
Total Vendor 10642 - THE LEADERSHIP GROWTH GROUP				600.00	600.00		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M28799 00034130	TIMESAVER OFF SITE SEC. INC 12/04/2023 CITY COUNCIL MINUTES 101-41400-40311	12/14/2023 NSANTILLO		318.88	318.88	Open	N 12/31/2023
		CONTRACT		318.88			
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				318.88	318.88		

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
Vendor 6501 - TRI-COUNTY LAW ENFORCEMENT							
.12082023							
00034056	TRI-COUNTY LAW ENFORCEMENT 2024 ANNUAL DUES 101-42110-40433	12/08/2023 NSANTILLO DUES AND SUBSCRIPTIONS		90.00 90.00	90.00	Open	N 01/02/2024
Total Vendor 6501 - TRI-COUNTY LAW ENFORCEMENT				90.00	90.00		
Vendor 5463 - UPPER RUM RIVER WATERSHED MGT							
.01012024							
00034037	UPPER RUM RIVER WATERSHED MGT 2024 CONTRIBUTION 1ST HALF 101-49200-40471	01/01/2024 DMULVIHILL WATERSHED		4,017.42 4,017.42	4,017.42	Open	N 01/02/2024
Total Vendor 5463 - UPPER RUM RIVER WATERSHED MGT				4,017.42	4,017.42		
Vendor 2926 - WINE MERCHANTS							
.7455632							
00034226	WINE MERCHANTS WINE 609-49751-40253 609-49751-40206	12/21/2023 JPFEIFER WINE FREIGHT		996.38 980.00 16.38	996.38	Open	N 12/21/2023
Total Vendor 2926 - WINE MERCHANTS				996.38	996.38		
Vendor 10345 - WOOD, ANDREW							
.12282023							
00034259	WOOD, ANDREW URRMWO 2023 MEETINGS 101-41910-40110	12/28/2023 NSANTILLO URRMWO 2023 MEETINGS		40.00 40.00	40.00	Open	N 12/31/2023
Total Vendor 10345 - WOOD, ANDREW				40.00	40.00		

of Invoices: 65 # Due: 65 Totals: 96,639.10 96,639.10
 # of Credit Memos: 2 # Due: 2 Totals: (50.38) (50.38)

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Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Net of Invoices and Credit Memos:				96,588.72	96,588.72		
--- TOTALS BY GL BANK ---							
	GNCKG			96,588.72			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-20200			242.00			
	101-00000-21707			940.50			
	101-00000-21713			128.00			
	101-41400-40208			600.00			
	101-41400-40311			318.88			
	101-41400-40433			45.00			
	101-41910-40110			120.00			
	101-41940-40210			13.33			
	101-41940-40402			283.20			
	101-41940-40445			443.40			
	101-42110-40217			13.33			
	101-42110-40311			7,126.46			
	101-42110-40401			168.00			
	101-42110-40402			944.00			
	101-42110-40433			8,517.50			
	101-42110-40437			780.73			
	101-42210-40437			399.95			
	101-43100-40217			13.33			
	101-43100-40221			87.04			
	101-43100-40401			168.00			
	101-43100-40402			319.00			
	101-43210-40439			750.00			
	101-45000-40402			94.40			
	101-45200-40217			13.33			
	101-45200-40221			87.03			
	101-45200-40229			1,525.00			
	101-45200-40401			168.00			
	101-45200-40402			1,220.00			
	101-45200-40441			65.00			
	101-49200-40441			20.25			
	101-49200-40471			4,017.42			
	404-41400-40589			4,570.00			
	601-49440-40217			13.33			
	601-49440-40221			56.66			
	601-49440-40313			187.31			
	601-49440-40401			168.00			
	601-49440-40402			507.80			
	602-49490-40217			13.35			
	602-49490-40221			190.27			
	602-49490-40229			9.22			
	602-49490-40303			1,701.85			
	602-49490-40313			322.35			

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	602-49490-40401			168.00			
	602-49490-40402			578.60			
	602-49490-40433			125.00			
	609-49750-40445			961.23			
	609-49751-40206			379.70			
	609-49751-40251			20,963.33			
	609-49751-40252			30,297.42			
	609-49751-40253			3,136.00			
	609-49751-40254			655.32			
	609-49751-40255			377.90			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			29,632.08	29,632.08		
	404 BUILDING IMPROVEMENT FUND			4,570.00	4,570.00		
	601 WATER FUND			933.10	933.10		
	602 SEWER FUND			3,108.64	3,108.64		
	609 LIQUOR FUND			56,770.90	56,770.90		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,310.50	1,310.50		
	41400 ADMINISTRATION			5,533.88	5,533.88		
	41910 COMMUNITY DEVELOPMENT			120.00	120.00		
	41940 BUILDINGS			739.93	739.93		
	42110 POLICE			17,550.02	17,550.02		
	42210 FIRE			399.95	399.95		
	43100 STREETS			587.37	587.37		
	43210 RECYCLING			750.00	750.00		
	45000 COMMUNITY CENTER			94.40	94.40		
	45200 PARKS			3,078.36	3,078.36		
	49200 UNALLOCATED			4,037.67	4,037.67		
	49440 WATER DEPT			933.10	933.10		
	49490 SEWER DEPT			3,108.64	3,108.64		
	49750 LIQUOR STORE			961.23	961.23		
	49751 MERCHANDISE PURCHASES			55,809.67	55,809.67		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: ADA Transition Plan Public Hearing
DATE: January 2, 2023

OVERVIEW:

To be eligible for federal funding sources the City is required, under Title II of the Americans with Disabilities Act (ADA) to complete an ADA Transition Plan. The plan includes a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing the City’s policies and practices, the City is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the City’s Pedestrian Circulation and Access Routes and identifies potential need for infrastructure improvements. This would include the sidewalks, curb ramps, and bicycle/pedestrian trails that are located within the City’s rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan. The evaluation completed as part of this plan identified:

- 7.8 miles of sidewalks
- 264 pedestrians ramps at street crossings that include trail and sidewalk facilities
- 9.5 miles of trails

The transition plan is intended to be an evolving plan. As such, the City will annually review this plan to ensure it is up to date with current standards. The plan will also incorporate improvements completed on the ADA features.

It is also required to conduct a public hearing to solicit input and to provide the public with an opportunity to participate in the development and implementation of the program.

ACTION TO BE CONSIDERED:

After the public hearing staff recommend council consider approval of Resolution 2024-02.

BUDGET IMPLICATION:

The City already upgrades its ADA facilities as part of the planning process when streets and other City facilities are rehabilitated or reconstructed therefore it is not anticipated that this plan will have a significant impact on the City’s CIP budgets.

Attachments:

- ADA TRANSITION PLAN
- Resolution 2024-02 A RESOLUTION ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

ADA Transition Plan

City of St. Francis
Anoka County, Minnesota



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 ADA and its Relationship to Other Laws 1
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 Previous Practices..... 4
 Policy..... 4
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 Priority Areas 5
 External Agency Coordination 5
 Schedule 5
ADA Coordinator..... 6
Implementation Schedule 6
 Methodology 6
Public Outreach 6
Grievance Procedure 6
Monitor the Progress..... 7
Appendices 7
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 Appendix B – Schedule / Budget Information
 Appendix C – Public Outreach
 Appendix D – Grievance Procedure
 Appendix E – Contact Information
 Appendix F – Agency ADA Design Standards and Procedures
 Appendix G – Glossary of Terms

INTRODUCTION

TRANSITION PLAN NEED AND PURPOSE

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. ADA consists of five titles outlining protections in the following areas:

1. Employment
2. State and local government services
3. Public accommodations
4. Telecommunications
5. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services public entities provide. As a provider of public transportation services and programs, the City of St. Francis must comply with this section of the Act as it specifically applies to public service agencies. Title II of ADA provides that, "...no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." ([42 USC. Sec. 12132](#); [28 CFR. Sec. 35.130](#))

As required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of St. Francis has conducted a self-evaluation of its facilities within public rights of way and has developed this Transition Plan detailing how the organization will ensure that all of those facilities are accessible to all individuals. This document has been created to specifically cover accessibility within the public rights of way and does not include information on other City programs, practices, or building facilities not related to public rights of way.

ADA AND ITS RELATIONSHIP TO OTHER LAWS

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Acts of 1968](#) and [Section 504 of the Rehabilitation Act](#) of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

AGENCY REQUIREMENTS

Under Title II, the City of St. Francis must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities ([28 C.F.R. Sec. 35.150](#)).
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability ([28 C.F.R. Sec. 35.130 \(a\)](#)).
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result ([28 C.F.R. Sec. 35.130\(b\) \(7\)](#)).
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective ([28 C.F.R. Sec. 35.130\(b\)\(iv\) & \(d\)](#)).
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others ([29 C.F.R. Sec. 35.160\(a\)](#)).
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is often referred to as the "ADA Coordinator." The public entity must provide the ADA coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35,106](#)]. The notice must include the identification of the employee serving as the ADA coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

SELF-EVALUATION

OVERVIEW

The City of St. Francis is required, under Title II of the Americans with Disabilities Act (ADA) and 28CFR35.105, to perform a self-evaluation of its current transportation infrastructure policies, practices, and programs. This self-evaluation will identify what policies and practices impact accessibility and examine how the City implements these policies. The goal of the self-evaluation is to verify that, in implementing the City's policies and practices, the department is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The self-evaluation also examines the condition of the City's Pedestrian Circulation Route/Pedestrian Access Route) (PCR/PAR) and identifies potential need for PCR/PAR infrastructure improvements. This will include the sidewalks, curb ramps, and bicycle/pedestrian trails that are located within the City rights of way. Any barriers to accessibility identified in the self-evaluation and the remedy to the identified barrier are set out in this transition plan.

The transition plan is intended to be an evolving plan. As such, the City of St. Francis will annually review this plan to ensure it is up to date with current standards. The plan will also incorporate improvements completed on the ADA features.

SUMMARY

In 2023 the City of St. Francis conducted an inventory of pedestrian facilities within its public right of way consisting of the evaluation of the following facilities:

- 7.8 miles of sidewalks
- 264 pedestrian ramps at street crossings that include trail and sidewalk facilities
- 9.5 miles of trails

The above does not reflect any facilities within Anoka County Right-of-Way, as they have completed their own ADA transition plan. The sidewalk and trails were visually inspected during the evaluation of the pedestrian ramp inspections. The facilities were also inspected at the time of installation for transition and cross slope. An evaluation on how these facilities relate to ADA standards is found in Appendix A and will be updated periodically. Pedestrian ramps were assessed and either found compliant or non-compliant.

Appendix A also includes location maps of all the City pedestrian ramps, trails, and sidewalks. The maps identify the compliant and non-compliant pedestrian ramps. Currently 110 or 42% of the ramps are compliant.

POLICIES AND PRACTICES

PREVIOUS PRACTICES

The City has made an effort to provide accessible pedestrian features as part of all their current and past capital improvement projects. As additional information was made available as to the methods of providing accessible pedestrian features, the City updated their procedures to accommodate these methods. In recent years, the City has adopted design standards specific to the City’s needs as well as referencing the most current MnDOT standard ADA requirements in an attempt to provide compliant pedestrian facilities as new public improvements have been completed.

POLICY

The City of St. Francis's goal is to continue to provide accessible pedestrian design features as part of the City capital improvement projects and private projects with public facilities. The City has established ADA design standards and procedures as listed in Appendix F. These standards and procedures will be kept up to date with nationwide and local best management practices.

Maintenance of pedestrian facilities within the public right of way will continue to follow the policies set forth by the City.

Public Request Projects

The City will consider and respond to all accessibility improvement requests. A brief engineering study will be performed. Evaluation criteria will include pedestrian volumes, traffic volumes, condition of existing infrastructure, impacts to future projects, public safety, and priority level as defined in the following section. Accessibility improvements that have been deemed reasonable will be scheduled consistent with transportation priorities.

Requests for accessibility improvements can be submitted to the Responsible Party Public Right-of-Way ADA Implementation Coordinator. Contact information for Responsible Party is located in Appendix E.

New/Reconstruction Areas

All City new construction and reconstruction projects will be designed and constructed in accordance with the most current ADA design practices to the extent feasible.

Pavement Preservation Projects (not including seal coating/micro-surfacing)

Accessible curb cuts and ramps will be added as needed to provide access to existing pedestrian facilities (i.e. walks/trails) at intersections where they do not currently exist. Improvements to existing pedestrian ramps will be addressed on a case by case basis. High priority areas such as described in under “Improvement Schedule.” Close proximity to specific land uses (i.e. schools, government offices, senior housing, and medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the City Engineer.

Stand Alone Projects

If funding is available, independent ADA projects may be undertaken by the City. A brief engineering study will be performed. Candidate sites will be evaluated based on facility condition, pedestrian volumes, public safety, public benefit, and improvement costs as well as the ability to provide alternative barrier removal options.

For any street project requiring more than patching, the ADA features will be evaluated and upgraded as necessary.

The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible.

IMPROVEMENT SCHEDULE

PRIORITY AREAS

The City of St. Francis has identified specific locations as priority areas for planned accessibility improvement projects. These areas have been selected due to their proximity to specific land uses such as schools, senior housing, government offices, and medical facilities, as well as from the receipt of public comments. The priority areas are as follows:

- Near Public Schools
- Near Public Buildings
- Near Commercial Buildings or Senior Housing
- Public Input Received

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

EXTERNAL AGENCY COORDINATION

Other agencies are responsible for pedestrian facilities within the jurisdiction of the City of St. Francis. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

SCHEDULE

The City of St. Francis has set the following schedule goals for improving the accessibility of its pedestrian facilities within the City jurisdiction:

A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of St. Francis budget for improvements to the public right of way.

- Within 10 years all facilities that are not ADA compliant and considered non-serviceable, identified as an existing hazard, or City of St. Francis staff believe need of immediate attention will be addressed in conjunction with adjacent City Capital Improvement Projects or as Stand-Alone Projects as necessary.
- Facilities that are considered serviceable and not in need of immediate attention will be addressed in conjunction with adjacent City Capital Improvement Projects.

ADA COORDINATOR

In accordance with 28 CFR 35.107(a), the City of St. Francis has identified an ADA Title II Coordinator to oversee the City policies and procedures. Contact information for this individual is located in Appendix E.

IMPLEMENTATION SCHEDULE

METHODOLOGY

The City of St. Francis will utilize two methods for upgrading pedestrian facilities to the current ADA standards. The first and most comprehensive of the two methods are the scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is the stand-alone sidewalk and ADA accessibility improvement project. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by the City of St. Francis staff and City Council. The City CIP, which includes a detailed schedule and budget for specific improvements, is reviewed and updated annually.

PUBLIC OUTREACH

The City of St. Francis recognizes that public participation is an important component in the development of this document. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of the City of St. Francis.

Public outreach for the creation of this document consisted of the following activities:

A Notice of Availability and a Public Hearing Notice will be placed in the newspaper and on the City of St. Francis’s Website. These notices will advertise the availability of this document and the public hearing to receive comments.

A copy of the ADA Transition Plan will be made available via the City of St. Francis Website and at the Public Hearing.

A Public Hearing will be held on January 2, 2024 at 6:00 P.M. At the conclusion of the public hearing, the City Council will consider adoption of the ADA Transition Plan.

Material and detailed information regarding the public outreach activities is in Appendix C.

GRIEVANCE PROCEDURE

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities in regards to the ADA. A draft of this public notice is provided in Appendix D. If users of City of St. Francis facilities and services believe the City has not provided reasonable accommodation, they have the right to file a grievance.

In accordance with 28 CFR 35.107(b), the City has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens’ complaints, concerns, comments, and other grievances. This grievance procedure is outlined in Appendix D.

MONITOR THE PROGRESS

This document will continue to be updated as conditions within the City evolve. The appendices in this document will be updated periodically, while the main body of the document will be updated (in short term period, 3-5 years) with a future update schedule to be developed at that time. With each main body update, a public comment period will be established to continue the public outreach.

APPENDICES

- A. SELF-EVALUATION RESULTS
- B. SCHEDULE / BUDGET INFORMATION
- C. PUBLIC OUTREACH
- D. GRIEVANCE PROCEDURE
- E. CONTACT INFORMATION
- F. AGENCY ADA DESIGN STANDARDS AND PROCEDURES
- G. GLOSSARY OF TERMS

APPENDIX A – SELF-EVALUATION RESULTS

The initial self-evaluation of pedestrian ramps can be seen below and on the following pages. Sidewalks and trails will be evaluated at a later date.

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
1	-93.390757	45.404946	Yes	No	Yes	No	No
2	-93.389152	45.404218	Yes	No	Yes	Yes	No
3	-93.388659	45.404208	Yes	No	Yes	Yes	No
4	-93.383063	45.395924	Yes	No	Yes	No	No
5	-93.381696	45.385383	No	No	Yes	No	No
6	-93.381616	45.389329	Yes	No	Yes	No	No
7	-93.381615	45.385465	No	No	Yes	No	No
8	-93.381612	45.389423	No	No	Yes	Yes	No
9	-93.381604	45.388331	Yes	No	Yes	Yes	No
10	-93.381597	45.388231	Yes	No	Yes	Yes	No
11	-93.380340	45.393029	Yes	Yes	Yes	Yes	Yes
12	-93.380264	45.388985	No	No	Yes	No	No
13	-93.380139	45.390580	No	No	Yes	Yes	No
14	-93.380139	45.391413	Yes	Yes	Yes	Yes	Yes
15	-93.380114	45.390472	No	No	Yes	Yes	No
16	-93.380072	45.391515	Yes	Yes	Yes	Yes	Yes
17	-93.378846	45.392011	Yes	Yes	Yes	Yes	Yes
18	-93.378839	45.391986	Yes	Yes	Yes	Yes	Yes
19	-93.378654	45.391866	Yes	Yes	Yes	Yes	Yes
20	-93.377191	45.390803	Yes	Yes	Yes	Yes	Yes
21	-93.377041	45.390692	Yes	Yes	Yes	Yes	Yes
22	-93.375202	45.389323	Yes	Yes	Yes	Yes	Yes
23	-93.375042	45.389215	Yes	Yes	Yes	Yes	Yes
24	-93.373964	45.388682	Yes	Yes	Yes	Yes	Yes
25	-93.373894	45.388774	Yes	Yes	Yes	Yes	Yes
26	-93.372280	45.382281	Yes	No	Yes	Yes	No
27	-93.372237	45.382374	Yes	No	Yes	Yes	No
28	-93.371113	45.380906	Yes	No	Yes	Yes	No
29	-93.371171	45.380902	Yes	No	Yes	Yes	No
30	-93.371165	45.381301	Yes	No	Yes	Yes	No
31	-93.370850	45.387992	Yes	Yes	Yes	Yes	Yes
32	-93.370841	45.388087	Yes	Yes	Yes	Yes	Yes
33	-93.370646	45.391227	Yes	Yes	Yes	Yes	Yes
34	-93.370645	45.388168	Yes	Yes	Yes	Yes	Yes
35	-93.370542	45.391289	Yes	Yes	Yes	Yes	Yes
36	-93.370472	45.388166	Yes	Yes	Yes	Yes	Yes
37	-93.369921	45.384115	Yes	No	Yes	Yes	No
38	-93.369705	45.391776	Yes	Yes	Yes	Yes	Yes
39	-93.369666	45.388167	Yes	Yes	Yes	Yes	Yes
40	-93.369663	45.384756	Yes	No	Yes	Yes	No
41	-93.369642	45.390192	Yes	No	No	Yes	No
42	-93.369600	45.390695	No	No	Yes	No	No
43	-93.369542	45.391774	Yes	Yes	Yes	Yes	Yes
44	-93.369495	45.388170	Yes	Yes	Yes	Yes	Yes
45	-93.369307	45.390501	No	No	Yes	Yes	No

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
46	-93.369029	45.390793	No	No	Yes	Yes	No
47	-93.368996	45.391800	Yes	Yes	Yes	Yes	Yes
48	-93.368810	45.391820	Yes	Yes	Yes	Yes	Yes
49	-93.368252	45.388068	Yes	Yes	Yes	Yes	Yes
50	-93.368238	45.387963	Yes	Yes	Yes	Yes	Yes
51	-93.368164	45.398079	Yes	No	Yes	Yes	No
52	-93.368162	45.398204	Yes	No	Yes	Yes	No
53	-93.368155	45.397857	Yes	No	Yes	Yes	No
54	-93.368152	45.397755	Yes	No	Yes	Yes	No
55	-93.368125	45.388118	Yes	Yes	Yes	Yes	Yes
56	-93.368097	45.399062	Yes	Yes	Yes	Yes	Yes
57	-93.367885	45.391994	Yes	Yes	Yes	Yes	Yes
58	-93.367884	45.391809	Yes	Yes	Yes	Yes	Yes
59	-93.367878	45.395442	No	No	Yes	Yes	No
60	-93.367864	45.395319	No	No	Yes	Yes	No
61	-93.367687	45.399076	No	No	No	Yes	No
62	-93.367643	45.397417	Yes	Yes	Yes	Yes	Yes
63	-93.367629	45.397284	Yes	Yes	Yes	Yes	Yes
64	-93.367545	45.388120	Yes	Yes	Yes	Yes	Yes
65	-93.367408	45.381823	No	No	Yes	Yes	No
66	-93.367403	45.384625	No	No	Yes	Yes	No
67	-93.367402	45.392001	Yes	No	Yes	Yes	No
68	-93.367401	45.384744	No	No	Yes	Yes	No
69	-93.367387	45.391853	Yes	No	Yes	Yes	No
70	-93.367357	45.388072	Yes	Yes	Yes	Yes	Yes
71	-93.367354	45.387984	Yes	Yes	Yes	Yes	Yes
72	-93.367312	45.393676	Yes	No	Yes	Yes	No
73	-93.367311	45.393574	Yes	No	Yes	Yes	No
74	-93.367292	45.393231	Yes	No	Yes	Yes	No
75	-93.367289	45.393144	Yes	No	Yes	Yes	No
76	-93.367260	45.384224	No	No	Yes	Yes	No
77	-93.367249	45.381822	No	No	Yes	Yes	No
78	-93.367187	45.392005	No	No	Yes	No	No
79	-93.367148	45.381995	No	No	Yes	Yes	No
80	-93.367105	45.384763	No	No	Yes	Yes	No
81	-93.367066	45.383098	No	No	Yes	Yes	No
82	-93.367051	45.392008	No	No	Yes	Yes	No
83	-93.366925	45.384765	No	No	Yes	Yes	No
84	-93.366915	45.382940	No	No	Yes	Yes	No
85	-93.366672	45.384440	No	No	Yes	No	No
86	-93.366668	45.384502	No	No	Yes	No	No
87	-93.366377	45.378534	Yes	Yes	Yes	Yes	Yes
88	-93.366300	45.391860	Yes	Yes	Yes	Yes	Yes
89	-93.366297	45.392009	No	No	Yes	Yes	No
90	-93.366105	45.391857	Yes	Yes	Yes	Yes	Yes

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
91	-93.366092	45.392008	No	No	Yes	Yes	No
92	-93.365788	45.392012	No	No	Yes	Yes	No
93	-93.365680	45.392011	No	No	Yes	Yes	No
94	-93.364815	45.380200	Yes	Yes	Yes	Yes	Yes
95	-93.364726	45.380284	Yes	Yes	Yes	Yes	Yes
96	-93.364581	45.382523	No	No	Yes	Yes	No
97	-93.364359	45.392018	No	No	Yes	Yes	No
98	-93.364350	45.391866	Yes	Yes	Yes	Yes	Yes
99	-93.364303	45.389697	Yes	No	Yes	Yes	No
100	-93.364185	45.391868	Yes	Yes	Yes	Yes	Yes
101	-93.364178	45.392017	No	No	Yes	Yes	No
102	-93.364156	45.389697	Yes	No	Yes	Yes	No
103	-93.363737	45.389705	Yes	No	Yes	Yes	No
104	-93.363571	45.389703	Yes	No	Yes	Yes	No
105	-93.363244	45.382288	No	No	Yes	Yes	No
106	-93.363152	45.389707	No	No	Yes	Yes	No
107	-93.362999	45.389708	No	No	Yes	Yes	No
108	-93.362889	45.389735	Yes	No	Yes	Yes	No
109	-93.362832	45.392017	Yes	Yes	Yes	Yes	Yes
110	-93.362820	45.391884	Yes	Yes	Yes	Yes	Yes
111	-93.362794	45.387060	No	No	Yes	Yes	No
112	-93.362762	45.386948	No	No	Yes	Yes	No
113	-93.362705	45.384636	No	No	Yes	Yes	No
114	-93.362690	45.384774	No	No	Yes	Yes	No
115	-93.362501	45.384770	No	No	Yes	Yes	No
116	-93.362467	45.386915	Yes	Yes	Yes	Yes	Yes
117	-93.362462	45.387104	Yes	Yes	Yes	Yes	Yes
118	-93.362369	45.383324	No	No	Yes	Yes	No
119	-93.362365	45.383149	No	No	Yes	Yes	No
120	-93.361638	45.387123	No	No	Yes	Yes	No
121	-93.361538	45.387123	No	No	Yes	Yes	No
122	-93.361351	45.393244	No	No	Yes	Yes	No
123	-93.361195	45.393174	No	No	Yes	Yes	No
124	-93.360891	45.386921	No	Yes	Yes	Yes	No
125	-93.360878	45.386390	No	No	No	No	No
126	-93.360750	45.384592	No	No	Yes	Yes	No
127	-93.360702	45.386937	No	Yes	Yes	No	No
128	-93.360635	45.384716	No	No	Yes	Yes	No
129	-93.360558	45.396973	Yes	Yes	Yes	Yes	Yes
130	-93.360524	45.396840	Yes	Yes	Yes	Yes	Yes
131	-93.360480	45.387127	No	No	Yes	Yes	No
132	-93.360432	45.386924	No	No	Yes	Yes	No
133	-93.360382	45.387129	No	No	Yes	Yes	No
134	-93.360320	45.386921	No	No	No	No	No
135	-93.360146	45.396321	Yes	Yes	Yes	Yes	Yes

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
136	-93.359791	45.385559	No	No	Yes	Yes	No
137	-93.359776	45.379783	No	No	No	Yes	No
138	-93.359713	45.390831	Yes	Yes	Yes	Yes	Yes
139	-93.359680	45.385658	No	No	Yes	Yes	No
140	-93.359662	45.386930	No	No	Yes	No	No
141	-93.359623	45.387130	Yes	Yes	Yes	Yes	Yes
142	-93.359477	45.387134	Yes	Yes	Yes	Yes	Yes
143	-93.359468	45.386890	No	Yes	Yes	Yes	No
144	-93.359426	45.385892	No	No	Yes	Yes	No
145	-93.359395	45.386641	No	No	No	No	No
146	-93.359325	45.385989	No	No	Yes	Yes	No
147	-93.359125	45.390864	No	No	No	No	No
148	-93.358647	45.387136	No	No	Yes	Yes	No
149	-93.358644	45.386829	Yes	Yes	No	No	No
150	-93.358449	45.386812	Yes	Yes	No	Yes	No
151	-93.358442	45.392680	No	No	Yes	Yes	No
152	-93.358370	45.392550	No	No	Yes	Yes	No
153	-93.358330	45.396975	Yes	Yes	Yes	Yes	Yes
154	-93.358162	45.396975	Yes	Yes	Yes	Yes	Yes
155	-93.356259	45.386899	No	No	Yes	No	No
156	-93.356207	45.387033	No	No	Yes	Yes	No
157	-93.356104	45.384934	No	No	Yes	Yes	No
158	-93.355456	45.383950	No	No	Yes	Yes	No
159	-93.354557	45.396985	Yes	Yes	Yes	Yes	Yes
160	-93.354552	45.396866	Yes	Yes	Yes	Yes	Yes
161	-93.354506	45.397000	Yes	Yes	Yes	Yes	Yes
162	-93.354504	45.397741	Yes	Yes	Yes	Yes	Yes
163	-93.354329	45.397000	Yes	Yes	Yes	Yes	Yes
164	-93.354295	45.397744	Yes	Yes	Yes	Yes	Yes
165	-93.354082	45.386941	No	No	Yes	Yes	No
166	-93.352847	45.387180	Yes	Yes	Yes	Yes	Yes
167	-93.352847	45.386994	Yes	Yes	Yes	Yes	Yes
168	-93.352556	45.386807	Yes	Yes	Yes	Yes	Yes
169	-93.352534	45.381462	No	No	Yes	Yes	No
170	-93.352513	45.387384	Yes	Yes	Yes	Yes	Yes
171	-93.352480	45.381905	No	Yes	No	Yes	No
172	-93.352472	45.382032	Yes	Yes	Yes	Yes	Yes
173	-93.352465	45.385745	Yes	Yes	Yes	Yes	Yes
174	-93.352463	45.385656	Yes	Yes	Yes	Yes	Yes
175	-93.352453	45.383885	Yes	Yes	Yes	Yes	Yes
176	-93.352445	45.383999	Yes	Yes	Yes	Yes	Yes
177	-93.352354	45.386815	Yes	Yes	Yes	Yes	Yes
178	-93.352277	45.387377	Yes	Yes	Yes	Yes	Yes
179	-93.352207	45.388505	No	No	No	No	No
180	-93.352193	45.388627	No	No	No	No	No

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

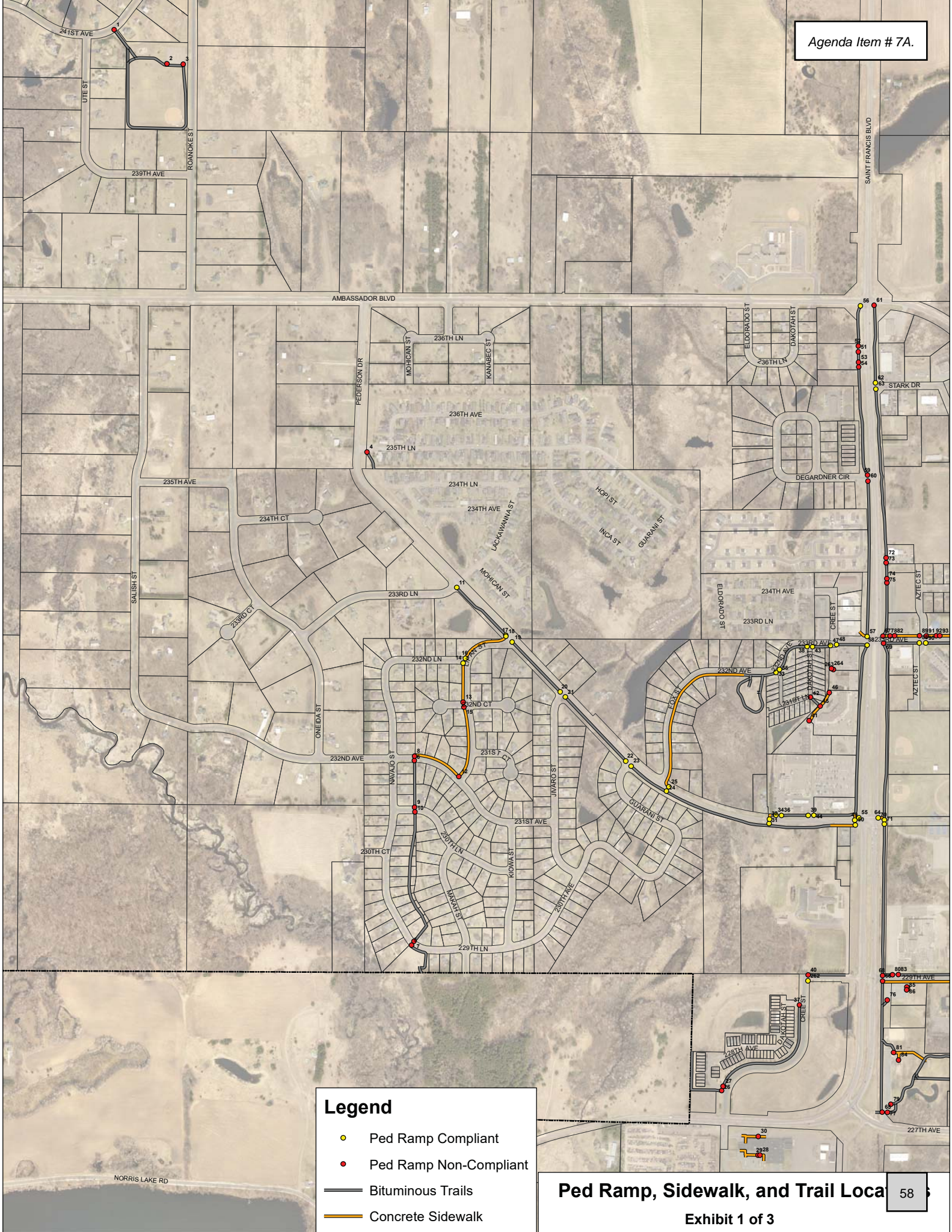
Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
181	-93.352162	45.387444	Yes	Yes	Yes	Yes	Yes
182	-93.352157	45.387531	Yes	Yes	Yes	Yes	Yes
183	-93.352030	45.386989	Yes	Yes	Yes	Yes	Yes
184	-93.352021	45.387146	Yes	Yes	Yes	Yes	Yes
185	-93.351549	45.386993	Yes	Yes	Yes	Yes	Yes
186	-93.351541	45.391467	No	No	No	No	No
187	-93.351392	45.386993	Yes	Yes	Yes	Yes	Yes
188	-93.350751	45.395983	Yes	Yes	Yes	Yes	Yes
189	-93.350558	45.395984	Yes	Yes	Yes	Yes	Yes
190	-93.348754	45.396046	No	No	Yes	Yes	No
191	-93.348711	45.386967	Yes	Yes	Yes	Yes	Yes
192	-93.348664	45.396972	Yes	No	Yes	Yes	No
193	-93.348661	45.396849	No	No	Yes	Yes	No
194	-93.348527	45.386969	Yes	Yes	Yes	Yes	Yes
195	-93.348258	45.387666	Yes	Yes	Yes	Yes	Yes
196	-93.348150	45.387706	Yes	Yes	Yes	Yes	Yes
197	-93.347993	45.395633	Yes	No	Yes	Yes	No
198	-93.347643	45.386876	Yes	Yes	Yes	Yes	Yes
199	-93.347595	45.387044	Yes	Yes	Yes	Yes	Yes
200	-93.347594	45.395558	No	No	No	No	No
201	-93.347340	45.386562	Yes	Yes	Yes	Yes	Yes
202	-93.347295	45.387160	Yes	Yes	Yes	Yes	Yes
203	-93.347234	45.387597	Yes	Yes	Yes	Yes	Yes
204	-93.347180	45.387705	Yes	Yes	Yes	Yes	Yes
205	-93.347082	45.387159	Yes	Yes	Yes	Yes	Yes
206	-93.347077	45.385994	Yes	Yes	Yes	Yes	Yes
207	-93.347061	45.386099	Yes	Yes	Yes	Yes	Yes
208	-93.347043	45.386515	Yes	Yes	Yes	Yes	Yes
209	-93.346828	45.386625	Yes	Yes	Yes	Yes	Yes
210	-93.346751	45.386778	Yes	Yes	Yes	Yes	Yes
211	-93.346147	45.386245	Yes	Yes	Yes	Yes	Yes
212	-93.346010	45.386172	Yes	Yes	Yes	Yes	Yes
213	-93.345983	45.386485	Yes	Yes	Yes	Yes	Yes
214	-93.345759	45.386083	Yes	Yes	Yes	Yes	Yes
215	-93.345705	45.386678	Yes	Yes	Yes	Yes	Yes
216	-93.345611	45.386001	No	No	Yes	Yes	No
217	-93.345012	45.387396	Yes	Yes	Yes	Yes	Yes
218	-93.344852	45.390543	No	No	Yes	No	No
219	-93.344175	45.389236	No	No	Yes	Yes	No
220	-93.343674	45.392694	No	No	Yes	Yes	No
221	-93.343031	45.395523	No	No	Yes	Yes	No
222	-93.342975	45.392683	No	No	Yes	Yes	No
223	-93.342873	45.388729	No	No	Yes	Yes	No
224	-93.342851	45.395010	No	No	Yes	Yes	No
225	-93.342837	45.395514	No	No	Yes	No	No

**ADA Transition Plan
Pedestrian Ramps Self-Evaluation Results**

Agenda Item # 7A.

Ramp ID	Location		Zero Height Curb	Domes Compliant	Max 2% Cross Slope Compliant	Max 8.3% Transitional slope Compliant	Overall Compliant
	X-Cord.	Y-Cord.					
226	-93.342825	45.392683	No	No	Yes	Yes	No
227	-93.342796	45.392814	No	No	Yes	Yes	No
228	-93.342794	45.392706	No	No	Yes	Yes	No
229	-93.341371	45.395925	No	No	Yes	Yes	No
230	-93.341261	45.395842	No	No	Yes	Yes	No
231	-93.340498	45.390924	No	No	No	No	No
232	-93.339700	45.398785	No	No	Yes	Yes	No
233	-93.339578	45.391203	Yes	Yes	Yes	Yes	Yes
234	-93.339526	45.398787	No	No	Yes	Yes	No
235	-93.339431	45.391252	Yes	Yes	Yes	Yes	Yes
236	-93.338942	45.393927	No	No	Yes	Yes	No
237	-93.338939	45.393819	No	No	Yes	Yes	No
238	-93.338854	45.395980	No	No	Yes	Yes	No
239	-93.338684	45.395069	No	No	Yes	Yes	No
240	-93.338678	45.395982	No	No	Yes	Yes	No
241	-93.338672	45.395185	No	No	Yes	Yes	No
242	-93.336105	45.396093	No	No	Yes	Yes	No
243	-93.335948	45.396233	No	No	Yes	Yes	No
244	-93.335926	45.396111	No	No	Yes	Yes	No
245	-93.335057	45.391018	Yes	Yes	Yes	Yes	Yes
246	-93.334915	45.390957	Yes	Yes	Yes	Yes	Yes
247	-93.334144	45.384936	Yes	Yes	Yes	Yes	Yes
248	-93.333659	45.385989	Yes	Yes	Yes	Yes	Yes
249	-93.333657	45.386104	Yes	Yes	Yes	Yes	Yes
250	-93.333081	45.386056	No	No	Yes	Yes	No
251	-93.332975	45.386073	No	No	Yes	Yes	No
252	-93.332803	45.395596	Yes	Yes	Yes	Yes	Yes
253	-93.332621	45.395595	Yes	Yes	Yes	Yes	Yes
254	-93.332582	45.394014	Yes	Yes	Yes	Yes	Yes
255	-93.332506	45.394135	Yes	Yes	Yes	Yes	Yes
256	-93.331426	45.386328	No	No	Yes	Yes	No
257	-93.331350	45.386388	No	No	Yes	Yes	No
258	-93.316511	45.409004	Yes	No	Yes	No	No
259	-93.316378	45.407406	Yes	No	Yes	Yes	No
260	-93.316374	45.407316	Yes	No	Yes	No	No
261	-93.312682	45.407394	Yes	No	Yes	Yes	No
262	-93.369665	45.384632	Yes	Yes	Yes	Yes	Yes
263	-93.368909	45.391289	No	No	Yes	No	No
264	-93.368967	45.391308	No	No	Yes	No	No



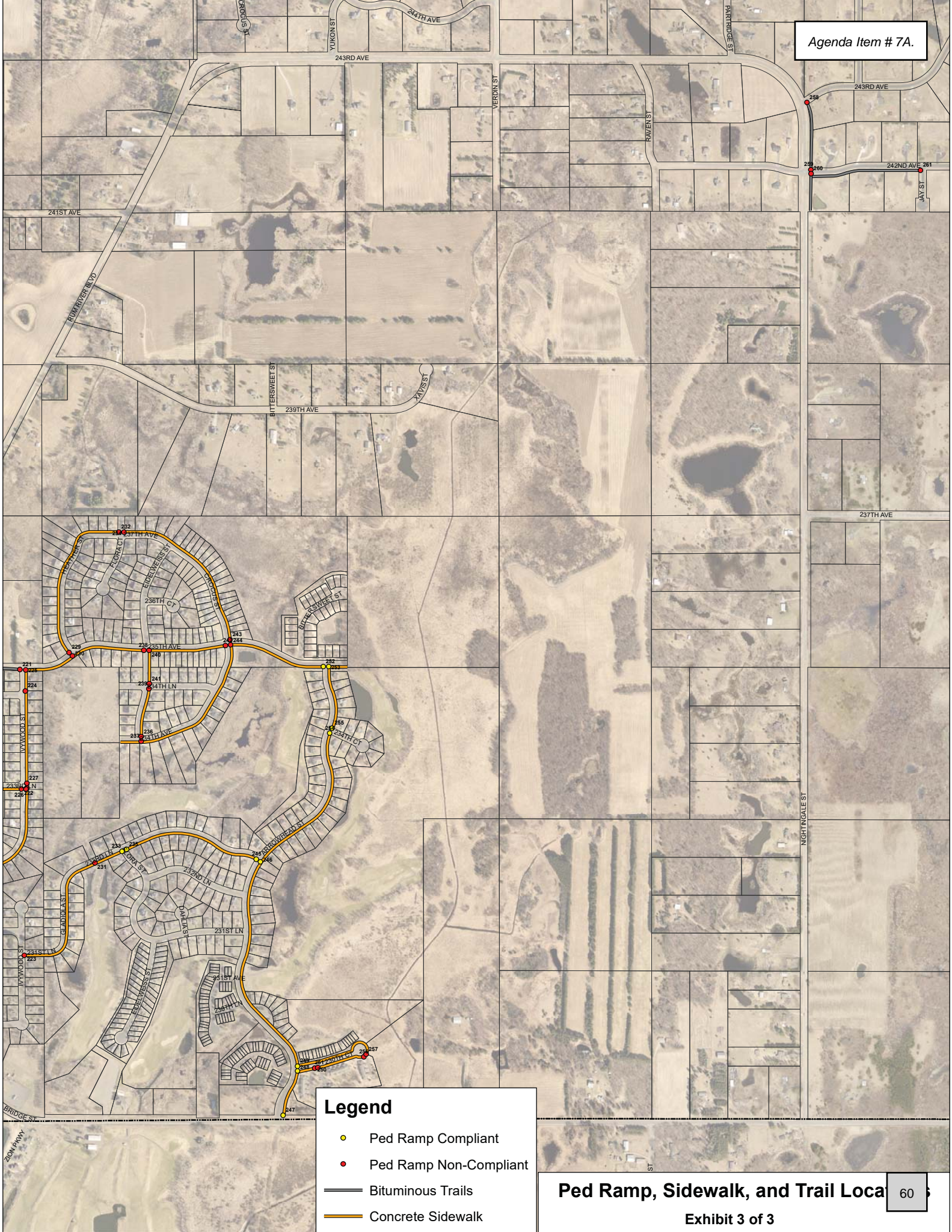
Legend

- Ped Ramp Compliant
- Ped Ramp Non-Compliant
- Bituminous Trails
- Concrete Sidewalk



Legend

- Ped Ramp Compliant
- Ped Ramp Non-Compliant
- Bituminous Trails
- Concrete Sidewalk



Legend

- Ped Ramp Compliant
- Ped Ramp Non-Compliant
- Bituminous Trails
- Concrete Sidewalk

APPENDIX B – SCHEDULE / BUDGET INFORMATION

SCHEDULE

A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of St. Francis budget for improvements to the public right of way.

Pedestrian facilities along any street project requiring more than patching, seal coating, or micro-surfacing, the ADA features will be evaluated and upgraded to the extent feasible. Facilities that are not ADA compliant and considered non-serviceable, identified as an existing hazard, or City of St. Francis staff believe need of immediate attention will be addressed in conjunction with adjacent City Capital Improvement Projects or as Stand-Alone Projects as necessary.

The majority of the ADA improvements will be addressed in conjunction with adjacent City Capital Improvement Projects.

UNIT PRICES

Construction costs for upgrading facilities can vary depending on each individual improvement and conditions of each site. Costs can also vary on the type and size of project the improvements are associated with. Listed below are representative costs for some typical accessibility improvements based on if the improvements are included as part of a retrofit type project, or as part of a larger comprehensive capital improvement project.

Intersection corner ADA improvement retrofit: +/- \$5,000 per corner

Intersection corner ADA improvement as part of adjacent capital project: +/- \$2,000 per corner

Sidewalk / Trail ADA improvement retrofit: +/- \$7.00 per SF

Sidewalk / Trail ADA improvement as part of adjacent capital project: +/- \$5.0 per SF

ENTIRE JURISDICTION

Based on the results of the self-evaluation, the estimate costs associated with providing ADA accessibility within the entire jurisdiction is approximately \$770,000. This amount signifies a significant investment that the City of St. Francis is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to absorb the cost into the City of St. Francis budget for improvements to the public right of way. Most ramps will be redeveloped during reconstruction or reclaim improvement projects as outlined in the City of St. Francis CIP.

APPENDIX C – PUBLIC OUTREACH

The following pages include materials that were used at public meetings or as part of other outreach activities.

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

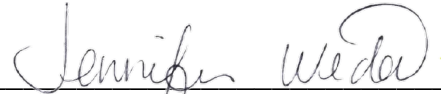
NOTICE OF PUBLIC HEARING

The City of St. Francis will conduct a Public Hearing on Tuesday, January 2, 2024 at 6:00 PM at 4115 Ambassador Boulevard NW, St. Francis, MN 55070. The Public Hearing is to consider the American Disability Act (ADA) Transition Plan.

- A. The Public Hearing is to receive public comments and opinion on the St. Francis ADA Transition Plan. A copy of the St. Francis ADA Transition Plan is available at the City offices and on the City website. This public hearing is offered to solicit input and to provide the public with an opportunity to participate in the development and implementation of this program.

All interested parties are invited to attend the Public Hearing to express their questions, concerns, and comments.

CITY OF ST. FRANCIS

BY: 
Jennifer Wida, City Clerk

Dated and Posted: December 18, 2023, City of St. Francis Website
Published: December 22, 2023, Anoka County Union Herald
Public Hearing: January 2, 2024 at 6:00 PM

CITY OF ST FRANCIS ADA TRANSITION PLAN

The City of St Francis has identified an ADA Title II Coordinator to oversee the City policies and procedures:

Jeremy Shook
City Street/Parks Supervisor
4058 Saint Francis Blvd
St Francis, MN 55070

Phone: 763-233-5201
jshook@stfrancismn.org

City of St Francis Website:
<https://www.stfrancismn.org/>

Complaints that a program, service, or activity of the City of St Francis is not accessible to persons with disabilities should be directed to the ADA Title II Coordinator. Grievance Forms for any ADA accessibility issues are available on the City's website or at City Hall.

What is an ADA Transition Plan?

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. As a provider of public transportation services and programs, the City of St Francis must comply with the Title II section of this Act as it pertains to the programs, activities and services public entities provide.

The ADA Transition Plan generally covers:

- Self-Evaluation of accessibility within the public right of way
- Policies and Practices
- Improvement & Implementation Schedules
- Establish ADA Coordinator
- Public Outreach
- Grievance Procedures

As required by Title II of ADA, the City of St. Francis has conducted a self-evaluation of its facilities within public rights of way and has developed an ADA Transition Plan that will ensure that all facilities are accessible to all individuals.

The City of St. Francis will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

The ADA does not require the City of St. Francis to take any action that would fundamentally

alter the nature of its programs or services or impose an undue financial or administrative burden.

The City of St. Francis invites anyone to review and comment on the ADA Transition Plan. The Plan is available for review on the City's website <https://www.stfrancismn.org/> or by request. A public meeting to receive comments, review, and discuss the ADA Transition Plan will be noticed in the Anoka County Union Herald as well as on the City website.



Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, or activity of the City of St. Francis, should contact the office of Jeremy Shook, City Street/Parks Supervisor, as soon as possible but no later than 48 hours before the scheduled event.

CITY OF ST FRANCIS ADA TRANSITION PLAN

Improvement Schedule

The City of St. Francis has made an effort to provide accessible pedestrian features as part of all City Capital Improvement projects and has required that public improvements within private developments be ADA compliant. These standards and procedures have been revised and improved through the years, making some of the past practices and improvement non-compliant to current standards.

All scheduled public improvement projects and reconstruction projects with pedestrian accommodations will be designed and constructed to conform with the most current ADA design practices to the extent feasible.

Accessible curb cuts and ramps will be added as needed to provide access to existing pedestrian facility (i.e. walks/trails) at intersections where they do not currently exist. Improvements to existing pedestrian ramps, beyond adding curb cuts, will be addressed on a case by case basis. Areas such as those in close proximity to specific land uses (i.e. schools, government offices, senior housing, and medical facilities) will be given additional consideration. Improvements will be undertaken at the discretion of the City Engineer.

ADA improvements on City rehabilitation or resurfacing projects (not including seal coating or micro-surfacing projects) will be addressed on a case-by-case basis.

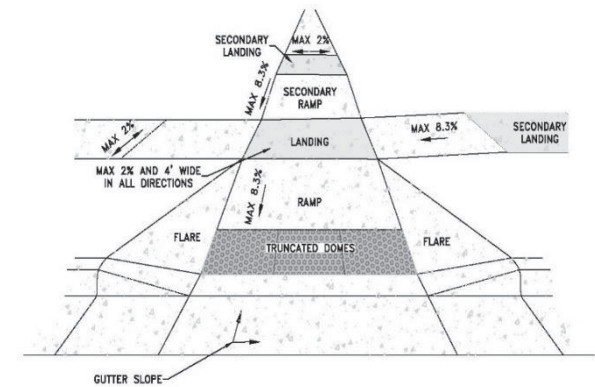
ADA improvements requested by the public will be evaluated by City staff. Evaluation criteria will include pedestrian volumes, traffic volumes, condition of existing infrastructure, and public safety.

Many other agencies are responsible for pedestrian facilities within the jurisdiction of the City of St. Francis. The City will coordinate with those agencies to track and assist in the facilitation of the elimination of accessibility barriers along their routes.

The results of the Self-Evaluation of the Pedestrian Facilities in St. Francis showed the vast majority of the 154 ramps failing. This is mainly due to lack of compliant Truncated Domes. In most cases these domes, or some form of them, are present but not to current standards.



ADA Compliant Ramp



Key Ramp Elements

- 4' min. Pedestrian Access Route
- Cross-slopes do not exceed 2%
- Transitional slopes do not exceed 8.3%
- Truncated Domes exist and are compliant with current standards
- Landings, if required
- Vertical discontinuities less than 1/4"

APPENDIX D – GRIEVANCE PROCEDURE

As part of the ADA requirements the City has posted the following notice outlining its ADA requirements:

PUBLIC NOTICE

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of St. Francis will not discriminate against qualified individuals with disabilities based on disability in the City's services, programs, or activities.

EMPLOYMENT: The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

EFFECTIVE COMMUNICATION: The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

MODIFICATIONS TO POLICIES AND PROCEDURES: The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcome in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the office of Jeremy Shook, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Sample Grievance Procedure (Source www.ada.gov):

**City of St. Francis
Grievance Procedure under
the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of St. Francis. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jeremy Shook
City Street/Parks Supervisor
4058 Saint Francis Boulevard
St. Francis, MN 55070
(763) 233-5201
jshook@stfrancismn.org

Within 15 calendar days after receipt of the complaint, Jeremy Shook or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Jeremy Shook or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of St. Francis and offer options for substantive resolution of the complaint.

If the response by Jeremy Shook or his designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the mayor or their designee.

Within 15 calendar days after receipt of the appeal, the Mayor or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Jeremy Shook or his designee, appeals to the mayor or their designee, and responses from these two offices will be retained by the City of St. Francis for at least three years.

City of St. Francis Grievance Procedure

Those wishing to file a formal written grievance with City of St. Francis may do so by one of the following methods:

Internet

Visit the City of St. Francis website <https://www.stfrancismn.org/> and select the ADA Transition Plan. A copy of The ADA Grievance Form is included in the Appendix of the ADA Transition Plan.

Telephone

Contact the pertinent City staff person listed in the **Contact Information** section of Appendix E to submit an oral grievance. The staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

Paper Submittal

Contact the pertinent City staff person listed in the **Contact Information** section of Appendix E to request a paper copy of the city’s grievance form, complete the form, and submit it to the Jeremy Shook. A staff person will utilize the Internet method above to submit the grievance on behalf of the person filing the grievance.

The ADA Grievance Form will ask for the following information:

The **name, address, telephone number, and email address** for the person filing the grievance.

The **name, address, telephone number, and email address** for the person alleging an ADA violation (if different than the person filing the grievance).

A **description and location of the alleged violation and the nature of a remedy sought**, if known by the complainant.

If the complainant has filed the same complaint or grievance with the United States Department of Justice (DOJ), another federal or state civil rights agency, a court, or others, the **name of the agency or court where the complainant filed it and the filing date**.

The City will acknowledge receipt of the grievance to the complainant within 10 working days of its submittal. City will also provide to the complainant within 10 working days of its submittal; 1) a response or resolution to the grievance or; 2) information on when the complainant can expect a response or resolution to the grievance.

If the grievance filed does not concern an City of St. Francis facility, the City will work with the complainant to contact the agency that has jurisdiction.

3. Within 60 calendar days of receipt, an City of St. Francis staff person will conduct an investigation necessary to determine the validity of the alleged violation. As a part of the investigation, the staff person would conduct an engineering study to help determine the City's response. The staff person will take advantage of department resources and use engineering judgment, data collected, and any information submitted by the resident to develop a conclusion. A staff person will be available to meet with the complainant to discuss the matter as a part of the investigation and resolution of the matter. The City will document each resolution of a filed grievance and retain such documentation in the department’s ADA Grievance File for a period of seven years.

The City will consider all specific grievances within its particular context or setting. Furthermore, the City will consider many varying circumstances including: 1) the nature of the access to services, programs, or facilities at issue; 2) the specific nature of the disability; 3) the essential eligibility requirements for participation; 4) the health and safety of others; and 5) the degree to which an accommodation would constitute a fundamental alteration to the program, service, or facility, or cause an undue hardship to City of St. Francis.

Accordingly, the resolution by City of St. Francis of any one grievance does not constitute a precedent upon which the county is bound or upon which other complaining parties may rely.

File Maintenance

The City shall maintain ADA grievance files for a period of seven years.

Complaints of Title II violations may also be filed with the DOJ within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department of Justice (DOJ). The DOJ may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

For more information, contact:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Disability Rights Section - NYAV
Washington, D.C. 20530
www.ada.gov
(800) 514-0301 (voice – toll free)
(800) 514-0383 (TTY)

Title II may also be enforced through private lawsuits in Federal court. It is not necessary to file a complaint with the DOJ or any other Federal agency, or to receive a "right-to-sue" letter, before going to court.

See following pages for complaint form.

**Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form**

Instructions: Please fill out this form completely, in black ink or type. Sign and return to the address on page 3.

Complainant: _____

Address: _____

City, State and Zip Code: _____

Telephone: _____

Home: _____

Business: _____

Person Discriminated Against (if other than the complainant): _____

Address: _____

City, State, and Zip Code: _____

Telephone: Home: _____ Business: _____

Government, or organization, or institution which you believe has discriminated:

Name: _____

Address: _____

County: _____

City, State and Zip Code: _____

Telephone Number: _____

When did the discrimination occur? _____ Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated (use space on page 3 if necessary):

Have efforts been made to resolve this complaint through the internal grievance procedure of the government, organization, or institution?

Yes _____ No _____

If yes: what is the status of the grievance?

Has the complaint been filed with another bureau of the Department of Justice or any other Federal, State, or local civil rights agency or court?

Yes _____ No _____

If yes:

Agency or Court: _____

Contact Person: _____

Address: _____

City, State, and Zip Code: _____

Telephone Number: _____

Date Filed: _____

Do you intend to file with another agency or court?

Yes _____ No _____

Agency or Court: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Additional space for answers:

Signature: _____

Date: _____

Return to:

Paul Carpenter
Public Works Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

APPENDIX E – CONTACT INFORMATION

ADA TITLE II COORDINATOR

Name: Jeremy Shook
City Street/Parks Supervisor
Address: 4058 Saint Francis Boulevard
St Francis, MN 55070
Phone: (763) 233-5201
E-mail: jshook@stfrancismn.org

PUBLIC RIGHT OF WAYS ADA IMPLEMENTATION COORDINATOR

Name: Paul Carpenter
Public Work Director
Address: 4058 Saint Francis Boulevard
St Francis, MN 55070
Phone: (763) 235-2304
E-mail: pcarpenter@stfrancismn.org

APPENDIX F – AGENCY ADA DESIGN STANDARDS AND PROCEDURES

DESIGN PROCEDURES

INTERSECTION CORNERS

Curb ramps or blended transitions will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects and public facilities within private projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of any project. Those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each intersection corner shall be made as compliant as possible in accordance with the judgment of City staff.

SIDEWALKS / TRAILS

Sidewalks and trails will attempt to be constructed or upgraded to achieve compliance within all capital improvement projects and public facilities within private projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of any project. Those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, every sidewalk or trail shall be made as compliant as possible in accordance with the judgment of City staff.

TRAFFIC CONTROL SIGNALS

Traffic control signals will attempt to be constructed or upgraded to achieve compliance within capital improvement projects and public facilities within private projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of any project. Those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless on if full compliance can be achieved or not, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of City staff.

OTHER POLICIES, PRACTICES AND PROGRAMS

Policies, practices and programs not identified in this document will follow the applicable ADA standards.

DESIGN STANDARDS

City of St. Francis has PROWAG, as adopted by the Minnesota Department of Transportation (MnDOT), as its design standard.

APPENDIX G – GLOSSARY OF TERMS

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Mn/DOT’s transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements into the Statewide Transportation Improvement Program (STIP), and ensures all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act; Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for the Transportation Department includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the county’s transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice

Federal Highway Administration (FHWA): A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U. S. Access Board. This guidance addresses roadway design practices, slope, and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking, and other components of public rights-of-way.

Right of Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks, and trails creating public pedestrian access within a public entity’s jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally funded facilities.

United States Department of Justice (DOJ): The United States Department of Justice (often referred to as the Justice Department or DOJ), is the United States federal executive department responsible for the enforcement of the law and administration of justice.

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

RESOLUTION 2024-02

A RESOLUTION ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

WHEREAS, The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability

AND WHEREAS, Title II of ADA pertains to the programs, activities and services public entities provide.

AND WHEREAS, as a provider of public transportation services and programs, the City of St. Francis must comply Title II of ADA as it specifically applies to public service agencies.

AND WHEREAS, as required by Title II of [ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150](#), the City of St. Francis has conducted a self-evaluation of its facilities within public rights of way and has developed this ADA Transition Plan attached hereto; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA THAT:

- 1. The ADA Transition Plan is hereby adopted and shall be in full force and effect.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2nd DAY OF January, 2024.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Joseph Muehlbauer, Mayor



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: DNR ReLeaf Community Forest 2023 Grant Program
DATE: January 2, 2024

OVERVIEW:

The ReLeaf Grant Program is one step toward achieving climate-resilient communities identified in the Minnesota Climate Action Framework by planting and maintaining a diverse and sustainable community tree canopy. The Framework’s goal is to achieve 30% overall tree canopy cover in communities across Minnesota by the year 2030 and 40% by 2050. The program had \$6.8 million available and there were 151 applicants from across the state.

In late September the Public Works Streets and Parks Department applied for the DNR ReLeaf Community Forest 2023 Grant Program. The program is designed to assist cities in abating the Emerald Ash Borer (EAB) damage with removal of, tree injections, and replanting to replace dying/sick Ash trees. The DNR has awarded the City of St. Francis \$147,797.75 with no cash match and an In-kind match of \$42,500.00 for a total of \$190,297.75. The Grant money will be used over the next two years to mitigate EAB damage. The grant money will also be used in conjunction with our EAB plan which includes planting trees in our parks to increase tree canopy that are lacking shaded space.

ACTION TO BE CONSIDERED:

Council to approve the Mayor to sign the DNR ReLeaf Contract Agreement.

BUDGET IMPLICATION:

The City’s in-kind match portion of this grant will be worked off during regular business hours with no additional budget implication.

Attachments:

- State of Minnesota Grant Contract Agreement
- Exhibit A: Grant Project Deliverables
- Exhibit B: Project Budget
- DNR 3-year Maintenance Plan Template for Newly Planted Trees
- DNR Conflict of Interest Disclosure

STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Department of Natural Resources, Division of Forestry, 500 Lafayette Road, St. Paul, MN 55155 ("STATE") and City of St. Francis, 23340 Cree St NW, St. Francis, MN 55070 ("GRANTEE").

Recitals

1. Under Minn. Stat. §84.026, §84.085, Subd. 1 and Minnesota Session Laws 2023, Regular Session, Chapter 60, Article 1, Sec. 3, Subd. 4 (j) the State is empowered to enter into this grant contract agreement.
2. The State is in need of Urban and Community Forestry Services for the ReLeaf project.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 *Effective date:*

12/18/2023, per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2 *Expiration date:*

6/30/2027 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).

Perform the duties specified in Exhibit A and Exhibit C, which are incorporated and made a part of this agreement.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid compensation in an amount not to exceed \$147,797.75.00 on a reimbursement basis for qualifying purchases. The Grantee shall submit payment requests with required expenditure documentation.

According to the breakdown of costs contained in Exhibit A and Exhibit B which are incorporated into this grant contract. The Grantee certifies that a minimum \$42,500.00 matching requirement for the grant will be met by the City Of St. Francis. The total project cost is \$190,297.75.00. Grantee agrees to match at least \$42,500.00 of this project cost.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$147,797.75.00.

4.2 Payment

(a) Invoices

The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

June 3, 2024
 December 2, 2024
 June 2, 2025
 December 1, 2025
 June 1, 2026
 December 1, 2026
 June 30, 2027

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN:

<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Rachel Morice, Community Forest Project Specialist, 500 Lafayette Rd., St. Paul, MN 55155, 612-716-2922, ucf.dnr@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Paul Carpenter, Public Works Director, 23340 Cree St NW, St. Francis, MN 55070, 762-235-2304, pcarpenter@stfrancismn.org. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data

referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract. If intellectual property rights are identified, the grantee must contact the DNR immediately.

11 **Workers Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 **Publicity and Endorsement**

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 *Endorsement*

The Grantee must not claim that the State endorses its products or services.

13 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 **Termination**

14.1 (a) *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

(b) *Termination by The Commissioner of Administration*

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract agreement if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 Additional alternate termination language may be negotiated on a case by case basis after the state agency has consulted with their legal and finance teams.

15 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

DocuSigned by:
Signed: Donna Edelman
29ACA438FB60474...
Title: Contract and Grants Specialist
Date: December 11, 2023

SWIFT Contract/PO No(s). 240517 / 3000244726

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

DocuSigned by:
By: [Signature]
628921D82E6E429...
Title: Mayor
Date: December 20, 2023

By: _____
Title: City Administrator
Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)
Title: _____
Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

Exhibit A: Grant Project Deliverables*2023 ReLeaf*

City of St. Francis Deliverables

Grant Sum Total: \$147,797.75

Grant Contact Deliverables

- Adopting a management plan through this grant process if the community does not yet have one in place and it is appropriate
- Each ash tree removed must be replaced with a newly planted tree
- Grantee must be willing to participate in work by the Minnesota Department of Agriculture and University of Minnesota to evaluate project impacts

Regardless of requests for reimbursement, a written update must be submitted by each reporting deadline, to confirm project is moving forward and on track to completion. Add written reports directly below corresponding to each reporting date:

June 3, 2024 Update:

December 2, 2024 Update:

June 2, 2025 Update:

December 1, 2025 Update:

June 1, 2026:

December 1, 2026:

June 30, 2027:

Project Completion: All project work must be completed, paid for, submitted for reimbursement (along with corresponding final reports) by June 30, 2027.

As work is completed, thoroughly address all project-specific bullet points below. Add in the date of reporting (i.e. 6/3/24) and change the font color of your update to red, to show where information has been added. Continually add to this document over the lifetime of your grant, making sure that all bullet points are addressed by the time of the grant's completion.

Work with DNR to fully execute and report on the impacts of the work plan by meeting the requirements as submitted in the City of St. Francis's application:

Project Overview and Need

We are looking to increase our tree species in our parks and replace the loss of tree canopy due to Emerald Ash Borer (EAB). The cost of replacing the trees would be too great if we didn't receive funding from grants. It would take the city over 30 years to purchase and replace the trees lost with the current budget. We expect to see an increased use of our parks with the additional trees planted. For example, our Hidden Ponds Park has 3 trees. The City's 10-acre park receives lots of sun and very little shade.

- If we receive grant funding, we will plant 25 trees throughout the park and walking path; this would provide shade to park visitors and increase the tree diversity. Hidden Ponds Park falls within the environmental injustice area.
- We have a City boulevard at Yukon St. and 243rd Ave that has three ash trees. We have been injecting these trees for EAB for a few years. We would remove and replace those trees with a disease resistant species.

- Edgewild Park is an undeveloped park; it is 5-acres of open space with very few trees. Our plan is to plant 40 trees including, but not limited to black oak, shagbark hickory, black walnut and hackberry.
- Our largest park in St. Francis is Community Park, our most visited city park. We have recently found over 9 ash trees that are infected with EAB and pose a danger to the public. We have found over 12 ash trees in the mowed area and over 30 in the woodland area. Community park is used for large events throughout the year including Pioneer Days and Night to Unite. The residents would benefit the most from replacing diseased trees and increasing the tree diversity within the park. We have multiple park staff that are certified tree inspectors that are willing to take on this project as a team.

Project Timeline

2024:

- Jan-Apr: Contact contractors for project, award bids for contractors and map out projected areas for planting trees, City Staff mapping and flagging trees to be removed and contractor start cutting and removing trees, contractor continue to cut and remove trees.
- May-Aug: Purchase tree planting materials including water bags, mulch and bark guard, update website of progress with pictures, rent forest mulcher to remove small trees in Smith Lake Park and Community Park, and monitor progress. Send report to DNR in June.
- Sept-Dec: Purchase and start planting trees. Planting trees Includes bark guard and installing water bags. Plant trees in the smaller parks such as Seelye Brooke Park, Water Tower, Community Park and Rum River Park. Some trees may need temporary fencing to protect from deer. We will monitor as project moves along, continue planting trees in parks. Goal is to have all trees needing to be cut down, cut and removed by October 31st., update with progress and pictures, monitor. Send report to DNR in Dec.

2025:

- Jan-Apr: Start purchasing mulch and planting supplies, purchase another group of trees and continue planting in parks. Contact nurseries for ordering trees to plant in 2026.
- May-Aug: Purchase trees and plant. Start planting larger parks such as Hidden Ponds, Edgewild Park and Smith Lake Park, water trees as needed. Send report to DNR in June.
- Sept-Dec: Water trees as needed, update website with maps and pictures of trees planted, monitor progress of tree plan, goal is to have 75% of trees planted by the end of November. Send report to DNR in Dec.

2026:

- Jan-Apr: Purchase final materials and replace trees that didn't survive and plant trees in parks that need to be planted.
May-Aug: Finish planting trees in the parks and boulevard, progress update, and water trees as needed.
Sept-Dec: Finish planting trees. Project Final report for DNR is due June 2027.

Project Budget Explanation

The City of St. Francis is requesting \$147,797.75, in grant funding and intends to contribute an in-kind match of \$40,000. Grant funding will follow all eligible project expense guidelines.

- The main use of the grant funds will be focused on removal of infested (EAB) ash trees by a contractor.

- Upon completion of the project, the City of St. Francis intends to care for 117 newly planted trees. The cost will be budgeted annually and will come from the City's Operation and Maintenance Budget.

The City's in-kind portion will include salaries and wages for staff to manage the project during the projected timeline. Also, out of the in-kind portion, will include staff time to prepare an EAB Management Plan and to keep the public updated on our EAB project's progress via the City newsletter, social media (Facebook), City's website and at City events, like Pioneer Days.

In order to stay ahead of the "EAB death curve," the City of St. Francis has already identified trees that are infested with EAB. Obtaining the EAB grant is crucial, because the City of St. Francis simply does not have the budget for this and without the grant funding from the DNR, we will not make much headway on eradicating EAB.

Project Impacts on Priority Landscapes and Populations

The City of St. Francis strives toward the inclusion of everyone in our city, whether that be a patron or a visitor. The focus of our grant application is to remove trees infested with EAB and to replace them with disease resistant tree species. We also would like to plant new trees in locations that do not have an abundance of shade tree canopies. The specific locations for our EAB project focus primarily on city park properties. Parks are a place where people from all walks of life can come together and take advantage of one or more of the many amenities and is one of the most inclusive places a city can provide to a community. Numerous studies have shown that spending time in parks, being around trees, and even looking at trees can reduce stress, lower blood pressure, and improve the overall mood of a person. Trees also provide shade in our parks, and bring wildlife for all to enjoy. One half of the residents in our city are classified as low-income households. Combating any environmental injustice, 5 out of the 10 parks that are included in our project are located within a 3–4mi. radius of this diverse group of people. We have identified a major need within our parks to add more trees of a different species to improve canopy cover and green space.

- Our plan includes the planting of around 30-35 trees in these 5 parks. The City will work to keep our community engaged in our project.

The public will be informed on EAB by providing educational materials through communication in various ways such as City newsletter and the City's Facebook page. The City would like to consider engagement through an Adopt-a-Tree Program, public meetings, and an informational table at city sponsored events such as Night to Unite. St. Francis is quickly growing; new homes and business are being added often. We understand that removing trees infested with EAB, and planting new trees will not take care of environmental injustice alone. Doing our part to help spread awareness will preserve and improve our park land for all to enjoy.

Communication

Communication and transparency with our residents play an important part of any project in our city and we have multiple ways to accomplish this task. The first option we would utilize is our City newsletter. The city publishes 4 newsletters a year. The newsletter is a great way to introduce our project, provide a timeline, and give EAB related facts. We would also use the City of St. Francis website.

- Our web page would allow us to explain our project including goals and timelines, but also provide pictures of project updates. We would also be able to provide links to other reliable sources for EAB related materials. We will promote materials from other agencies including the

Minnesota Department of Agriculture, Minnesota Department of Natural Resources, and the EAB Information Network. Residents using our website would also have the opportunity to submit a question that could be answered by City staff, in a timely manner.

- An additional channel of communication would be our City's Facebook page, which will also be used to give project updates, provide timelines, and pictures. It will allow our residents the ability to share reliable information provided to them by the City to share to other local Facebook pages.
- Our final way to engage our residents in a more face-to-face setting is to have informational tables or booths set up at our City's Festival, Pioneer Days and our Night to Unite Event which are held in Community Park, a park that has recently been hit hard by EAB. A table will be set up at our newly created Public Works Open House Event as well. These events will give us an opportunity to provide any information related to our project, share important resources from other agencies, and most importantly, the ability to have conversations and answer questions directly from our residents.

We will develop an EAB management plan as a part of this grant to showcase to our residents. We want our residents to know they can always contact Public Works throughout the whole project timeline, if they have any questions or concerns relating to our project, or EAB in general as we have three tree inspectors on staff.

Key Personnel

We are very fortunate to have multiple employees who have 10+ years' experience within the parks department.

- Colin McDonagh, Tom Koep, Nathan Hanson and Jeremy Shook all share the same passion in keeping the parks looking as healthy as they can be.

We will complete weekly checks on all plantings to ensure they are getting what they need to survive. We will promote all EAB activities (i.e. before and after photos of the parks/trees) and information with the City's quarterly newsletter, social media and website articles. We will also have a booth to educate residents at the City's events like the Public Works Open House with informational handouts and pictures to ensure we can answer any questions they may have for us regarding EAB.

We will need assistance from an insured professional tree service to help with safe removal and hauling away of the larger trees and to help us reach the trees that may be in a sensitive area.

- We have built a 15+ year relationship with Joe Hodge, North Metro Tree Service who knows our city very well. We will be getting Joe's advice on what the best disease resistant species to plant in each of the chosen parks that we're looking at to ensure better plant survival.

We have created a six-person EAB Committee with the following members: Jeremy Shook, Colin McDonagh, Tom Koep, Nathan Hanson, Paul Carpenter, and Jen Gulbrandson. We will work on creating the first EAB Management Plan for the City of St. Francis.

Current Certifications:

Jeremy Shook - Pesticide Applicator LIC

Colin McDonagh - Tree Inspector LIC

Nathan Hanson - Tree Inspector LIC

Tom Koep - Tree Inspector LIC & Pesticide Applicator LIC, Parks/Recreation AAS

North Metro Tree Service, Joe Hodge - Tree Inspector LIC, Arborist and Injection Specialist

Tree Planting

Grant funds will not fund the purchase of trees that are over-represented in your community. Any genera that comprise 10% or more of the community forest make-up will not be funded. Numbers derived from the Minnesota Department of Natural Resources 2010 Rapid Assessment will be used unless an updated inventory is provided. For your community this means grant funds cannot be spent on purchasing:

- *Quercus* (oak): 19.8%
- *Acer* (maple): 19.2%
- *Picea* (spruce): 16.9%
- *Pinus* (pine): 10.2%

All trees planted with grant funds are expected to be maintained based on the City of St. Francis's Three Year Tree Maintenance Plan submitted as Exhibit C. Trees that do not survive will need to be replaced prior to grant close-out utilizing the warranty the city has with the nursery that stock was purchased from, or at the expense of the City of St. Francis.

Requesting Reimbursement

Accomplishment reports and maps of completed work will be submitted with all requests for reimbursement.

- Partial payment form along with invoices and proof of payment for grant-funded purchases, Cash Match form along with proof of payment, and In-Kind Match form, if applicable
- Partial payments may be submitted as needed, following the above reporting date schedule, and must include all up-to-date required documents and accomplishment reports
- Accomplishment reports will include grant contract deliverables and their impacts
- Photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results
- Maps will:
 - Identify the location of ash that have been removed
 - Identify the location of ash stumps that have been ground
 - Identify the location and species of trees that have been planted
 - Identify the location of ash trees that have been treated
- All trees removed, treated, and planted will be mapped and submitted as shapefiles if possible, with the planted trees identified by species and size, to obtain grand fund reimbursement. If your community does not have access to shapefile-generating software, please notify your DNR Urban and Community Forestry Team Member, and they will work to assist you.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

Staff will also ensure that the project adheres to the 20-10-5 guideline which means that following planting, a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Staff will confirm that planted tree stock is ¾"-2" caliper bareroot or a container class size #20 or smaller.

Ineligible Project Expenses

Ineligible project expenses include, but are not limited to:

- Costs incurred prior to the start date on the fully executed grant agreement
- Purchase of trees listed on the [Minnesota Invasive Terrestrial Plants](#) and [Minnesota Noxious Weed](#) lists, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Callery pear, Norway maple, Russian olive, Siberian elm, Tatarian maple, and tree of heaven
- Purchase of balled and burlapped trees, containerized trees larger than #20, and bareroot trees greater than 2" caliper diameter
- Purchase of tree species that already make up 10% or more of the community's public trees, or whose family makes up 20% or more of the public trees
- Purchase of plants such as shrubs, living ground covers, sod, grass seed, and flowers
- Purchase of land or easements
- Major soil and grade changes or construction
- Equipment purchases equal to or exceeding \$5,000
- Purchase of meals or snacks for volunteers
- Experimental practices not approved by DNR

Acknowledgments

Minnesota Department of Natural Resources

The Minnesota Department of Natural Resources needs to be acknowledged in publications, audiovisuals, and electronic media developed as a result of this award.

- Logo is permitted for use and can be obtained upon request.
- DNR will provide a media kit to assist with publications and outreach related to this grant program. Refer to this media kit for suggested acknowledgment language.

Exhibit B: Project Budget
2023 ReLeaf
 City of St. Francis

Item	State Grant Funds	Cash Match	In-kind Match	Total
Personnel and Owned Equipment			\$40,000.00	\$40,000.00
Eligible Expenses	\$147,797.75		\$2,500.00	\$150,297.75
Totals	\$147,797.75	\$0.00	\$42,500.00	\$190,297.75



3-Year Tree Maintenance Plan Template for Newly Planted Trees

LUG: City of St. Francis

Year and Season of Planting: 2024-2026

Project Coordinator: Paul Carpenter

Phone: (763) 233-5200

Email: pcarpenter@stfrancismn.org

of Trees to be Planted: 117

Size (caliper for deciduous, height for conifers): 1.5"

Type of Stock to be Planted (Bare root, etc.): Container

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who is responsible for maintenance.

The personnel responsible for all maintenance related to trees planted through the ReLeaf grant opportunity will be the St. Francis Public Works. More specifically the 4 employees of the streets/parks department.

- b. Volunteers, homeowners, or inexperienced staff that will provide maintenance should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?

All project maintenance needs will be provided only by the public works streets/parks department. 3 of the 4 streets/parks staff are certified tree inspectors. At this time training is not needed. We will consult with a certified arborist if we have questions or concerns.

- c. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

Once all trees are planted we will develop a spreadsheet listing each tree, type of tree, location of tree, and date planted. With a compiled list of all newly planted trees we will develop a weekly inspection sheet. Inspection sheets can be organized by each planting location. all planting locations for our project are located in a city park. We would also be taking a picture of each tree planted to keep on file. Our inspection sheets will compile all necessary information needed to track watering, pruning, and overall tree health/growth. The advantage we have to monitor our newly planted trees is that they will all be planted in our parks. Streets/parks staff is in our parks almost daily.

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering. Trees should be watered weekly for the first 3 to 5 years when the ground is thawed, unless it has rained 1 inch in a week.

Tree watering will be handled by public works streets/parks staff. With this grant we would like to purchase gator bags for each newly planted tree. We also want to purchase a 500 gallon water tank to fit in the back of our work truck. In conjunction with our tree maintenance checklist, we will have a weekly watering checklist. Our weekly watering checklist will list all parks new trees have been planted, and how many trees are at each park. Paying close attention to rain totals and forecasts for each week, streets/parks staff will be able to fill gator bags weekly at each and every newly planted tree. Streets/parks staff will be monitoring tree health and can adjust watering frequency as needed.

3. **Mulching Trees**

Will you mulch your trees and if so, how will you maintain mulch?

Mulching our trees will be based off of consultant recommendation. If mulch is needed streets/parks will be able to add mulch as needed.

4. **Staking and Tying Trees**

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

We will identify if staking is necessary by consulting with our tree care professional who will be planting. Public works staff will be able to identify trees in high traffic areas, or areas that will be mowed as locations for tree staking. Public works staff has stakes in house to use as needed. Inspection and removal will be based on our weekly checklist, and overall health and age of tree while following best tree care maintenance practices.

5. **Checking Tree Health**

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

All trees planted as part of our project are located in a city park. Being that all trees are located in a park it gives us the capability of inspecting newly planted trees weekly. We have 3 tree inspectors on staff that can monitor tree health and identify issues. On our weekly checklist we will be able to make notes if any issues are noticeable. If we identify a tree that will not make it and it falls within the 1 year warranty period, it will be replaced.

6. **Tree Protection**

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

Following best tree care maintenance practices we will use bark guards, fencing, and staking as needed for newly planted trees. We will also be using gator bags, to ensure the right amount of watering is accomplished.

7. **Pruning**

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe your pruning maintenance cycle.

Pruning maintenance will be identified on a as needed basis. Tree inspectors and staff will monitor tree health and make notes on our weekly inspection forms. Based on the type of tree, best pruning practice will be identified, and time of year will be considered to encourage growth and overall health of the tree.

8. **Tree Warranty**

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster. Describe your tree warranty or how trees will be replaced.

City staff, along with our tree care contractor will purchase trees from a nursery that will provide a 1 year warranty. If public works staff, or one of our tree inspectors identify a tree that is in very poor health or dead, we will take the steps necessary to contact the nursery and arrange for the tree to be replaced as needed.



Minnesota Department of Natural Resources

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors

This section to be completed by Grantee’s Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement, we will monitor and report any actual, potential, individual, or organizational conflicts of interest to the State’s Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date (check one of the two boxes below):

- I do not have any conflicts of interest relating to this project.
- I have an actual, potential, individual, or organizational (*indicate below*) conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State’s Authorized Representative.

Grantee AR’s Printed Name: _____ Date: _____

Grantee AR’s Signature: _____

Organization Name: _____

Project Name: _____

Legal Citation: ML_____, Chapter _____, Article ____, Section ____, Subdivision _____

State AR’s Printed Name: _____ Date: _____

State AR’s Signature: _____