



CITY COUNCIL REGULAR MEETING

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

Tuesday, February 21, 2023 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 - February 6, 2023
 - B. Contingent Offers of Employment- Part-time Firefighters
 - C. HVAC Controller Replacement at Police/Public Works
 - D. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
 - A. 2022 Code Revisions – Second Reading
 - Ordinance 304 – An Ordinance Modifying General and Use Definitions in Division 2 of the Zoning Code; Resolution 2023-07 – A Resolution Authorizing the Summary Publication of Ordinance 304, Modifying General and Use Definitions in Division 2 of the Zoning Code
 - Ordinance 305 – An Ordinance Modifying Agricultural Uses in the Zoning Code; Resolution 2023-08 – A Resolution Authorizing the Summary Publication of Ordinance 305, Modifying Agricultural Uses In The Zoning Code
 - Ordinance 306 – An Ordinance Modifying Division 6 Use-Specific Standards in the Zoning Code; Resolution 2023-09 – A Resolution Authorizing the Summary Publication of Ordinance 306, Modifying Division 6 Use-Specific Standards in the Zoning Code
 - Ordinance 307 – An Ordinance Modifying Division 7 Development Standards In The Zoning Code; Resolution 2023-10 – A Resolution Authorizing the Summary Publication of Ordinance 307, Modifying General and Use Definitions in Division 2 of the Zoning Code
- 9. NEW BUSINESS**
 - A. Landscape Architecture Service
 - B. Ordinance Amendment – Chapter 3 - First Reading
 - Ordinance 308 - An Ordinance Amending Chapter 3, Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, And Collections
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

February 6, 2023

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Absent: Councilmember Joe Muehlbauer

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), Deputy Administrator-Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - January 17, 2023

B. Approve Purchasing Extrication Tools

C. Police Officer Resignation/Vacancies

D. Rental License Approvals

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

F. Acknowledgement to Conduct Excluded Bingo

G. Acknowledgement for Exempt Permit

H. Payment of Claims

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

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman 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

Mayor Feldman announced that Item E on the Agenda will be the first item discussed.

E. Car Detailing Interim Use Permit (IUP)

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

City Planner Beth Richmond reviewed the Staff report concerning the request for an IUP for a home extended business for a car detailing business. She shared the recommendations from the County since Ambassador is a County Road. She added that the Planning Commission held a public hearing and many residents came forward to share their support or concerns with this request. She shared that the Planning Commission recommended approval of the IUP.

Mayor Feldman asked if this is a new business. Richmond explained that the business has been operating in the City but not at this site as the property owner has moved. Mayor Feldman asked if the applicant was on a commercial site before. Richmond said yes. Mayor Feldman asked if the 2-4 cars per day was written into the IUP. Richmond said yes and it was capped at a maximum of 4 cars per day. Mayor Feldman asked what would happen if the applicant were ever to try to do more cars per day. Richmond explained that the City would take the steps to get the applicant to comply and if they did not they would go through the process to revoke the IUP.

Udvig stated that she attended the Planning Commission meeting and she heard their discussion on this. She shared that she is confident that this is a good move to make and shared her support.

Bauer shared his concerns bringing the driveway down as asphalt and the parking. He asked if the parking space allowance presents itself in an IUP versus a traditional commercial parking space, in regard to the number of spaces, handicap spaces, and other similar parking matters. Richmond explained that there are no

specific standards for a home extended business for parking.

Mayor Feldman explained his thoughts behind the driveway being gravel with freshly detailed cars. Richmond stated that the applicant can pave the entire driveway if they wish, but the code only requires it to be paved for the first 50 feet.

Mayor Feldman asked about how the vehicles get to the property. Richmond explained that the vehicles are picked up off site and brought back to the home to be detailed then delivered back off site.

Robinson explained his thoughts on paving the whole driveway and stated that should be up to the applicant. He explained that the City always has the upper hand and can shut down the business if they are not being compliant. He stated he does not see a problem with this business. Mayor Feldman reiterated that there are checks and balances in place.

Beth Hubbard, 5632 Ambassador Boulevard, came forward and shared that she is next door to the site that is being discussed and has had a lot of communication with the applicant. She shared her support for the applicants.

A resident at 23263 Ambassador Boulevard, came forward and shared that he is also a small business owner and shared his support for the applicant.

Mayor Feldman explained that the code compliance is done on anonymous calls and if there is ever a complaint, they can call anonymously. He shared his support for small businesses, with compliance.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT A CAR DETAILING INTERIM USE PERMIT (IUP) RESOLUTION 2023-05 APPROVING THE HOME EXTENDED BUSINESS INTERIM USE PERMIT FOR A CAR DETAILING BUSINESS AT 5620 AMBASSADOR BOULEVARD WITH CONDITIONS AND FINDINGS AS PRESENTED BY STAFF.

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

A. St. Francis Area Chamber of Commerce Parade Permit

Community Development Director Colette Baumgardner reviewed the Staff report concerning the applicant for a parade permit from the St. Francis Area Chamber of Commerce. She shared that Michelle Anderson with the Chamber is in attendance to answer any questions. She added that they have discussed with Police Chief Todd Schwieger and Fire Chief Dave Schmidt.

Mayor Feldman stated that it is evident that Staff has done the work to determine

that this parade route is safer.

Mrs. Anderson discussed the road closures, the need for volunteers and City Staff, as well as medical assistance available on the parade route.

Udvig shared she is excited to have the parade back.

Bauer stated that he lives in this neighborhood. He expressed his concerns with moving the parade to where it does not go through town. He asked if the school was on board with having the activities on the property. Mrs. Anderson shared that this was a concern as they are spending so much money to have the carnival on this side of town. She stated that the Chamber makes their money for these events from the carnival and the parade costs money. She shared that a lot of the activities do not happen anymore. She stated that the Lions may have activities at the Legion. She explained that this route has more available non-street parking than the former route. She shared that they will be avoiding food trucks. She shared that the activities at the carnival will be advertised at the parade.

Bauer shared that he likes the parade route and would like it to start at the Elementary School and end at the High School. Police Chief Todd Schwieger explained the concerns with the previous parade route and how it affected traffic and safety.

Mayor Feldman added that things are always flexible and they can assess the outcome of the route change and take public input on how to move forward. He shared his excitement for the parade coming back.

Mrs. Anderson explained that this will be the first year since 2019 that they have done the parade. She said that they want to focus on the small town feel and she thinks that bringing it through a neighborhood will bring this. She stated that the school has approved all of this and they are very excited about this.

Robinson stated that if Police, Fire and Public Works are on board with this he thinks it is awesome. He thanked Mrs. Anderson for her enthusiasm and energy. He shared his support for this and bringing the east side and the west side of the City together.

MOTION BY: UDVIG SECOND: BAUER TO ADOPT ST. FRANCIS AREA CHAMBER OF COMMERCE PARADE PERMIT

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

B. Ordinance Amendment - Park Commission
Ordinance 303 Amending City Code Chapter 2 Section 4-3

City Administrator Kate Thunstrom reviewed the Staff report in regard to updating an ordinance for the Park Commission. She reviewed the changes that are being proposed.

Mayor Feldman asked for clarification on what the terms will be for commissioners. Thunstrom explained that terms are staggered so that they do not all expire at the same time since this is a new commission. After this, she said it will go to a two year term.

Robinson shared his support for this.

Bauer also shared his support.

Udvig shared her support and stated that she has names of people waiting for applications to be available to apply for the commission.

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT ORDINANCE AMENDMENT - PARK COMMISSION ORDINANCE 303 AMENDING CITY CODE CHAPTER 2 SECTION 4-3

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

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

Thunstrom reviewed the Staff report concerning the efforts to secure funds through the State Corridors of Funding program and the need for letters of support from schools and local businesses.

Mayor Feldman shared his support for this.

The Council also shared their support.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION FOR THE SUPPORT OF CORRIDORS OF COMMERCE FUNDING RESOLUTION 2023-04 FOR THE ST. FRANCIS CITY COUNCIL SUPPORTING CORRIDORS OF COMMERCE FUNDING TRUCK HIGHWAY(TH) 47 (ST. FRANCIS BLVD NW) IMPROVEMENTS PROJECT AND AUTHORIZATION FOR STAFF TO PROVIDE

A LETTER OF SUPPORT

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

D. 2022 Code Revisions – 1st Reading

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

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

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

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

Richmond reviewed the Staff report and reviewed the four ordinance revisions. She shared the Planning Commission's recommendation for approval.

Mayor Feldman asked about the billing permit versus a zoning permit. Richmond explained that a building permit is required for anything greater than 200 square feet in size. Mayor Feldman asked if this was something new. Richmond stated it is not a new requirement and is in place across the State.

Mayor Feldman noted that these ordinance changes are grandfathered in and do not affect current land, just anything moving forward under the new zoning requirements.

Udvig said that the changes are good and supports passing them.

Bauer agreed with Udvig and thinks that the changes make more sense. He asked when the publication of these will be. Richmond stated that these ordinances will have a second reading then will be published.

Robinson thanked Richmond for her work. He asked what the next administrative housekeeping item will be. Richmond stated that this will be done again next November for the amendments. She added that if something else of high priority comes forward it will be addressed separately.

Mayor Feldman commented that this keeps things up to date as the needs of the City changes. He stated that he likes the clarifications on these.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT ORDINANCE 304 AMENDMENTS TO DIVISION 2 RULES AND DEFINITIONS OF ZONING CODE PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: UDVIG SECOND: BAUER TO ADOPT ORDINANCE 305 AMENDMENTS PERTAINING TO AGRICULTURAL USES IN DIVISION 4 BASE ZONING DISTRICTS OF THE ZONING CODE AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE 306 AMENDMENTS PERTAINING TO PRINCIPAL AND ACCESSORY USE SPECIFIC STANDARDS IN DIVISION 6 USE-SPECIFIC STANDARDS AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

MOTION BY: BAUER SECOND: UDVIG TO ADOPT ORDINANCE 307 AMENDMENTS PERTAINING TO ARCHITECTURAL STANDARDS, PARKING REQUIREMENTS, AND REQUIRED SCREENING IN DIVISION 7 DEVELOPMENT STANDARDS OF THE CITY CODE AS PRESENTED BY STAFF

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carries: 4-0

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

Richmond reviewed the Staff report in regard to reguiding the area to High Density Residential to reflect the current zoning. She shared a public hearing was held at the Planning Commission meeting and the board recommended approval of the amendment.

Robinson that he was present at the Planning Commission meeting and stated that the individuals who came up and spoke during the public hearing were encouraged to join the Park Commission. He shared his support of this.

Mayor Feldman added that this allows for flexibility in the future.

Bauer stated he was in support of this and it was originally just due to an error made.

Udvig agreed with Bauer that this is just an error that needs to be fixed.

MOTION BY: BAUER SECOND: ROBINSON TO ADOPT 23543 DEGARDNER CIRCLE - COMPREHENSIVE PLAN AMENDMENT RESOLUTION 2023-06 APPROVING THE COMPREHENSIVE PLAN AMENDMENT TO REGUIDE THE PROPERTY AT 23543 DEGARDNER CIRCLE NW FROM PARKS AND OPEN SPACE TO HIGH DENSITY RESIDENTIAL WITH CONDITION AND FINDINGS OF FACT AS PRESENTED BY STAFF AND TO AUTHORIZE SUBMITTAL OF THIS AMENDMENT TO THE METROPOLITAN COUNCIL FOR FINAL REVIEW.

Ayes: Udvig, Robinson, Bauer, and Feldman

Nays: None

Motion carries: 4-0

G. Work Session Request

Thunstrom reviewed the Staff report and shared the dates that are requested for work sessions.

The Council discussed their availability for the proposed meetings and they decided to change the June 26 meeting to June 27.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Police Department Annual Report

Police Chief Todd Schwieger reviewed the Police Department annual report and stated that this was a year of challenges that highlighted teamwork within the department. His report included highlighting each staff member and what they bring to the department. He continued his report by highlighting 543 training hours and 107 cases investigated in 2022. He recognized the reserve officers, putting in a total of 198 volunteer hours, and volunteer chaplains. He reviewed the annual statistics stating that they were similar to 2021. He thanked the Council for their continued support of the Police Department.

Mayor Feldman stated that this was a great report and shared that it would be great to send this report out to all St. Francis residents to let them know what the Police Department does. He said that there is a lot behind the scenes that the residents do not see. He asked about the calls for service at the schools and if they were in line with when there was an SRO on campus. Schwieger explained that the calls are less than expected since most incidents were reported to the SROs. Mayor Feldman asked if the SROs are helpful. Schwieger explained that when the Police Department is called to the schools, they should be called but the calls to the schools are very time consuming. Mayor Feldman stated that he is in support of SROs. He asked if there is any pandemic influence on the yearly statistics from 2021-2022. Schwieger stated that there were less pandemic-like call types in 2022.

Udvig said it was an excellent report and asked Schwieger to thank his officers and staff for all their hard work.

Robinson stated that he loved reading the weekly reports. He asked if there has been any internal action or relationship with the superintendent. Schwieger said that there has not been much yet as he has only had one conversation with the superintendent. Robinson asked Schwieger to reach out to the superintendent again. He asked if the officer has to also go into court time in regard to school incidents. Schwieger stated that it can lead to that. Robinson asked if there has been a change in the domestic violence calls. Schwieger said that there is nothing that is noticeably consistent. Robinson asked about the neighborhoods that have lots of calls and if the officers focus their routes and time in these neighborhoods. Schwieger said yes and the officers spend extra time in these areas. Robinson asked if any of these areas have become less problematic with the Police Department's concentrated efforts. Schwieger said yes. Robinson asked Schwieger to thank the whole Staff.

Bauer said it was a great report and asked Schwieger to thank his officers for the work that they do to support the community. He asked about the drug calls basically cut in half from 2021 to 2022. Schwieger explained that a lot of the drug arrests come out of traffic stops and being down a few officers, there were not as many traffic stops this year. Robinson stated that he is concerned when there are

immediate resignations and asked about these resignations. Schwieger stated that this is a concern of his too and they always like to look internally to see if the department is doing anything wrong. He explained the reasons for resignation for the officers that did leave. Robinson shared that it was a great report and appreciates all of the community outreach that the department does.

Mayor Feldman added that the community outreach events are a big deal and he emphasized the importance of making people not afraid to call the police in time of need. He thanked Schweiger for his report.

B. Public Works Annual Report

Public Works Director Paul Carpenter reviewed the Public Works annual report. He highlighted staff changes. He also highlighted projects accomplished, including the Poppy Street reconstruction, other road projects, Siwek Park, and the Bottle Shop and Public Works landscaping projects. He reviewed the Public Works statistics, including exceeding the tonnage goal for 2022. He shared that the Public Works Staff spent over 1000 hours on equipment repair and maintenance and 450 hours on building maintenance. He highlighted other events and the popularity of the ice rinks. He reviewed the stormwater highlights. He reviewed the asset management inspection for District 2. He shared that there is currently a moderate drought. He reviewed the plowing statistics. He thanked the Council and Staff for their support for the Public Works department. He thanked the Public Works Staff for their hard work and perseverance.

Mayor Feldman said it was a great report and wants to share this report with the public. He asked if people are still blowing snow out onto the roads. Carpenter said yes. Mayor Feldman asked if this is because the people have nowhere to put the snow. Carpenter said that there is no excuse for blowing it into the road when it could be blown into the yard. Mayor Feldman asked if letters are being sent out to these areas. Carpenter said yes. Mayor Feldman thanked Staff and Council for the equipment changes that were made in 2017 which are still paying off.

Bauer stated that it was a great report and asked Carpenter to thank his staff for all that they do. He said he has seen an improvement on residents and fire hydrants and encouraged the residents to shovel around the fire hydrants. He stated that the Public Works department is doing an amazing job. He asked residents to not blow snow into the street.

Udvig said it was a great report and it is always good to recap the year. She noted that some great changes have been made in Public Works and she looks forward to working with them more in the future. She asked if many people call about the snow banks at intersections. Carpenter stated that they have not had many calls about this.

Robinson said it was a great report and that the Public Works is a great team. He

said it is awesome to see recycling numbers up. He said he is looking forward to having an oil dump. He asked how they are targeting snow. Carpenter explained that if there is a specific address that is requested it will be targeted. Robinson asked if the City is getting compensated for the Bethel training. Carpenter said that was correct.

Mayor Feldman noted that the recycling events are great to bring them into the City. He reiterated the importance of the equipment that was approved in 2017. He added that safety is his number one concern with police, fire and Public Works.

12. COUNCIL MEMBER REPORTS

Udvig stated that she attended the Charter Commission meeting and shared that there are two vacancies. She said that they discussed ways to showcase some of the commissions at different events. She added that she attended the Chamber Casino Night and thanked Baumgardner and Community Development Specialist Jodie Steffes for their work on this. She let residents know that with Pioneer Days coming up there will be many volunteer opportunities.

Robinson shared that he attended the Planning Commission meeting and said it was interesting to see the residents input on the matters. He stated he also attended the Building Committee meeting and they are in the process of putting out RFP's for a contract manager to put the bids out for the project. He said he attended the Fire meeting and shared the concerns from Bethel of response times. He noted that the Liquor Store is looking great. He stated he also attended the Chamber Casino Night and it was very well attended.

Bauer thanked all the department heads and Staff for doing such a great job managing their employees and being so flexible. He thanked Liquor Store Manager John Schmidt for his great work.

Mayor Feldman added that he has seen a difference in the liquor store and it is amazing. He stated that they are still working with Weber. He noted that there is a difference between a low bid company and a low quality company. He explained that the company that did Poppy Street was a low bid company but did a great job whereas the company hired for the liquor store was a low bid and low quality company. He said it is great to see the success of the store. He thanked all Staff and Council for being here and being flexible with his health issues. He stated he is working as hard as he can and staying as strong as he can. He thanked everyone for their support.

13. UPCOMING EVENTS

February 15 - Planning Commission Meeting

February 21 - City Council Meeting

March 6 - City Council Meeting

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:55 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Contingent Offers of Employment- Part-time Firefighters
DATE: February 21, 2023

OVERVIEW:

Back in September of 2022, the City Council authorized the fire department to hire 3 firefighters to fill vacancies for fire department staffing. Initial recruitment of prospective applicants was slow. We have since received 3 applications. 2 candidates have been interviewed and 3rd interview is scheduled.

At this time, the fire department is requesting authorization to hire Jason Lance and Josh Stimpson contingent on successful completion of all required pre-employment screening for the position of firefighter. Their anticipated start date will be March 1st, 2023

ACTION TO BE CONSIDERED:

Approve the hiring of Jason Lance and Josh Stimpson as firefighters, contingent on the successful completion of pre-employment screening.

BUDGET IMPLICATION:

Existing Fire Department Operating Budget



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: HVAC Controller Replacement at Police/Public Works
DATE: February 21, 2023

OVERVIEW:

The Controller for the HVAC system at Police/Public Works building is obsolete. We currently have no control of the heating and air conditioning units at the building. The only portal was on the Internet Explorer platform, which was eliminated by Metro-INET. We have worked with Metro-INET but have failed to re-connect with the system. The controller needs to be replaced and the software needs to be updated as soon as possible.

ACTION TO BE CONSIDERED:

Authorize and accept the UHL Proposal to replace the PD/PW HVAC controller and update the software.

BUDGET IMPLICATION:

This will be paid out of Operation and Maintenance budget from five departments.

Attachments:

- UHL Proposal
- Harris Proposal

Paul Carpenter

From: Jeremy Shook
Sent: Tuesday, February 14, 2023 7:14 AM
To: Paul Carpenter
Subject: software upgrade

From: Mike Doyle <mdoyle@harriscompany.com>
Sent: Tuesday, February 14, 2023 4:58 AM
To: Jeremy Shook <JShook@stfrancismn.org>
Subject: Re: software and controller upgrade

Caution: This email originated outside our organization; please use caution.

For your information.

If I had been able to just replace the front end with a JACE. Create new graphics, alarms etc.
 Everything in the email you sent that you wanted to do.
 I priced that out and my bid would have been around \$30,000

Mike Doyle
 BA ACCOUNT EXECUTIVE

// C. 612.328.1613

From: Jeremy Shook <JShook@stfrancismn.org>
Sent: Friday, February 10, 2023 10:43 AM
To: Mike Doyle <mdoyle@harriscompany.com>
Subject: software and controller upgrade

This Message Is From an Untrusted Sender

You have not previously corresponded with this sender.
Report Suspicious

Good Morning Mike,

Would you be able to put together a quote on the items listed below? Let me know if you have any questions.

- Replace existing ENC AX network controller with new Niagara N4 Jace 8100
- Includes 5 year licensing agreement for the Jace
- Recreate all graphics pages in HTML-5 format
- Set up trends and alarms
- Update graphic floor plans with equipment locations
- Provide owner training on new graphical system
- One year parts and labor warranty

Thanks
Jeremy

Jeremy Shook

Streets/Parks Supervisor
City of St.Francis
4058 Saint Francis Blvd
St.Francis, MN 55070
763-233-5201
jshook@stfrancismn.org
<image004.png>



9065 Zachary Lane N
Maple Grove, MN 55639

PROPOSAL

Proposal #: JL23013

Date: 2/10/2023

To: St. Francis Police and Public Works **Project:** St Francis Police and Public Works N4 Upgrade
4058 St. Francis Blvd NW
St. Francis, MN 55070

Attention: Jeremy Shook

We propose to furnish the materials and perform the labor necessary to:

- Replace existing ENC AX network controller with new Niagara N4 Jace 8100
- Includes 5 year licensing agreement for the Jace
- Recreate all graphics pages in HTML-5 format
- Set up trends and alarms
- Update graphic floor plans with equipment locations
- Provide owner training on new graphical system
- One year parts and labor warranty

All material is guaranteed to be as specified, and the above work to be completed in a substantial workmanlike manner for the sum of: **\$12,995.00**

Any alteration or deviation from above specifications involving extra cost will be executed only upon written order and will become an extra charge over and above the estimate. This proposal is valid for 30days.

Respectfully submitted: Jake Lehmann
Account Manager

ACCEPTANCE OF PROPOSAL

The prices, specifications and other Terms set forth on page 2 of this proposal are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined herein.

Accepted by:

Name (print):

Title:

Company Name:

Date:

1. Customer's signature on the attached Proposal forms a binding agreement between Customer and Uhl Company, Inc. ("UHL") for the work described in the Proposal according to the Terms and Conditions contained herein (hereinafter the "Agreement").
2. UHL agrees to use competent personnel and industry standards to perform its work in a timely and professional manner.
3. All labor is to be performed during UHL's normal working hours, unless specified elsewhere in the Proposal.
4. The prices contained in the Proposal are good for 30 days. If at any time the materials, equipment or parts contained in the Proposal become subject to a tariff, levy or other price increase of more than 5% due to action by the U.S. or a foreign government, then UHL shall be entitled to an increase in the price of this Agreement equal to increase in the price of the materials, equipment or parts.
5. UHL represents that it carries Worker's Compensation, general liability, automobile liability, and excess liability insurance policies. Customer shall carry any other insurance necessary for the protection of the project or Customer's interests.
6. Payment is due within 30 days of UHL's invoice date. Interest shall accrue on any unpaid balance at a rate of 1.5% per month. Acceptance by UHL of partial payments shall not constitute any release of collection or lien rights that may exist.
7. In the event of Customer's default of its obligations under this Agreement, other than its payment obligations, UHL will give 10 day's notice to cure. If Customer remains in default after the 10 day cure period, UHL may terminate this Agreement and recover the balance due, in addition to all expenses, damages and costs, including reasonable attorney's fees, incurred by UHL in collecting the outstanding balance owed. In the event Customer fails to make payment within 30 days of being invoiced, UHL may immediately cease all work under this Agreement without notice and cancel this Agreement, at which time the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, Customer shall pay all expenses, damages and costs, including reasonable attorney's fees, incurred by UHL in collecting the outstanding balance owed.
8. If, for any reason, Customer directs a cessation of the work on all or any part of the project, UHL shall be paid for the portion of its work completed at the time of cancellation, including all expenses incurred by UHL in securing the project and ceasing work.
9. Unless otherwise specified in the Proposal, UHL will not furnish any performance or material payment bond. If a bond is requested, Customer agrees to reimburse UHL for the cost of the bond.
10. All labor is warranted for 90 days (except in the case of compressor replacements, which carry a 30 day warranty), while materials, equipment and parts are warranted according to manufacturer specifications. UHL's warranty obligations do not arise if the failure is the result of faulty installation or abuse by others, incorrect electrical connections or alterations made by others, or use under abnormal operating conditions or misapplication of the materials, equipment or parts. Manufacturer warranties may include an allowance for the cost of labor and related costs such as crane rental, refrigerant, etc., for correcting defects in material and workmanship. If the standard manufacturer's warranty does not provide for this additional coverage, Customer shall be responsible for payment of these costs to UHL.
11. UHL MAKES NO OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY SUCH WARRANTY IS HEREBY DISCLAIMED BY UHL AND EXCLUDED FROM THIS AGREEMENT. UHL's WARRANTY SPECIFICALLY EXCLUDES COVERAGE FOR ENVIRONMENTAL CONDITIONS, SUCH AS MOLD. UHL HAS MADE NO INSPECTION FOR, NOR MADE ANY REPRESENTATION REGARDING THE EXISTENCE OR NON-EXISTENCE OF MOLD ON THE CUSTOMER'S PREMISES. UHL HAS FURTHER MADE NO PROMISE OR AFFIRMATION THAT THE MATERIALS AND LABOR PROVIDED WILL ASSIST IN THE PREVENTION OR REMEDIATION OF MOLD OR OTHER ENVIRONMENTAL CONCERNS.
12. ANY AND ALL CLAIMS AGAINST UHL MUST BE BROUGHT WITHIN ONE YEAR OF PERFORMANCE OF THE WORK UNDER THIS AGREEMENT. UHL'S LIABILITY FOR ANY AND ALL CLAIMS ARISING FROM OR IN ANY WAY CONNECTED TO UHL'S WORK UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNT OF THIS AGREEMENT. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL UHL BE RESPONSIBLE FOR ANY CLAIMS FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES ARISING FROM OR IN ANY WAY CONNECTED TO UHL'S WORK UNDER THIS AGREEMENT.
13. UHL's pricing does not include any cost that may be incurred due to the existence of hazardous material or its removal or disposal, unless specifically provided for in the Agreement. If costs are incurred by UHL due to the existence of hazardous material, those costs will be paid by Customer without the need for written approval.
14. This Agreement, including these Terms and Conditions and the Proposal, constitutes the entire agreement and complete understanding between the parties. No verbal representations shall be binding on either party and Customer agrees that it is not relying on any representation made by UHL that is not contained herein.
15. These Terms and Conditions may in some instances conflict with terms and conditions or other documents issued by Customer. In such case, the Terms and Conditions contained herein shall govern and Customer acknowledges and agrees that acceptance of this Proposal is conditioned upon Customer's acceptance of the Terms and Conditions herein.
16. UHL shall not be liable for any penalty or damage, delay or injury, or for failure to give notice of delay, or to perform, when such damage, delay, injury or failure is due to the elements, acts of god, acts of the owner, act of civil or military authority, war, riots, terrorism, concerted labor action, strikes, shortages of materials, accidents or any causes beyond the reasonable control of UHL. If such a delay occurs, the completion date shall be deemed extended for a period of time equal to the time lost due to any delay excusable under this provision.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: February 21, 2023

OVERVIEW:
Attached are the bills received since the last council meeting.Total checks to be written are \$387,113.03 plus any additional bills that are handed out at council meeting. Please note the bill list includes payments that are coded to 2022.

Other Payments to be approved:
Debt service payments –N/A
Direct Transfers from Previous Month-\$249,690.94
Credit Card Payment-\$7,210.26
Manual Checks-N/A

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

BUDGET IMPLICATION:
City bills

- Attachments:
- 02-21-2023 Packet List-\$387,113.03
 - 02-21-2023 ACH Payments-\$249,690.94
 - 02-21-2023 Credit Card-\$7,210.26

CITY OF ST FRANCIS

*Claim Register©

AP 2023 02-21-2023

February 2023

Claim Type

Claim# 17386 ADRIAENS, JENNIFER & AUSTEN

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#5722 \$3.68
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$3.68

Claim Type

Claim# 17432 ADVANTAGE TAPE

Cash Payment E 609-49750-340 Advertising ADVERTISING \$390.00
 Invoice 4684Z

Transaction Date 2/14/2023 CASH 10100 **Total** \$390.00

Claim Type

Claim# 17431 AIRGAS NORTH CENTRAL

Cash Payment E 101-43100-217 Other Operating Supplies CYLINDER RENTAL \$14.40
 Invoice 9994373392

Cash Payment E 101-43210-217 Other Operating Supplies CYLINDER RENTAL \$14.40
 Invoice 9994373392

Cash Payment E 101-45200-217 Other Operating Supplies CYLINDER RENTAL \$14.40
 Invoice 9994373392

Cash Payment E 601-49440-217 Other Operating Supplies CYLINDER RENTAL \$14.40
 Invoice 9994373392

Cash Payment E 602-49490-217 Other Operating Supplies CYLINDER RENTAL \$14.41
 Invoice 9994373392

Cash Payment E 101-43100-217 Other Operating Supplies \$9.88
 Invoice 9134511265

Cash Payment E 101-43210-217 Other Operating Supplies \$9.88
 Invoice 9134511265

Cash Payment E 101-45200-217 Other Operating Supplies \$9.88
 Invoice 9134511265

Cash Payment E 601-49440-217 Other Operating Supplies \$9.88
 Invoice 9134511265

Cash Payment E 602-49490-217 Other Operating Supplies \$9.86
 Invoice 9134511265

Transaction Date 2/14/2023 CASH 10100 **Total** \$121.39

Claim Type

Claim# 17555 ALL ABOUT TREES

Cash Payment E 101-43100-311 Contract TREE SERVICES \$1,050.00
 Invoice 244124

Cash Payment E 101-45200-311 Contract TREE SERVICES \$1,050.00
 Invoice 244124

Transaction Date 2/16/2023 CASH 10100 **Total** \$2,100.00

Claim Type

Claim# 17391 ALWAYS BRIGHT LIGHTS LTD

Cash Payment E 101-45200-311 Contract REMOVE HOLIDAY BANNERS \$400.00
 Invoice 1029

Transaction Date 2/8/2023 CASH 10100 **Total** \$400.00

Claim Type

Claim# 17385 ARES HOLDINGS

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6621 \$131.95
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$131.95

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 2

*Claim Register©

AP 2023 02-21-2023

February 2023

Claim TypeClaim# 17384 *AYLSWORTH, ROBERT*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#1762 \$130.23
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$130.23

Claim TypeClaim# 17429 *BELLBOY CORPORATION*

Cash Payment E 609-49751-206 Freight FREIGHT \$0.05
 Invoice 0106391400

Cash Payment E 609-49751-206 Freight FREIGHT \$39.60
 Invoice 0098342400

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$11.94
 Invoice 0106391400

Cash Payment E 609-49751-251 Liquor LIQUOR \$3,098.75
 Invoice 0098342400

Transaction Date 2/14/2023 CASH 10100 **Total** \$3,150.34

Claim TypeClaim# 17428 *BERNICK COMPANIES, THE*

Cash Payment E 609-49751-252 Beer BEER \$837.60
 Invoice 10044203

Transaction Date 2/14/2023 CASH 10100 **Total** \$837.60

Claim TypeClaim# 17538 *BGS (BARNA GUZY)*

Cash Payment E 101-41600-304 Civil Legal Fees GENERAL LABOR \$616.00
 Invoice 258760

Cash Payment E 101-41600-304 Civil Legal Fees MISC/NON RETAINER \$101.50
 Invoice 258763

Cash Payment E 101-41600-304 Civil Legal Fees LAKE STATE COMMERCIAL PURCHASE \$435.00
 Invoice 258878

Cash Payment E 101-41600-304 Civil Legal Fees GENE RECHTZIGEL PETITION \$2,856.50
 Invoice 258539

Cash Payment E 101-41600-304 Civil Legal Fees GENE RECHTZIGEL BOUNDARY DISPUTE \$72.50
 Invoice 258538

Cash Payment E 101-41600-304 Civil Legal Fees TRANSFER OF TITLE \$446.50
 Invoice 258879

Transaction Date 2/15/2023 CASH 10100 **Total** \$4,528.00

Claim TypeClaim# 17383 *BOESE, ALYSSA & YEAKEY, JORD*

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#6138 \$195.60
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$195.60

Claim TypeClaim# 17438 *BREAKTHRU BEVERAGE*

Cash Payment E 609-49751-206 Freight FREIGHT \$66.70
 Invoice 347728733

Cash Payment E 609-49751-251 Liquor LIQUOR \$6,476.40
 Invoice 347728733

Cash Payment E 609-49751-253 Wine WINE \$288.00
 Invoice 347728733

Transaction Date 2/14/2023 CASH 10100 **Total** \$6,831.10

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 3

*Claim Register©

AP 2023 02-21-2023

February 2023

Claim Type

Claim# 17390 BRUNTON ARCHITECTS & ENGINE
 Cash Payment E 404-41400-589 City Hall/Fire Station PROGRESS BILLING - SCHEMATIC DESIGN \$194,500.00
 Invoice 22249
 Transaction Date 2/8/2023 Due 2/8/2023 CASH 10100 **Total** \$194,500.00

Claim Type

Claim# 17437 CHOSEN VALLEY TESTING, INC
 Cash Payment E 404-41400-589 City Hall/Fire Station CITY HALL/FIRE STATION \$6,080.00
 Invoice 47081
 Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$6,080.00

Claim Type

Claim# 17552 COMPASS MINERALS AMERICA, I
 Cash Payment G 101-14100 Inventory of Material/Supply BULK SALT \$10,508.74
 Invoice 1131695
 Cash Payment G 101-14100 Inventory of Material/Supply BULK SALT \$12,244.74
 Invoice 1122698
 Cash Payment G 101-14100 Inventory of Material/Supply BULK SALT \$6,170.04
 Invoice 1132560
 Transaction Date 2/16/2023 Due 2/16/2023 CASH 10100 **Total** \$28,923.52

Claim Type

Claim# 17556 CONNEXUS ENERGY
 Cash Payment E 101-43100-386 Street Lighting RIVERS EDGE 6TH LIGHTING \$2,759.00
 Invoice LGT0000981
 Transaction Date 2/16/2023 CASH 10100 **Total** \$2,759.00

Claim Type

Claim# 17387 CRAWFORD EQUIPMENT
 Cash Payment E 601-49440-228 Equipment Maintenance EQUIPMENT MAINTENANCE \$674.18
 Invoice 01-74352
 Cash Payment E 101-43100-237 Small Equipment SMALL EQUIPMENT \$1,078.00
 Invoice 01-74280
 Cash Payment E 602-49490-228 Equipment Maintenance EQUIPMENT MAINTENANCE \$674.18
 Invoice 01-74352
 Cash Payment E 101-45200-237 Small Equipment SMALL EQUIPMENT \$1,078.00
 Invoice 01-74280
 Cash Payment E 101-43100-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$674.18
 Invoice 01-74352
 Cash Payment E 101-45200-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$674.18
 Invoice 01-74352
 Transaction Date 2/8/2023 CASH 10100 **Total** \$4,852.72

Claim Type

Claim# 17436 CRYSTAL SPRINGS ICE
 Cash Payment E 609-49751-206 Freight FREIGHT \$4.00
 Invoice 9001394
 Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$90.20
 Invoice 9001394
 Transaction Date 2/14/2023 CASH 10100 **Total** \$94.20

Claim Type

Claim# 17435 DAHLHEIMER DIST. CO. INC.
 Cash Payment E 609-49751-252 Beer BEER \$15,916.00
 Invoice 1837341

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 4

*Claim Register©

AP 2023 02-21-2023

February 2023

Cash Payment E 609-49751-255 N/A Products N/A \$65.40
Invoice 1837341

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$15,981.40

Claim Type

Claim# 17395 DELL MARKETING L.P.

Cash Payment E 101-42400-200 Office Supplies COMPUTERS \$195.70
Invoice 10650273678

Transaction Date 2/8/2023 CASH 10100 **Total** \$195.70

Claim Type

Claim# 17510 EAGLE GARAGE DOOR CO.

Cash Payment E 602-49490-401 Buildings Maintenance PW GARAGE DOOR MAINTENANCE \$200.00
Invoice 8611

Cash Payment E 101-42110-401 Buildings Maintenance PD GARAGE DOOR MAINTENANCE \$220.00
Invoice 8610

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$420.00

Claim Type

Claim# 17394 ECM PUBLISHERS, INC.

Cash Payment E 101-41400-351 Legal Notices Publishing FEB 15 PH 23040 PEDERSON DR NW \$64.50
Invoice 932189

Transaction Date 2/8/2023 Due 2/8/2023 CASH 10100 **Total** \$64.50

Claim Type

Claim# 17550 ELECTRO WATCHMAN, INC.

Cash Payment E 101-43100-401 Buildings Maintenance PW/PD GATE MAINTENANCE \$149.51
Invoice 399663

Cash Payment E 101-45200-401 Buildings Maintenance PW/PD GATE MAINTENANCE \$149.51
Invoice 399663

Cash Payment E 601-49440-401 Buildings Maintenance PW/PD GATE MAINTENANCE \$149.51
Invoice 399663

Cash Payment E 602-49490-401 Buildings Maintenance PW/PD GATE MAINTENANCE \$149.51
Invoice 399663

Cash Payment E 101-42110-401 Buildings Maintenance PW/PD GATE MAINTENANCE \$149.52
Invoice 399663

Transaction Date 2/16/2023 CASH 10100 **Total** \$747.56

Claim Type

Claim# 17434 FIRE SAFETY USA, INC.

Cash Payment E 101-42210-221 Vehicle Maintenance VEHICLE MAINTENANCE \$607.25
Invoice 168729

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$607.25

Claim Type

Claim# 17433 GRANITE CITY JOBBING CO.

Cash Payment E 609-49751-206 Freight FREIGHT \$10.00
Invoice 319584

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC \$108.34
Invoice 319584

Cash Payment E 609-49751-256 Tobacco Products TOBACCO \$3,800.49
Invoice 319584

Transaction Date 2/14/2023 CASH 10100 **Total** \$3,918.83

Claim Type

Claim# 17554 HAWKINS, INC.

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 5

***Claim Register©**

AP 2023 02-21-2023

February 2023

Cash Payment	E 601-49440-216	Chemicals	CHEMICALS				\$40.00
	Invoice 6402302						
Cash Payment	E 601-49440-216	Chemicals	CHEMICALS				\$10.00
	Invoice 6402769						
Cash Payment	E 602-49490-216	Chemicals	CHEMICALS				\$10,471.75
	Invoice 6398172						
Transaction Date	2/16/2023		CASH	10100	Total		\$10,521.75
Claim Type							
Claim#	17545	<i>HOISINGTON KOEGLER GROUP, I</i>					
Cash Payment	E 101-41910-311	Contract	GENERAL PLANNING				\$2,620.07
	Invoice 018-041-53						
Cash Payment	E 405-43100-809	Patriot Parkway	PATRIOT PARKWAY				\$180.00
	Invoice 018-041-53						
Cash Payment	E 404-41400-589	City Hall/Fire Station	CIVIC CAMPUS				\$22.50
	Invoice 018-041-53						
Cash Payment	G 803-22001	Turtle Ponds 6th-2022	TURTLE PONDS/BLUEWATERS 6				\$281.25
	Invoice 018-041-53						
Cash Payment	G 803-22004	Serenity at Seelye Brook	SERENITY AT SEELYE BROOK				\$93.75
	Invoice 018-041-53						
Cash Payment	G 803-22150	Lilleboe IUP Home Ext. Auto	LILLEBOE IUP HOME EXTENDED AUTO				\$592.63
	Invoice 018-041-53		DETAIL				
Transaction Date	2/15/2023	Due 2/15/2023	CASH	10100	Total		\$3,790.20
Claim Type							
Claim#	17392	<i>INNOVATIVE OFFICE SOLUTIONS,</i>					
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES				\$205.80
	Invoice IN4086687						
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES				\$111.13
	Invoice IN4092580						
Cash Payment	E 101-41400-200	Office Supplies	OFFICE SUPPLIES				\$188.85
	Invoice IN4094213						
Cash Payment	E 101-42110-200	Office Supplies	OFFICE SUPPLIES				\$52.83
	Invoice IN4085297						
Transaction Date	2/8/2023	Due 2/8/2023	CASH	10100	Total		\$558.61
Claim Type							
Claim#	17543	<i>ISANTI COUNTY TREASURER</i>					
Cash Payment	E 101-41410-441	Miscellaneous	GENERAL ELECTION REIMBURSEMENT				\$205.36
	Invoice 2023-035						
Transaction Date	2/15/2023		CASH	10100	Total		\$205.36
Claim Type							
Claim#	17444	<i>JOHNSON BROS WHLSE LIQUOR</i>					
Cash Payment	E 609-49751-206	Freight	FREIGHT				\$38.21
	Invoice 2236424						
Cash Payment	E 609-49751-206	Freight	FREIGHT				\$34.99
	Invoice 2236425						
Cash Payment	E 609-49751-251	Liquor	LIQUOR				\$2,560.27
	Invoice 2236424						
Cash Payment	E 609-49751-253	Wine	WINE				\$1,121.00
	Invoice 2236425						
Transaction Date	2/14/2023		CASH	10100	Total		\$3,754.47

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 6

*Claim Register©

AP 2023 02-21-2023

February 2023

Claim Type

Claim# 17557 JSX TECHNOLOGY

Cash Payment E 101-42110-237 Small Equipment SMALL EQUIPMENT \$3,250.00
 Invoice 10588

Transaction Date 2/16/2023 CASH 10100 **Total** \$3,250.00

Claim Type

Claim# 17508 MACQUEEN EMERGENCY

Cash Payment E 101-42210-437 Uniforms UNIFORMS \$1,022.84
 Invoice P11463

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$1,022.84

Claim Type

Claim# 17382 MAHAN, JESSICA

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT#4139 \$168.21
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$168.21

Claim Type

Claim# 17439 MCDONALD DIST CO.

Cash Payment E 609-49751-251 Liquor LIQUOR -\$45.31
 Invoice 673071

Cash Payment E 609-49751-252 Beer BEER \$5,645.95
 Invoice 673025

Cash Payment E 609-49751-251 Liquor LIQUOR \$167.85
 Invoice 673022

Cash Payment E 609-49751-252 Beer BEER -\$134.79
 Invoice 673070

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$5,633.70

Claim Type

Claim# 17399 MCDOWALL COMPANY, INC

Cash Payment E 601-49440-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.71
 Invoice 19061

Cash Payment E 602-49490-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.71
 Invoice 19061

Cash Payment E 101-43100-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.71
 Invoice 19061

Cash Payment E 101-45200-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.71
 Invoice 19061

Cash Payment E 101-42210-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.72
 Invoice 19061

Cash Payment E 609-49750-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.72
 Invoice 19061

Cash Payment E 101-42110-311 Contract ROOFING MANAGEMENT AGREEMENT \$485.72
 Invoice 19061

Transaction Date 2/8/2023 CASH 10100 **Total** \$3,400.00

Claim Type

Claim# 17398 METRO INET

Cash Payment E 101-41110-310 Computer Consulting Fee MONTHLY IT SERVICES \$13,498.00
 Invoice 1093

Transaction Date 2/8/2023 Due 2/8/2023 CASH 10100 **Total** \$13,498.00

Claim Type

Claim# 17464 MIDCONTINENT COMMUNICATION

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 7

***Claim Register©**

AP 2023 02-21-2023

February 2023

Cash Payment	E 101-42110-321 Telephone	PHONES			\$44.99
	Invoice 13332710113162				
Cash Payment	E 601-49440-321 Telephone	PHONES			\$153.39
	Invoice 13334860113162				
Transaction Date	2/14/2023	Due 2/14/2023	CASH	10100	Total \$198.38
Claim Type					
Claim#	17466	MN BOARD OF PEACE OFFICER	Ck# 081545	2/14/2023	
Cash Payment	E 101-42110-433 Dues and Subscriptions	NEW OFFICER LICENSE FEES			\$90.00
	Invoice .02142023				
Transaction Date	2/14/2023		CASH	10100	Total \$90.00
Claim Type					
Claim#	17549	MN DEPT OF HEALTH			
Cash Payment	E 601-49440-434 Permit Fees	QUARTERLY CONNECTION FEE-1ST QTR			\$4,432.00
	Invoice .02132023				
Transaction Date	2/16/2023		CASH	10100	Total \$4,432.00
Claim Type					
Claim#	17397	MN DEPT OF LABOR & INDUSTRY			
Cash Payment	E 101-43100-441 Miscellaneous	PRESSURE VESSEL- 4020 227TH AVE NW			\$10.00
	Invoice ABR0301052X				
Transaction Date	2/8/2023		CASH	10100	Total \$10.00
Claim Type					
Claim#	17507	MN SHERIFFS ASSOCIATION			
Cash Payment	E 101-42110-200 Office Supplies	PERMITS TO ACQUIRE			\$60.00
	Invoice 277610				
Transaction Date	2/14/2023	Due 2/14/2023	CASH	10100	Total \$60.00
Claim Type					
Claim#	17404	MWOA			
Cash Payment	E 601-49440-228 Equipment Maintenance	SIX YEAR MEMBERSHIP RENEWAL			\$60.00
	Invoice .020923				
Transaction Date	2/9/2023		CASH	10100	Total \$60.00
Claim Type					
Claim#	17381	NOE, DAVID			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT#6553			\$15.32
	Invoice .02082023				
Transaction Date	2/8/2023		CASH	10100	Total \$15.32
Claim Type					
Claim#	17403	NORTHERN LIGHTER PYROTECH			
Cash Payment	E 101-45230-311 Contract	PIONEER DAYS FIREWORKS 2023			\$15,000.00
	Invoice .02092023				
Transaction Date	2/9/2023		CASH	10100	Total \$15,000.00
Claim Type					
Claim#	17402	NORTHLAND OCCUPATIONAL HEA			
Cash Payment	E 101-43100-441 Miscellaneous	TESTING			\$12.50
	Invoice 17323				
Cash Payment	E 101-45200-441 Miscellaneous	TESTING			\$12.50
	Invoice 17323				
Cash Payment	E 601-49440-441 Miscellaneous	TESTING			\$12.50
	Invoice 17323				

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 8

*Claim Register©

AP 2023 02-21-2023

February 2023

Cash Payment	E 602-49490-441	Miscellaneous	TESTING		\$12.50
Invoice 17323					
Transaction Date	2/9/2023	CASH	10100	Total	\$50.00
Claim Type					
Claim#	17506	OPUS 21			
Cash Payment	E 601-49440-382	Utility Billing	UTILITY BILLING		\$1,436.96
Invoice 230158					
Cash Payment	E 602-49490-382	Utility Billing	UTILITY BILLING		\$1,436.95
Invoice 230158					
Transaction Date	2/14/2023	CASH	10100	Total	\$2,873.91
Claim Type					
Claim#	17542	PAT JOHNSON GRAPHIC ARTIST			
Cash Payment	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER		\$200.00
Invoice .02152023					
Transaction Date	2/15/2023	CASH	10100	Total	\$200.00
Claim Type					
Claim#	17461	PHILLIPS WINE & SPIRITS CO.			
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$5.25
Invoice 6542646					
Cash Payment	E 609-49751-206	Freight	FREIGHT		\$24.44
Invoice 6542647					
Cash Payment	E 609-49751-253	Wine	WINE		\$124.15
Invoice 6542646					
Cash Payment	E 609-49751-251	Liquor	LIQUOR		\$1,260.76
Invoice 6542647					
Transaction Date	2/14/2023	CASH	10100	Total	\$1,414.60
Claim Type					
Claim#	17401	RMB ENVIRONMENTAL LAB			
Cash Payment	E 602-49490-313	Sample Testing	WEEKS 2-4 COOLER 1		\$185.13
Invoice B008024					
Cash Payment	E 602-49490-313	Sample Testing	DATA MANAGEMENT FEE		\$196.02
Invoice B008042					
Cash Payment	E 602-49490-313	Sample Testing	ALL WEEKS COOLER 2		\$210.18
Invoice B008043					
Transaction Date	2/9/2023	CASH	10100	Total	\$591.33
Claim Type					
Claim#	17459	ROYAL SUPPLY			
Cash Payment	E 101-41940-210	Operating Supplies	SUPPLIES		\$119.40
Invoice 4501					
Cash Payment	E 101-42110-217	Other Operating Supplies	SUPPLIES		\$59.70
Invoice 4501					
Cash Payment	E 101-43100-217	Other Operating Supplies	SUPPLIES		\$29.85
Invoice 4501					
Cash Payment	E 101-45200-217	Other Operating Supplies	SUPPLIES		\$29.85
Invoice 4501					
Cash Payment	E 601-49440-217	Other Operating Supplies	SUPPLIES		\$29.85
Invoice 4501					
Cash Payment	E 602-49490-217	Other Operating Supplies	SUPPLIES		\$29.85
Invoice 4501					
Transaction Date	2/14/2023	Due 2/14/2023	CASH	10100	Total \$298.50

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 9

*Claim Register©

AP 2023 02-21-2023

February 2023

Claim Type

Claim# 17548 S&S INDUSTRIAL SUPPLY

Cash Payment E 101-43100-218 Equipment Maintenance EQUIPMENT MAINTENANCE \$171.01
 Invoice 328107

Transaction Date 2/16/2023 CASH 10100 **Total** \$171.01

Claim Type

Claim# 17457 SOUTHERN GLAZERS OF MN

Cash Payment E 609-49751-206 Freight FREIGHT \$8.96
 Invoice 2312453

Cash Payment E 609-49751-206 Freight FREIGHT \$2.56
 Invoice 2312454

Cash Payment E 609-49751-253 Wine WINE \$206.00
 Invoice 2312454

Cash Payment E 609-49751-251 Liquor LIQUOR \$1,291.35
 Invoice 2312453

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$1,508.87

Claim Type

Claim# 17380 SPEACH, TAYLOR

Cash Payment G 601-22200 Deferred Revenues REFUND ACCT #4891 \$50.05
 Invoice .02082023

Transaction Date 2/8/2023 CASH 10100 **Total** \$50.05

Claim Type

Claim# 17553 ST. FRANCIS HIGH SCHOOL

Cash Payment E 101-45200-229 Project Maintenance PICNIC TABLES \$3,150.00
 Invoice 222316

Transaction Date 2/16/2023 Due 2/16/2023 CASH 10100 **Total** \$3,150.00

Claim Type

Claim# 17408 SUSA

Cash Payment E 601-49440-208 Training 2023 MEMBERSHIP \$62.50
 Invoice .02092023

Cash Payment E 602-49490-228 Equipment Maintenance 2023 MEMBERSHIP \$62.50
 Invoice .02092023

Transaction Date 2/9/2023 CASH 10100 **Total** \$125.00

Claim Type

Claim# 17450 SYMBOLARTS, LLC

Cash Payment E 101-42110-237 Small Equipment POLICE BADGE COINS \$1,183.20
 Invoice 357211

Transaction Date 2/14/2023 Due 2/14/2023 CASH 10100 **Total** \$1,183.20

Claim Type

Claim# 17407 THOMSON REUTERS-WEST

Cash Payment E 101-42110-200 Office Supplies OFFICE SUPPLIES \$359.94
 Invoice 847863055

Transaction Date 2/9/2023 CASH 10100 **Total** \$359.94

Claim Type

Claim# 17406 TIMESAVER OFF SITE SEC. INC

Cash Payment E 101-41400-311 Contract Minutes \$398.25
 Invoice M27965

Transaction Date 2/9/2023 Due 2/9/2023 CASH 10100 **Total** \$398.25

CITY OF ST FRANCIS

02/16/23 12:18 PM

Agenda Item # 4D.

Page 10

***Claim Register©**

AP 2023 02-21-2023

February 2023

Claim TypeClaim# 17405 *UTILITY SERVICE CO., INC.*

Cash Payment E 601-49440-234 Water Tower Maintenance HYDROPILLAR NEW TOWER QUARTERLY \$10,468.32
 Invoice 575341

Transaction Date	2/9/2023	Due 2/9/2023	CASH	10100	Total	\$10,468.32
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Claim TypeClaim# 17448 *VINOCOPIA, INC.*

Cash Payment E 609-49751-206 Freight FREIGHT \$12.50
 Invoice 0323563-IN

Cash Payment E 609-49751-253 Wine WINE \$560.00
 Invoice 0323563-IN

Transaction Date	2/14/2023	CASH	10100	Total	\$572.50
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Pre-Written Checks	\$90.00
Checks to be Generated by the Compute	\$366,958.89
Total	\$367,048.89

CITY OF ST FRANCIS

02/16/23 12:22 PM

Agenda Item # 4D.

Page 1

***Claim Register©**

AP 2022 02-21-2023

February 2023

Claim Type

Claim#	17526	HAKANSON ANDERSON ASSOC., I			
Cash Payment	G 803-22195	Brother Dev 2022 (Enchanted)	ENCHANTED MEADOWNS		\$621.50
	Invoice 50172				
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE 5TH ADD		\$452.00
	Invoice 50169				
Cash Payment	E 405-43100-807	2022 Street Improvements	2022 STREET REHAB PROJECT		\$590.00
	Invoice 50176				
Cash Payment	E 405-43100-806	2021 Street Improvements	POPPY ST & 229TH LN RECON PROJECT		\$617.50
	Invoice 50177				
Cash Payment	E 405-43100-809	Patriot Parkway	PATRIOT PARKWAY		\$7,893.50
	Invoice 50178				
Cash Payment	E 603-49490-303	Engineering Fees	GENERAL ENGINEERING 2022		\$5,099.75
	Invoice 50179				
Cash Payment	G 803-22179	Vista Prairie-Site Plan	VISTA PRAIRIE		\$678.00
	Invoice 50170				
Cash Payment	G 803-22191	Alliant Finance-Plantinum Lan	THE BLUFFS OF RUM RIVER		\$56.50
	Invoice 50171				
Cash Payment	G 803-22003	Turtle Ponds #4	TURTLE PONDS 4TH ADD		\$1,559.39
	Invoice 50167				
Cash Payment	E 405-43100-807	2022 Street Improvements	MUNICIPAL STATE AID 2022		\$472.00
	Invoice 50173				
Cash Payment	E 405-43100-805	2020 Street Improvements	2020 STREET RECON/WATERMAIN PROJECT		\$472.00
	Invoice 50174				
Cash Payment	E 405-43100-805	2020 Street Improvements	2020 STREET REHAB PROJECT		\$413.00
	Invoice 50175				
Cash Payment	G 803-22154	ALS-Woodhaven CUP	WOODHAVEN 6TH		\$113.00
	Invoice 50165				
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE 3RD ADD		\$113.00
	Invoice 50166				
Cash Payment	G 803-22043	Esc-Laketown (Rivers Edge)	RIVERS EDGE 4TH ADD		\$113.00
	Invoice 50168				
Cash Payment	E 603-49490-303	Engineering Fees	ROUTINE RETAINER 2022		\$800.00
	Invoice 50180				
Transaction Date	2/15/2023	Due 2/15/2023	CASH	10100	Total \$20,064.14

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$20,064.14
Total	\$20,064.14

2023-\$367,048.89

2022-\$20,064.14

Total: \$387,113.03

CITY OF ST FRANCIS
Payments

02/02/23 3:51 PM
Page 1

Current Period: January 2023

Payments Batch P-WIRE-JAN 2023				\$249,690.94	
Refer	17120 HEALTH PARTNERS			Ck# 002331E 1/31/2023	
Cash Payment Invoice	G 101-21708	Health Premium		HEALTH INSURANCE	
					\$32,435.61
Transaction Date	1/3/2023		CASH	10100	Total
					\$32,435.61
Refer	17121 SPOT ON-LIQUOR CC			Ck# 002332E 1/31/2023	
Cash Payment Invoice	E 609-49751-207	Credit Card		CREDIT CARD FEE	
					\$4,708.20
Transaction Date	1/3/2023		CASH	10100	Total
					\$4,708.20
Refer	17122 ACE SOLID WASTE, INC.			Ck# 002333E 1/31/2023	
Cash Payment Invoice	E 101-43210-384	Garbage Disposal		GARBAGE	
					\$83.32
Cash Payment Invoice	E 101-42210-384	Garbage Disposal		GARBAGE	
					\$89.36
Cash Payment Invoice	E 609-49750-384	Garbage Disposal		GARBAGE	
					\$306.98
Cash Payment Invoice	E 601-49440-384	Garbage Disposal		GARBAGE	
					\$97.95
Cash Payment Invoice	E 602-49490-384	Garbage Disposal		GARBAGE	
					\$97.94
Cash Payment Invoice	E 101-43210-384	Garbage Disposal		GARBAGE	
					\$0.00
Cash Payment Invoice	E 101-43100-384	Garbage Disposal		GARBAGE	
					\$56.43
Cash Payment Invoice	E 101-45200-384	Garbage Disposal		GARBAGE	
					\$56.43
Cash Payment Invoice	E 601-49440-384	Garbage Disposal		GARBAGE	
					\$56.43
Cash Payment Invoice	E 602-49490-384	Garbage Disposal		GARBAGE	
					\$56.43
Cash Payment Invoice	E 101-42110-384	Garbage Disposal		GARBAGE	
					\$225.72
Cash Payment Invoice	E 101-43100-384	Garbage Disposal		GARBAGE	
					\$148.87
Cash Payment Invoice	E 101-45200-384	Garbage Disposal		GARBAGE	
					\$148.87
Transaction Date	1/3/2023		CASH	10100	Total
					\$1,424.73
Refer	17123 CAYAN			Ck# 002334E 1/31/2023	
Cash Payment Invoice	E 609-49751-207	Credit Card		LIQUOR CC FEES	
					\$292.15
Transaction Date	1/3/2023		CASH	10100	Total
					\$292.15
Refer	17124 CITY HIVE			Ck# 002335E 1/31/2023	
Cash Payment Invoice	E 609-49750-340	Advertising		ADVERTISING	
					\$53.35
Transaction Date	1/3/2023		CASH	10100	Total
					\$53.35
Refer	17125 SUN LIFE FINANCIAL			Ck# 002336E 1/31/2023	

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 2

Current Period: January 2023

Cash Payment	E 101-41400-130	Employer Paid Insuranc	JANUARY INSURANCE		\$222.22
Invoice					
Cash Payment	E 101-41500-130	Employer Paid Insuranc	JANUARY INSURANCE		\$147.62
Invoice					
Cash Payment	E 101-41910-130	Employer Paid Insuranc	JANUARY INSURANCE		\$151.08
Invoice					
Cash Payment	E 101-42110-130	Employer Paid Insuranc	JANUARY INSURANCE		\$926.71
Invoice					
Cash Payment	E 101-42210-130	Employer Paid Insuranc	JANUARY INSURANCE		\$81.67
Invoice					
Cash Payment	E 101-42400-130	Employer Paid Insuranc	JANUARY INSURANCE		\$77.60
Invoice					
Cash Payment	E 101-43100-130	Employer Paid Insuranc	JANUARY INSURANCE		\$244.17
Invoice					
Cash Payment	E 101-43210-130	Employer Paid Insuranc	JANUARY INSURANCE		\$54.25
Invoice					
Cash Payment	E 101-45200-130	Employer Paid Insuranc	JANUARY INSURANCE		\$244.17
Invoice					
Cash Payment	E 601-49440-130	Employer Paid Insuranc	JANUARY INSURANCE		\$109.90
Invoice					
Cash Payment	E 602-49490-130	Employer Paid Insuranc	JANUARY INSURANCE		\$109.89
Invoice					
Cash Payment	E 609-49750-130	Employer Paid Insuranc	JANUARY INSURANCE		\$201.98
Invoice					
Transaction Date	1/4/2023	CASH	10100	Total	\$2,571.26
Refer	17126 U S BANK EQUIPMENT FINANCE	Ck# 002337E	1/31/2023		
Cash Payment	E 101-41400-240	Office Equip	COPIER LEASE		\$217.96
Invoice					
Cash Payment	E 101-43100-240	Office Equip	COPIER LEASE		\$217.96
Invoice					
Cash Payment	E 101-43210-240	Office Equip	COPIER LEASE		\$217.96
Invoice					
Cash Payment	E 101-45200-240	Office Equip	COPIER LEASE		\$217.96
Invoice					
Cash Payment	E 601-49440-240	Office Equip	COPIER LEASE		\$217.96
Invoice					
Cash Payment	E 602-49490-240	Office Equip	COPIER LEASE		\$217.70
Invoice					
Transaction Date	1/4/2023	CASH	10100	Total	\$1,307.50
Refer	17127 FWT	Ck# 002338E	1/31/2023		
Cash Payment	G 101-21703	FICA Tax Withholding	PAYROLL 01-05-2023		\$8,865.84
Invoice					
Cash Payment	G 101-21709	Medicare	PAYROLL 01-05-2023		\$3,396.28
Invoice					
Cash Payment	G 101-21701	Federal Withholding	PAYROLL 01-05-2023		\$11,610.66
Invoice					
Transaction Date	1/5/2023	CASH	10100	Total	\$23,872.78
Refer	17128 PERA	Ck# 002339E	1/31/2023		

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 3

Current Period: January 2023

Cash Payment	G 101-21704 PERA	PAYROLL 01-05-2023		\$23,559.54
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$23,559.54
Refer	17129 VOYA	Ck# 002340E 1/31/2023		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-05-2023		\$1,815.00
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$1,815.00
Refer	17130 MISSION SQUARE	Ck# 002341E 1/31/2023		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-05-2023		\$489.17
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$489.17
Refer	17131 SWT	Ck# 002342E 1/31/2023		
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-05-2023		\$5,078.04
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$5,078.04
Refer	17132 MN STATE RETIREMENT SYSTEM	Ck# 002343E 1/31/2023		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-05-2023		\$586.59
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$586.59
Refer	17133 MN STATE RETIREMENT SYSTEM	Ck# 002344E 1/31/2023		
Cash Payment	G 101-21715 Severance	PAYROLL 01-05-2023		\$18,431.86
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$18,431.86
Refer	17134 HSA CONTRIBUTION	Ck# 002345E 1/31/2023		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-05-2023		\$1,124.90
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$1,124.90
Refer	17135 CINTAS	Ck# 002346E 1/31/2023		
Cash Payment	E 601-49440-311 Contract	WATER PLANT RUGS		\$23.66
Invoice				
Cash Payment	E 101-41940-219 Rug Maintenance	CITY HALL RUGS		\$15.78
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$26.28
Invoice				
Cash Payment	E 609-49750-219 Rug Maintenance	LIQUOR STORE RUGS		\$26.28
Invoice				
Cash Payment	E 601-49440-417 Uniforms & PPE	UNIFORMS		\$4.66
Invoice				
Cash Payment	E 602-49490-417 Uniforms & PPE	UNIFORMS		\$4.65
Invoice				
Cash Payment	E 101-45200-402 Janitorial Service	RUGS & SUPPLIES		\$6.63
Invoice				
Cash Payment	E 101-43100-402 Janitorial Service	RUGS & SUPPLIES		\$6.63
Invoice				
Cash Payment	E 601-49440-402 Janitorial Service	RUGS & SUPPLIES		\$6.63
Invoice				

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 4

Current Period: January 2023

Cash Payment	E 602-49490-402	Janitorial Service	RUGS & SUPPLIES	\$6.63
Invoice				
Cash Payment	E 101-42110-402	Janitorial Service	RUGS & SUPPLIES	\$26.55
Invoice				
Cash Payment	E 601-49440-417	Uniforms & PPE	UNIFORMS	\$4.66
Invoice				
Cash Payment	E 602-49490-417	Uniforms & PPE	UNIFORMS	\$4.65
Invoice				
Cash Payment	E 601-49440-417	Uniforms & PPE	UNIFORMS	\$4.66
Invoice				
Cash Payment	E 602-49490-417	Uniforms & PPE	UNIFORMS	\$4.65
Invoice				
Cash Payment	E 601-49440-417	Uniforms & PPE	UNIFORMS	\$4.66
Invoice				
Cash Payment	E 602-49490-417	Uniforms & PPE	UNIFORMS	\$4.65
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$182.31
Refer	17136 WEX CARD	Ck# 002347E	1/31/2023	
Cash Payment	R 101-36200	Miscellaneous Revenues	REBATE	-\$15.53
Invoice				
Cash Payment	E 101-42400-212	Motor Fuels	FUEL	\$121.74
Invoice				
Cash Payment	E 101-42210-212	Motor Fuels	FUEL	\$418.37
Invoice				
Cash Payment	E 101-42110-212	Motor Fuels	FUEL	\$2,910.82
Invoice				
Cash Payment	E 101-43100-212	Motor Fuels	FUEL	\$312.86
Invoice				
Cash Payment	E 601-49440-212	Motor Fuels	FUEL	\$459.38
Invoice				
Cash Payment	E 602-49490-212	Motor Fuels	FUEL	\$459.37
Invoice				
Transaction Date	1/5/2023	CASH	10100	Total \$4,667.01
Refer	17137 NEW BENEFITS (FRESH BENIES)	Ck# 002348E	1/31/2023	
Cash Payment	E 101-41400-130	Employer Paid Insuranc	FRESH BENIES	\$29.97
Invoice				
Cash Payment	E 101-41500-130	Employer Paid Insuranc	FRESH BENIES	\$9.99
Invoice				
Cash Payment	E 101-41910-130	Employer Paid Insuranc	FRESH BENIES	\$29.97
Invoice				
Cash Payment	E 101-42400-130	Employer Paid Insuranc	FRESH BENIES	\$9.99
Invoice				
Cash Payment	E 101-43100-130	Employer Paid Insuranc	FRESH BENIES	\$29.97
Invoice				
Cash Payment	E 101-42110-130	Employer Paid Insuranc	FRESH BENIES	\$49.95
Invoice				
Cash Payment	E 101-42210-130	Employer Paid Insuranc	FRESH BENIES	\$9.99
Invoice				

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 5

Current Period: January 2023

Cash Payment	E 609-49750-130	Employer Paid Insuranc	FRESH BENIES		\$29.97
Invoice					
Transaction Date	1/5/2023	CASH	10100	Total	\$199.80
Refer	17139	SPOT ON-LIQUOR CC	Ck# 002349E	1/31/2023	
Cash Payment	E 609-49751-207	Credit Card	CREDIT CARD FEE		\$25.00
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$25.00
Refer	17140	DELTA DENTAL	Ck# 002350E	1/31/2023	
Cash Payment	G 101-21711	Dental Insurance	PREMIUM		\$2,065.32
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$2,065.32
Refer	17141	COLONIAL INSURANCE	Ck# 002351E	1/31/2023	
Cash Payment	G 101-21712	Colonial Insurance	PREMIUM		\$406.36
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$406.36
Refer	17142	FWT	Ck# 002352E	1/31/2023	
Cash Payment	G 101-21703	FICA Tax Withholding	PAYROLL 01-18-2023		\$1,043.82
Invoice					
Cash Payment	G 101-21709	Medicare	PAYROLL 01-18-2023		\$300.60
Invoice					
Cash Payment	G 101-21701	Federal Withholding	PAYROLL 01-18-2023		\$287.29
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$1,631.71
Refer	17143	PERA	Ck# 002353E	1/31/2023	
Cash Payment	G 101-21704	PERA	PAYROLL 01-18-2023		\$496.40
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$496.40
Refer	17144	SWT	Ck# 002354E	1/31/2023	
Cash Payment	G 101-21702	State Withholding	PAYROLL 01-18-2023		\$29.06
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$29.06
Refer	17145	STATE OF ARIZONA	Ck# 002355E	1/31/2023	
Cash Payment	G 101-21716	Other Deductions	PAYROLL 01-18-2023		\$155.59
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$155.59
Refer	17146	STATE OF MINNESOTA	Ck# 002356E	1/31/2023	
Cash Payment	G 101-21716	Other Deductions	PAYROLL 01-18-2023		\$240.11
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$240.11
Refer	17147	INVOICE CLOUD	Ck# 002357E	1/31/2023	
Cash Payment	E 601-49440-430	Bank Fees	CREDIT CARD FEES		\$522.28
Invoice					
Cash Payment	E 602-49490-430	Bank Fees	CREDIT CARD FEES		\$522.27
Invoice					
Transaction Date	1/9/2023	CASH	10100	Total	\$1,044.55

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 6

Current Period: January 2023

Refer	17215 CAYAN	Ck# 002358E 1/31/2023		
Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$900.87
Invoice				
Transaction Date	1/17/2023	CASH	10100	Total \$900.87
Refer	17216 CAYAN	Ck# 002359E 1/31/2023		
Cash Payment	E 609-49751-207 Credit Card	LIQUOR CC FEES		\$64.11
Invoice				
Transaction Date	1/17/2023	CASH	10100	Total \$64.11
Refer	17217 FWT	Ck# 002360E 1/31/2023		
Cash Payment	G 101-21703 FICA Tax Withholding	PAYROLL 01-19-2023		\$9,333.08
Invoice				
Cash Payment	G 101-21709 Medicare	PAYROLL 01-19-2023		\$3,370.76
Invoice				
Cash Payment	G 101-21701 Federal Withholding	PAYROLL 01-19-2023		\$11,397.76
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$24,101.60
Refer	17218 PERA	Ck# 002361E 1/31/2023		
Cash Payment	G 101-21704 PERA	PAYROLL 01-19-2023		\$22,961.93
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$22,961.93
Refer	17219 VOYA	Ck# 002362E 1/31/2023		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-19-2023		\$1,815.00
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$1,815.00
Refer	17220 MISSION SQUARE	Ck# 002363E 1/31/2023		
Cash Payment	G 101-21710 Deferred Comp	PAYROLL 01-19-2023		\$489.17
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$489.17
Refer	17221 SWT	Ck# 002364E 1/31/2023		
Cash Payment	G 101-21702 State Withholding	PAYROLL 01-19-2023		\$5,021.33
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$5,021.33
Refer	17222 MN STATE RETIREMENT SYSTEM	Ck# 002365E 1/31/2023		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-19-2023		\$553.73
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$553.73
Refer	17223 HSA CONTRIBUTION	Ck# 002366E 1/31/2023		
Cash Payment	G 101-21714 Health Care Savings	PAYROLL 01-19-2023		\$1,124.90
Invoice				
Transaction Date	1/19/2023	CASH	10100	Total \$1,124.90
Refer	17307 CONNEXUS ENERGY	Ck# 002367E 1/31/2023		
Cash Payment	G 101-20200 Accounts Payable	ELECTRIC BILL		\$5,122.20
Invoice				
Cash Payment	G 601-20200 Accounts Payable	ELECTRIC BILL		\$5,386.25
Invoice				

CITY OF ST FRANCIS

Payments

02/02/23 3:51 PM

Page 7

Current Period: January 2023

Cash Payment	G 602-20200	Accounts Payable	ELECTRIC BILL	\$10,064.52
Invoice				
Cash Payment	E 609-49750-381	Electric Utilities	ELECTRIC BILL	\$934.59
Invoice				
Transaction Date	1/18/2023	CASH	10100	Total \$21,507.56
Refer	17308	MN DEPT OF REVENUE	Ck# 002368E 1/31/2023	
Cash Payment	G 609-20810	Sales Tax Payable	SALES TAX-DECEMBER	\$26,761.00
Invoice				
Cash Payment	G 601-20810	Sales Tax Payable	SALES TAX-DECEMBER	\$588.00
Invoice				
Transaction Date	1/18/2023	CASH	10100	Total \$27,349.00
Refer	17309	ENTERPRISE FLEET MGMT	Ck# 002369E 1/31/2023	
Cash Payment	E 101-42110-221	Vehicle Maintenance	POLICE	\$90.00
Invoice				
Cash Payment	E 101-42210-221	Vehicle Maintenance	FIRE	\$50.00
Invoice				
Cash Payment	E 101-42400-221	Vehicle Maintenance	BUILDING	\$10.00
Invoice				
Cash Payment	E 101-43100-221	Vehicle Maintenance	VEHICLE MAINTENANCE	\$25.00
Invoice				
Cash Payment	E 101-45200-221	Vehicle Maintenance	VEHICLE MAINTENANCE	\$25.00
Invoice				
Cash Payment	E 601-49440-221	Vehicle Maintenance	VEHICLE MAINTENANCE	\$25.00
Invoice				
Cash Payment	E 602-49490-221	Vehicle Maintenance	VEHICLE MAINTENANCE	\$25.00
Invoice				
Transaction Date	1/20/2023	CASH	10100	Total \$250.00
Refer	17310	ALERUS	Ck# 002370E 1/31/2023	
Cash Payment	E 101-41540-301	Auditing and Acctg Servi	FEE	\$150.00
Invoice				
Transaction Date	1/26/2023	CASH	10100	Total \$150.00
Refer	17311	CENTERPOINT ENERGY	Ck# 002371E 1/31/2023	
Cash Payment	E 101-41940-383	Gas Utilities	CITY HALL #1	\$114.11
Invoice				
Cash Payment	E 101-41940-383	Gas Utilities	CITY HALL #2	\$21.66
Invoice				
Cash Payment	E 101-41940-383	Gas Utilities	CITY HALL #3	\$150.60
Invoice				
Cash Payment	E 101-41940-383	Gas Utilities	CITY HALL #4	\$61.01
Invoice				
Cash Payment	E 602-49490-383	Gas Utilities	23699 AMBASSADOR	\$26.53
Invoice				
Cash Payment	E 101-42210-383	Gas Utilities	3740 BRIDGE STREET-GENERATOR	\$24.51
Invoice				
Cash Payment	E 101-45200-383	Gas Utilities	WARMING HOUSE	\$422.51
Invoice				
Cash Payment	E 601-49440-383	Gas Utilities	4020 ST. FRANCIS BLVD	\$396.77
Invoice				

CITY OF ST FRANCIS
Payments

02/02/23 3:51 PM
Page 8

Current Period: January 2023

Cash Payment Invoice	E 602-49490-383 Gas Utilities	4020 ST. FRANCIS BLVD		\$396.77
Cash Payment Invoice	E 602-49490-383 Gas Utilities	4020 ST. FRANCIS BLVD-OLD WWTP		\$16.80
Cash Payment Invoice	E 602-49490-383 Gas Utilities	WWTP		\$2,744.15
Cash Payment Invoice	E 609-49750-383 Gas Utilities	LIQUOR STORE		\$590.90
Cash Payment Invoice	E 101-42210-383 Gas Utilities	FIRE STATION		\$2,709.02
Cash Payment Invoice	E 601-49440-383 Gas Utilities	WATER PLANT		\$1,726.43
Cash Payment Invoice	E 101-42110-383 Gas Utilities	POLICE/PW		\$2,467.19
Cash Payment Invoice	E 101-43100-383 Gas Utilities	POLICE/PW		\$616.80
Cash Payment Invoice	E 101-45200-383 Gas Utilities	POLICE/PW		\$616.80
Cash Payment Invoice	E 601-49440-383 Gas Utilities	POLICE/PW		\$616.80
Cash Payment Invoice	E 602-49490-383 Gas Utilities	POLICE/PW		\$616.78
Transaction Date	1/26/2023	CASH	10100	Total \$14,336.14
Refer	17357 VILLAGE BANK	Ck# 002372E	1/31/2023	
Cash Payment Invoice	E 101-41500-430 Bank Fees	BANK FEES		\$42.92
Cash Payment Invoice	E 601-49440-430 Bank Fees	BANK FEES		\$42.92
Cash Payment Invoice	E 602-49490-430 Bank Fees	BANK FEES		\$42.92
Cash Payment Invoice	E 609-49750-430 Bank Fees	BANK FEES		\$42.94
Transaction Date	1/31/2023	CASH	10100	Total \$171.70
Fund Summary				
		10100 CASH		
101 General Fund		\$189,009.04		
601 Water Fund		\$10,295.00		
602 Sewer Fund		\$15,422.30		
609 Liquor Fund		\$34,964.60		
		\$249,690.94		

Pre-Written Checks	\$249,690.94
Checks to be Generated by the Computer	\$0.00
Total	\$249,690.94

CITY OF ST FRANCIS

Payments

01/18/23 9:14 AM

Page 1

Current Period: January 2023

Payments Batch P CC JANUARY 2023			\$7,210.26		
Refer	17187 AFTERSHOKZ.COM		Ck# 002322E 1/12/2023		
Cash Payment	E 101-41400-240 Office Equip		OFFICE EQUIPMENT		\$214.20
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$214.20
Refer	17171 AMAZON.COM		Ck# 002306E 1/12/2023		
Cash Payment	E 101-41110-441 Miscellaneous		CITY COUNCIL - MISC		\$21.49
Invoice					
Cash Payment	E 101-45200-218 Equipment Maintenance		EQUIPMENT MAINTENANCE		\$311.04
Invoice					
Cash Payment	E 101-43100-441 Miscellaneous		MISCELLANEOUS		\$73.65
Invoice					
Cash Payment	E 101-42400-200 Office Supplies		OFFICE SUPPLIES		\$29.96
Invoice					
Cash Payment	E 601-49440-200 Office Supplies		OFFICE SUPPLIES		\$19.82
Invoice					
Cash Payment	E 602-49490-200 Office Supplies		OFFICE SUPPLIES		\$11.77
Invoice					
Cash Payment	E 101-43100-217 Other Operating Supplie		OPEARATING SUPPLIES		\$79.20
Invoice					
Cash Payment	E 101-45200-237 Small Equipment		SMALL EQUIPMENT		\$186.53
Invoice					
Cash Payment	E 601-49440-417 Uniforms & PPE		FIRST AID		\$139.20
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$872.66
Refer	17172 AT&T, INC		Ck# 002307E 1/12/2023		
Cash Payment	E 101-41400-321 Telephone		HOTSPOT		\$76.46
Invoice					
Cash Payment	E 101-41500-441 Miscellaneous		HOTSPOT		\$38.23
Invoice					
Cash Payment	E 101-42210-321 Telephone		PHONE		\$439.90
Invoice					
Cash Payment	E 101-43100-321 Telephone		PHONE		\$76.46
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$631.05
Refer	17173 BOUND TREE MEDICAL LLC		Ck# 002308E 1/12/2023		
Cash Payment	E 101-42210-217 Other Operating Supplie		OPERATING SUPPLIES		\$849.81
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$849.81
Refer	17174 BRIGHTGUY.COM		Ck# 002309E 1/12/2023		
Cash Payment	E 601-49440-237 Small Equipment		SMALL EQUIPMENT		\$421.05
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$421.05
Refer	17175 CLIPPINGMAGIC.COM		Ck# 002310E 1/12/2023		
Cash Payment	E 101-43210-433 Dues and Subscriptions		SUBSCRIPTION		\$3.99
Invoice					
Transaction Date	1/12/2023		CASH	10100	Total \$3.99
Refer	17176 COUNTRY SIDE SERVICES		Ck# 002311E 1/12/2023		

CITY OF ST FRANCIS
Payments

01/18/23 9:14 AM
Page 2

Current Period: January 2023

Cash Payment	E 101-45200-237 Small Equipment	SMALL EQUIPMENT		\$439.00
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$439.00
Refer	17181 COUNTY MARKET - CITY ACCOUN	Ck# 002316E 1/12/2023		
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS		\$70.01
Invoice				
Cash Payment	E 601-49440-212 Motor Fuels	FUEL		\$113.66
Invoice				
Cash Payment	E 101-42110-441 Miscellaneous	MISC- RETIREMENT PARTY		\$189.60
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$373.27
Refer	17177 DEPT OF AGRICULTURE	Ck# 002312E 1/12/2023		
Cash Payment	E 101-45200-419 Turf/Fertilizer/Weed Cont	PESTICIDE APPLICATOR RENEWAL		\$30.66
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$30.66
Refer	17178 DEX MEDIA EAST LLC	Ck# 002313E 1/12/2023		
Cash Payment	E 609-49750-340 Advertising	ADVERTISING		\$87.50
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$87.50
Refer	17179 DOLLAR GENERAL	Ck# 002314E 1/12/2023		
Cash Payment	E 101-42110-308 Community Education	COMMUNITY EVENTS		\$15.00
Invoice				
Cash Payment	E 101-42210-217 Other Operating Supplie	OPERATING SUPPLIES		\$28.95
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$43.95
Refer	17184 EHLERS & ASSOCIATES	Ck# 002319E 1/12/2023		
Cash Payment	E 101-41400-208 Training	TRAINING-THUNSTROM		\$215.00
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$215.00
Refer	17182 KWIK TRIP	Ck# 002317E 1/12/2023		
Cash Payment	E 101-45200-212 Motor Fuels	FUEL		\$112.88
Invoice				
Cash Payment	E 101-43100-441 Miscellaneous	MISC		\$17.96
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$130.84
Refer	17180 MUNICIPAL CLERKS	Ck# 002315E 1/12/2023		
Cash Payment	E 101-41400-433 Dues and Subscriptions	DUES-WIDA		\$51.48
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$51.48
Refer	17183 OREILLY AUTO PARTS	Ck# 002318E 1/12/2023		
Cash Payment	E 101-43100-218 Equipment Maintenance	EQUIPMENT MAINTENANCE		\$74.98
Invoice				
Cash Payment	E 101-42210-221 Vehicle Maintenance	VEHICLE MAINTENANCE		\$42.83
Invoice				
Transaction Date	1/12/2023	CASH	10100	Total \$117.81
Refer	17185 POPP TELECOM	Ck# 002320E 1/12/2023		
Cash Payment	E 609-49750-321 Telephone	TELEPHONE		\$52.39
Invoice				

CITY OF ST FRANCIS

Payments

01/18/23 9:14 AM

Page 3

Current Period: January 2023

Transaction Date	1/12/2023	CASH	10100	Total	\$52.39
Refer	17193 POSTMASTER - ST. FRANCIS	Ck# 002328E 1/12/2023			
Cash Payment	E 101-41400-322 Postage	POSTAGE			\$200.00
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$100.00
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$300.00
Refer	17186 REMARKABLE.COM	Ck# 002321E 1/12/2023			
Cash Payment	E 101-41500-441 Miscellaneous	SUBSCRIPTION			\$5.98
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$5.98
Refer	17188 SPEEDWAY	Ck# 002323E 1/12/2023			
Cash Payment	E 601-49440-212 Motor Fuels	FUEL			\$40.19
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$40.19
Refer	17189 STAMPS.COM	Ck# 002324E 1/12/2023			
Cash Payment	E 101-41400-322 Postage	POSTAGE			\$17.99
Invoice					
Cash Payment	E 101-42110-322 Postage	POSTAGE			\$17.99
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$35.98
Refer	17190 STREICHER S	Ck# 002325E 1/12/2023			
Cash Payment	E 101-42110-437 Uniforms	UNIFORMS - HEARN			\$177.69
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$177.69
Refer	17191 TIRES.COM	Ck# 002326E 1/12/2023			
Cash Payment	E 101-42210-221 Vehicle Maintenance	VEHICLE MAINTENANCE			\$841.31
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$841.31
Refer	17192 UNIVERSITY OF MINNESOTA	Ck# 002327E 1/12/2023			
Cash Payment	E 101-42400-208 Training	TRAINING			\$450.00
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$450.00
Refer	17194 VERIZON WIRELESS	Ck# 002329E 1/12/2023			
Cash Payment	E 101-42110-321 Telephone	PHONE			\$400.20
Invoice					
Cash Payment	E 601-49440-321 Telephone	PHONE			\$182.75
Invoice					
Cash Payment	E 602-49490-321 Telephone	PHONE			\$225.44
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$808.39
Refer	17195 ZOOM.US	Ck# 002330E 1/12/2023			
Cash Payment	E 101-41400-433 Dues and Subscriptions	SUBSCRIPTION			\$16.06
Invoice					
Transaction Date	1/12/2023	CASH	10100	Total	\$16.06

CITY OF ST FRANCIS
Payments

01/18/23 9:14 AM
Page 4

Agenda Item # 4D.

Current Period: January 2023

Fund Summary

	10100 CASH
101 General Fund	\$5,916.49
601 Water Fund	\$916.67
602 Sewer Fund	\$237.21
609 Liquor Fund	\$139.89
	<hr/>
	\$7,210.26

Pre-Written Checks	\$7,210.26
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$7,210.26



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 2022 Code Revisions – 2nd Reading
DATE: February 21, 2023

OVERVIEW:

The City adopted an updated zoning code in April 2021. Following this update, Staff’s practice has been to make necessary housekeeping revisions on an annual basis. This year, Staff is proposing revisions to the Definitions, Principal Uses, Accessory Uses, Use-Specific Standards, and Development Standards sections of the Code. The City Council reviewed and approved the 1st reading of the requested Code amendment ordinances on February 6, 2023.

Council is requested to approve the 2nd reading of Ordinances 304, 305, 306, and 307. Two minor modifications to these ordinances have been made since the first reading.

- A slight change has been made to Section 3 of Ordinance 306. Section 3 identifies the updated numbering within Section 10-68-00 of the Code. Language has been added to ensure that this new numbering is updated for all relevant references throughout the Code.
- Ordinance 307 has been modified to clarify that the new architectural standards proposed for Section 10-71-08 apply only to non-residential and non-agricultural buildings.

The City Attorney has reviewed these changes and is of the opinion that these changes are minor enough that the Ordinances can continue with the 2nd reading, rather than going back to a 1st reading.

ACTION TO BE CONSIDERED:

Because Council approved the 1st reading of Ordinances 304-307 at the February 6, 2023 meeting, Staff has prepared a 2nd reading of each ordinance and summary resolutions allowing for publication by summary for Council’s review. The following timeline will apply:

- February 6 – 1st Reading
- February 21 – 2nd Reading
- February 24 – Published for Comment
- March 26 – Effective

Suggested Motions:

1. Move to approve the 2nd reading of Ordinance 304 approving amendments to Division 2 Rules and Definitions of the Zoning Code as presented by Staff.

2. Move to approve the 2nd reading of Ordinance 305 approving amendments pertaining to agricultural uses in Division 4 Base Zoning Districts of the Zoning Code as presented by Staff.
3. Move to approve the 2nd reading of Ordinance 306 approving amendments pertaining to principal and accessory use-specific standards in Division 6 Use-Specific Standards as presented by Staff.
4. Move to approve the 2nd reading of Ordinance 307 approving amendments pertaining to architectural standards, parking requirements, and required screening in Division 7 Development Standards of the City Code as presented by Staff.
5. Move to approve Summary Resolutions 2023-07, 2023-08, 2023-09, and 2023-10 authorizing publication of each ordinance by summary.

Attachments:

- Draft Ordinances (2nd Reading)
 - Ordinance 304 – Definitions
 - Ordinance 305 – Agricultural Uses
 - Ordinance 306 – Use-Specific Standards
 - Ordinance 307 – Development Standards
- Draft Summary Ordinance Resolutions
 - Resolution 2023-07 – Definitions
 - Resolution 2023-08 – Agricultural Uses
 - Resolution 2023-09 – Use-Specific Standards
 - Resolution 2023-10 – Development Standards

ORDINANCE NO. 304

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING GENERAL AND USE DEFINITIONS IN DIVISION 2
OF THE ZONING CODE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved and adopted by the City Council of the City of St. Francis this 21st day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____.

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

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2023-__

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
304, SECOND SERIES MODIFYING GENERAL AND USE DEFINITIONS IN
DIVISION 2 OF THE ZONING CODE

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 304, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City’s website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 304 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 304, SECOND SERIES

Section 1. Ordinance 304, as adopted, amends the general and use definitions in the Zoning Code:

1. General Definitions have been amended:
 - a. Definitions for approved parking surface, livestock, and shrub were created.
2. Use Definitions have been amended:
 - a. Definitions for accessory agriculture and general agriculture were created.
 - b. Definitions for agricultural use and hobby farm were removed.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST
DAY OF FEBRUARY, 2023.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of February, 2023.

DRAFTED BY:

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

ORDINANCE NO. 305

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING AGRICULTURAL USES IN THE ZONING CODE

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

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

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

Table 10-42-1 Principal Use Table – Agriculture Districts

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

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

Use Type	Zoning District		
	A-1	A-2	UR
Accessory agricultural building	PS	PS	PS
<u>Accessory agriculture (hobby farm)</u>	<u>P</u>	<u>P</u>	<u>PS</u>
Accessory dwelling unit			PS
Accessory structure	PS	PS	PS
Antenna, accessory and secondary use	PS	PS	PS
Compost structure and firewood pile	PS	PS	PS
Day care, family	PS	PS	PS
Day care, group family	PS	PS	PS
Domestic animal enclosure	PS	PS	PS
Home extended business		I	I
Home occupation		PS	PS
Keeping of animals or fowl	PS	PS	PS
Keeping of bees	PS	PS	PS
Keeping of chickens	PS	PS	PS
Off-street parking and loading facilities	PS	PS	PS
Outdoor wood-burning furnace	PS	PS	PS
Personal vehicle/equipment sales	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking		PS	PS
Short-term vacation rental		PS	PS
Solar energy system, accessory	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS
Temporary/seasonal outdoor sales		PS	PS
Wind energy conversion system	C	C	C
<p>P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use</p> <p>For more information about the different types of uses, see Section 10-41-02.</p> <p>For use-specific standards, see Division 6.</p>			

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

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

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

For more information about the different types of uses, see Section 10-41-02.
For use-specific standards, see Division 6.

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

Approved and adopted by the City Council of the City of St. Francis this 21st day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____.

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

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

RESOLUTION 2023-__

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 305, SECOND SERIES MODIFYING AGRICULTURAL USES IN THE ZONING CODE

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 305, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 305 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 305, SECOND SERIES**

Section 1. Ordinance 305, as adopted, amends the principal and accessory use tables pertaining to accessory uses:

1. Principal Use Table 10-42-1 has been amended:
 - a. General agriculture use in the UR district has been amended to become an interim use.
 - b. Hobby farm was removed from the principal use table.
2. Accessory Use Tables 10-42-2 and 10-43-2 have been amended:
 - a. Accessory agriculture (hobby farm) was added as a permitted use in the A-1 and A-2 districts and as a permitted with standards use in the UR and RR districts.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST DAY OF FEBRUARY, 2023.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of February, 2023.

DRAFTED BY:

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

ORDINANCE NO. 306

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISION 6 USE-SPECIFIC STANDARDS IN THE
ZONING CODE

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

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

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

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

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

10-66-04 General agriculture

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

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

Section 3. The following section numbers of the St. Francis Code of Ordinances are hereby amended to read as follows and shall be updated where necessary throughout the Code:

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

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

10-68-02 Accessory agriculture (Hobby farm)

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

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

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

- A. All ADU operators shall apply for and maintain a rental license with the City.
- B. The owner(s) of the property on which the accessory dwelling unit is created must continue to occupy at least one (1) of the dwelling units as their primary residence, except for a bona fide temporary absence.
- C. All ADUs shall meet the minimum building code standards for an efficiency unit.
- D. The size of an ADU shall be no larger than 35 percent of the finished floor area of the principal structure.
- E. The square footage of an ADU located within a detached accessory structure shall count toward the total allowable square footage for detached accessory structures specified in Section 10-68-03.
- F. No more than four (4) persons shall occupy an ADU at one time.
- G. No more than one (1) ADU shall be placed on a property.
- H. Off-street parking spaces shall be provided for use by the owner-occupant(s) and tenant(s). Two (2) off-street parking spaces shall be required for the principal dwelling, and an additional two (2) off-street spaces shall be provided for the ADU.
- I. In areas with public utilities, the ADU's water/sewer connection shall be connected to the existing home.
- J. In rural areas, the septic must be sized to meet total bedroom count (principal structure plus ADU).
- K. A deed restriction shall be created and recorded with Anoka County restricting the independent sale of an ADU and requiring adherence to size limitations and other requirements found in this Ordinance.
- L. Short-term rental of ADUs is permitted following the standards listed in Section 10-68-~~210~~.

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

10-68-034 Accessory structure

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

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

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

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

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

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

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

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

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

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

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

Approved and adopted by the City Council of the City of St. Francis this 21st day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____.

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

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

RESOLUTION 2023-__

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
306 SECOND SERIES MODIFYING DIVISION 6 USE-SPECIFIC STANDARDS IN THE
ZONING CODE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 306, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 306 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 306, SECOND SERIES**

Section 1. Ordinance 306, as adopted, amends Division 6 Use-Specific Standards of the city zoning code:

1. Standards for general agriculture and accessory agriculture (hobby farm) have been added.
2. Standards for single-unit detached dwelling; accessory dwelling unit; accessory structure; recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking; and swimming pools have been updated.
3. References have been changed throughout the Code.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st
DAY OF FEBRUARY, 2023.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of February, 2023.

DRAFTED BY:

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

ORDINANCE NO. 307

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISION 7 DEVELOPMENT STANDARDS IN THE
ZONING CODE – 2ND READING

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

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

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

10-71-08 Building type and construction.

C. Architectural Standards for Non-Residential and Non-Agricultural Buildings

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

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

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

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

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

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

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

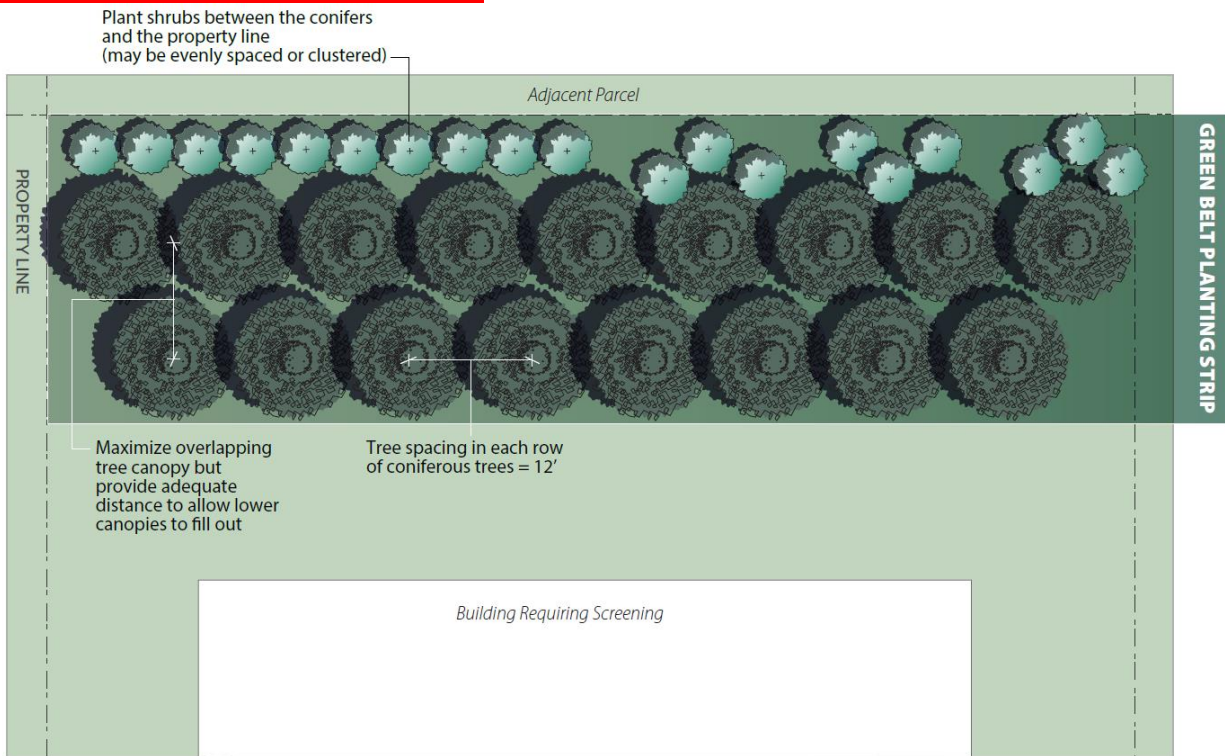
Section 3. Section 10-73-05 Required Screening of the St. Francis Code of Ordinances is hereby repealed in its entirety and replaced with the following language:

10-73-05 Required screening.

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

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

Figure 10-73-1 Vegetative Screening

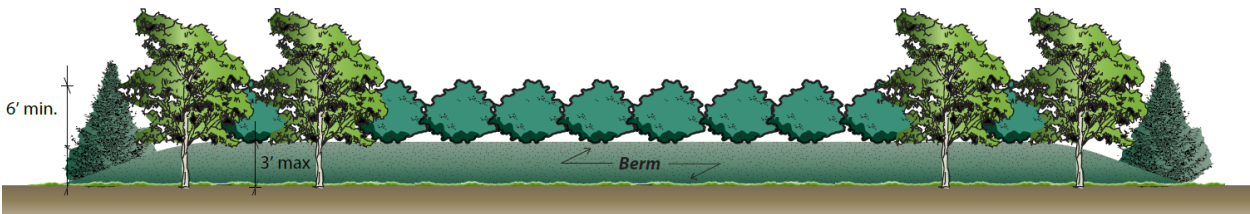


4. Solid fences, walls, or berms may be used for screening purposes in conjunction with vegetation.
 - a. Vegetation shall be planted between the constructed elements and the property line.
 - b. Where constructed elements are used, the amount of vegetation required may be reduced by up to 50 percent.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

Figure 10-73-2 Screening with Fence



Figure 10-73-3 Screening with Berm



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

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

Approved and adopted by the City Council of the City of St. Francis this 21st day of February, 2023.

SEAL

CITY OF ST. FRANCIS

By: _____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Published in the Anoka County Union Herald _____.

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

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

RESOLUTION 2023-__

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
307, SECOND SERIES MODIFYING GENERAL AND USE DEFINITIONS IN
DIVISION 2 OF THE ZONING CODE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 307, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 307 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 307, SECOND SERIES**

Section 1. Ordinance 307, as adopted, amends the general and use definitions in the Zoning Code:

1. Architectural standards for non-residential and non-agricultural buildings related to façade articulation and windows were added to Section 10-71-08 Building Type and Construction.
2. Section 10-72-02 was amended to allow vehicles parked in the yard to be placed on an approved parking surface in the RR district.
3. Section 10-73-05 Required Screening was repealed and replaced in its entirety.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST
DAY OF FEBRUARY, 2023.

APPROVED:

Steven D. Feldman, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of February, 2023.

DRAFTED BY:

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



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Landscape Architecture Service
DATE: February 21, 2023

OVERVIEW:

Landscape Architecture services are required for the exterior design of the new City Facility to ensure it meet the City Code as well as responsible landscape practices. This includes meeting as much as possible of the St. Francis Forward and Bridge Street Design guidelines. Once Brunton has identified building placement the landscape will be designed to meet the project and city requirement including a Plaza area for residential use and attraction.

ACTION TO BE CONSIDERED:

Council to approve the Landscape Architect Service contract with HKGi

Attachments:

- St. Francis City Hall/Fire Station Landscape Architecture Service Agreement



Creating Places that Enrich People's Lives

February 6, 2023

Ginnie Schneider AIA
Project Architect
Brunton Architects and Engineers
225 Belgrade Ave
North Mankato, MN 56003

Re: St. Francis City Hall/Fire Station Landscape Architecture services

Dear Ms. Schneider:

HKGi is excited about the opportunity to support Brunton with landscape architecture tasks for the ongoing St Francis City Hall and Fire Station project. Our experience in the City and specifically with the master planning of the district will bring strong design context to the project. The following is our proposed scope of work and related fee estimate:

Task 1 –Schematic Design (SD) and Design Development (DD)

HKGI will provide input related to site layout of building, circulation, streetscape and the public plaza . HKGi will provide schematic landscape concepts to build upon the existing design to date. Landscape architecture concepts will address site elements including site walls, paving, site furnishings, plants, use of native species, and rain gardens/bioretenention systems.

HKGI will attend design team meetings to review ideas with Owner and incorporate ideas into 1-2 Landscape concepts.

- Develop SD and DD level Landscape Concepts
- Develop DD level Landscape cost estimate
- Provide illustrative Site Plan and Supporting Details

Meetings

This task assumes up to (2) review meetings with Architects/Civil/City Staff to review the plans and site design concepts and finalize a preferred direction for the DD level site improvements.

Task 2 – Construction Documents (CD)

HKGI will develop necessary documentation for bidding, including but not limited to:

- Develop 50% level Landscape Plans
- Update illustrative site plan if necessary
- Develop 90% level Landscape Plan
- Develop 100% bid set of Landscape Plans and specifications
- Update Landscape cost estimate

This task assumes (2) review meetings with Architects/Civil/ City Staff to review the landscape plan, coordination with other disciplines and make any necessary revisions for a final bidding set.

It is HKGi assumption that Civil Engineers will cover removals, grading, structural design of retaining walls, stormwater, erosion control, pavements, and restoration seeding as required, with direction from HKGi regarding design aesthetics for site features.

Brunton Architects – St Francis City Hall/Fire Station Landscape Arch Design Services
Feb 06, 2023
Page 2 of 2

Irrigation design is assumed to be approached with a performance specification, vs a detailed irrigation plan.

Task 3 – Construction Administration (CA)

HKGi will assist in the bidding and Construction Observation process, including but not limited to:

- Assist in answering any bidding questions related to Landscape Plans and details
- Assist in submittal review, site review(s), preliminary and final punch lists, plant warranty review.

This task assumes up to (3) site review meetings to review the landscape work and create the related summary memos and to support the project punchlists.

Proposed Fees

fees for the three primary tasks are identified as follows:

Task 1 – Site Assessment, SD and DD level Landscape Concepts	\$ 4,700
Task 2 – Develop CD set of Landscape Architectural Plans	\$ 9,200
Task 3 – Bidding and Construction Observation	\$ 4,500
Total	\$18,400*

**plus incidental expenses for mileage & printing not to exceed \$400.*

Thank you again for this opportunity to support your project in St Francis. Please feel free to call or email me with any questions or clarifications. My direct number is 612.252.7125 and my email is paul@hkgi.com.

Sincerely,



Paul Paige, PLA(MN)

President

I hereby accept the terms and conditions as outlined in this letter and authorize HKGi to perform services noted herein within the context of our existing ongoing services agreement.

Name and Title

Date



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Ordinance Amendment – Chapter 3. Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, and Collections
DATE: February 21, 2023

OVERVIEW:

The Ordinance Amendment presented is a housekeeping item to modify and clean up Chapter 3 in the City Code to better serve the needs of the City.

ACTION TO BE CONSIDERED:

Amendment to City code Chapter 3. Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, and Collections

TIMELINE:

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

February 21st – 1st Reading

March 6th – 2nd Reading

March 10th – Publish for comment, 30 days

April 17th – Effective

Attachments:

- Ordinance 308 – Amending Chapter 3
- DRAFT City code Chapter 3. Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, and Collections
- Clean Copy of new City Code Chapter 3. Municipal and Public/Private Utilities – Rules and Regulations, Rates, Charges, and Collections

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

ORDINANCE 308

**AN ORDINANCE AMENDING CHAPTER 3, MUNICIPAL AND PUBLIC/PRIVATE
UTILITIES – RULES AND REGULATIONS, RATES, CHARGES, AND COLLECTIONS**

THE CITY OF ST. FRANCIS ORDAINS:

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

“Exhibit A”.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 21ST OF FEBRUARY, 2023.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

(seal)

CHAPTER 3. MUNICIPAL AND PUBLIC/PRIVATE UTILITIES—RULES AND
REGULATIONS, RATES, CHARGES AND COLLECTIONS

SECTION 1. GENERAL PROVISIONS

3-1-1. Definitions.

As used this Code, the following words and terms shall have the meanings stated:

- A. **Company, Grantee, and Franchisee** mean any public utility system to which a franchise has been granted by the City.
- B. **Consumer and Customer** mean any user of a utility.
- C. **Municipal Utility** means any City-owned utility system, including, but not by way of limitation, water and sewerage service.
- D. **Service** means providing a particular utility to a customer or consumer.
- E. **Utility** means all utility services, whether the same to be public City-owned facilities or furnished by public utility companies.

3-1-2. Fixing rates and charges for municipal utilities.

All rates and charges for municipal utilities, including, but not by the way of limitation, rates for service, permit fees, deposit, connection and meter testing fees, disconnection fees, reconnection fees including penalties for non-payment if ~~nayany~~, shall be fixed, determined and amended by the Council and adopted by ordinance as part of the City's Fee Schedule. Such ordinance, containing the effective date thereof, shall be kept on file and open to inspection in the office of the City Clerk and shall be uniformly enforced. For the purpose of fixing such rates and charges, the Council may categorize and classify under the various types of service, provided, that such categorization and classification shall be included in the resolution authorized by this Section.

(Ord. 170, SS, 10-7-2012)

3-1-3. Contractual contents.

Provisions of this Chapter relating to municipal utilities shall constitute portions of the contract between the City and all consumers of municipal utility services, and every such consumer be deemed to assent to the same.

3-1-4. Rules and regulations relating to municipal utilities.

- A. *Billing, Payment and Delinquency.* All municipal utilities shall be billed monthly and a utilities statement or statements shall be mailed to each consumer. All utilities charges shall be delinquent if they are unpaid at the close of business on the 15th day following such billing, provided, that if the 15th day shall fall on a Saturday, Sunday or legal holiday, the time shall be extended to the close of business on the next succeeding day on which business is normally transacted. A penalty of ten (10) percent of the delinquent amount shall be added to, and become part of, all delinquent utility bills. Each billing will clearly state the penalty as a percentage rate. Delinquent utility accounts shall result in disconnection within forty-eight (48) hours after

mailing notice thereof to the consumer. If service is suspended due to delinquency it shall not be restored at that location until a reconnection charge has been paid for each utility reconnected in addition to amounts owed for service and penalties.

- B. *Application, Connection and Sale of Service.* Application for municipal utility services shall be made upon forms supplied by the City, and strictly in accordance therewith. No connection shall be made until consent has been received from the City to make the same. All municipal utilities shall be sold and delivered to consumers under the then applicable rate applied to the amount of such utilities taken as metered or ascertained in connection with such rates.
- C. *Discontinuance of Service.* All municipal utilities may be shut off or discontinued whenever it is found that:
 - 1. The owner or occupant of the premises served, or any person working on any connection with the municipal utility systems, has violated any requirement of the City Code relative thereto, or any connection therewith.
 - 2. Any charge for a municipal utility service, or any other financial obligation imposed on the present owner or occupant of the premises served, is unpaid after notice thereof.
 - 3. There is fraud or misrepresentation by the owner or occupant in connection with any application for service or delivery or charges therefore.
 - 4. The City will not shut off water service to a residential unit from October 15th through April 15th if that shut off would in any way affect the primary heat source of the unit and the present owner or occupant complies with the provisions of state law and regulations.
 - 5. The Building Official or the Director of Public Works to protect the public health and safety and in order to protect the public water supply and/or private property, may order the City water service immediately disconnected to any property upon determining that any of the following conditions exist:
 - a. The property if vacant;
 - b. The property if unsecured;
 - c. The property is determined to be uninhabitable or unsuitable for occupancy;
 - d. Other utilities to the property providing heat and/or light have been shut off;
 - e. The property has plumbing that is failing or unsafe;
 - f. That running water to the property creates an unsanitary or unsafe condition to anyone who may enter the property; or
 - g. The property owner or occupancy has refused access by authorized officials as authorized by this Section.
 - 6. If the Public Works Director or designee determines a meter needs reading, inspection, maintenance, or replacement, a notification shall be placed on the property. If the owner or occupier of a premise fails to respond to the order within fourteen (14) days, the City may cause to have a No Response Fee, as established by the Fee Schedule, charged to the property or premise account. After such charge is applied to the property, the City may cause to have the water shut-off.
- D. *Ownership of Municipal Utilities.* Ownership of all municipal utilities, plants, lines, mains, extensions and appurtenances thereto, shall be and remain in the City and no person shall own any part of portion thereof. Provided, however, that private facilities and appurtenances constructed on private property are not intended to be included in municipal ownership.
- E. *Right of Entry.* By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and

upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

- F. *Meter Test.* Whenever a consumer shall request the City to test any utility meter in use by him, such a request shall be accompanied by a cash deposit for each meter to be tested. If any such meter is found to be inaccurate the same shall be replaced with an accurate meter and the deposit thereon refunded. If the meter shall be found to be accurate in its recordings or calculations it shall be reinstalled and deposit shall be retained by the City to defray the cost of such test.
- G. *Unlawful Acts.*
1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.
 2. It is unlawful for any person to make any connection with, opening into, use, or alter in any way any municipal utility system without first having applied for and received written permission to do so from the City.
 3. It is unlawful for any person to turn on or connect a utility when the same has been turned off or disconnected by the City for non-payment of a bill, or for any other reason, without first having obtained a permit to do so from the City.
 4. It is unlawful for any person to "jumper" or by any means or device fully or partially circumvent a municipal utility meter, or to knowingly use or consume un-metered utilities or use the services of any utility system, the use of which the proper billing authorities have no knowledge.
- H. *Municipal Utility Services and Charges a Lien.*
1. Payment for all municipal utility (as that term is defined in City Code, Section 3-1-1) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.
 2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.
- I. *Notice and Appeal.* The City will provide the current owner or occupant notice of a pending shut-off or certification prior to shutting off the water or certifying the unpaid amount and the appeal mechanism in the subdivision. This notice will be by first class mail to the individual's last known address at least twenty (20) days and, if there is no response, a red tag with the appropriate notice will be affixed to the property for a period of seven (7) days. Individuals who receive such a notice may appeal to the City Council by submitting a written appeal no later than thirty (30) calendar days after the initial notice. In addition, individuals who receive such a notice may submit a written request to meet with a City representative at any time prior to the matter being placed before the City Council to discuss the unpaid bill or other reason for shut off or certification.

(Ord. 170, SS, 10-7-2012)

3-1-5. Connection or tapping prohibited—delinquent assessments or charges.

No permit shall be granted to tap or connect with sewer or water mains when any assessment or connection charge for such sewer or water main against the property to be connected is in default or delinquent. If such assessment or connection charges are payable in installments, no permit shall be granted unless all installments then due and payable have been paid.

3-1-6. Connection and access charges.

Connection and access charges shall be required to be paid prior to the initiation of service for any utility. The cost of such charges shall be fixed from time to time by Ordinance in the form of the City's Fee Schedule. Such charges shall be reflective of the original cost of improvements to which connection is made, together with appropriate adjustments which reflect current costs for similar improvements shall be paid at the time a connection is made or required to be made to any Sanitary Sewer, Public Water, Storm Sewer, or other Public Improvement by any premise which has not previously contributed to the costs of such Public Improvement.

(Ord. 170, SS, 10-7-2012)

3-1-7. Violation a misdemeanor.

Every person who violates a section, subdivision, paragraph or provision of this Chapter when he/she performs an act thereby prohibited or declared unlawful, or fails to act when such failure is thereby prohibited or declared unlawful, and upon conviction thereof, shall be punished as for a misdemeanor except as otherwise stated in specific provisions hereof.

SECTION 2. RULES AND REGULATIONS RELATING TO WATER SERVICE

(Ord. 170, SS, 10-7-2012)

3-2-1. Deficiency of water and shutting off water.

The City is not liable for any deficiency or failure in the supply of water to customers whether occasioned by shutting the water off for the purpose of making repairs or connections or by any other cause whatever. In case of fire, or alarm of fire, water may be shut off to insure a supply for firefighting. In making repairs or construction of new works, water may be shut off at any time and kept off so long as may be necessary.

3-2-2. Repair of leaks.

It is the responsibility of the consumer or owner to maintain the service pipe from the corporation stop, through the curb stop box, and into the house or other building. In case of failure upon the part of any consumer or owner to repair any leak occurring in his/her service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut off and will not be turned on until a reconnection charge has been paid and the water service has been repaired. When the waste of water is great or when damage is likely to result from the leak, the water will be turned off if the repair is not proceeded with immediately. If repairs are necessary to protect public or neighboring properties and not initiated within twenty-four (24) hours after oral and written notice, the City may cause to have the work done at the account holder or property owners' expense.

(Supp. No. 10)

3-2-3. Abandoned service penalties.

All service installations connected to the City water system that have been abandoned or, for any reason, have become useless for further service shall be disconnected at the main. The owner of the premises, served by this service, shall pay the cost of the excavation and subsequent restoration. The owner of the premises, served by this service, shall obtain licensed contract services to perform the actual disconnection. When new buildings are erected on the site of old ones, and it is desired to increase the existing water service size, a new permit shall be taken out and the regular tapping charge shall be made as if this were a new service. It is unlawful for any person to cause to allow any service pipe to be hammered or squeezed together at the ends to stop the flow of water, or to save expense in improperly removing such pipe from the main. Also, such improper disposition thereof shall be corrected by the City and the cost incurred shall be borne by the person causing or allowing such work to be performed.

All work required to abandon or increase the existing water service shall be in compliance with the current version of the City of St. Francis Private Development Standards. If required by the Public Works Director or designee, the Owner shall provide construction and traffic control plans for the proposed work.

Failure to Connect to Remove Service Installation: If such service installation is not removed pursuant to this Section, the City, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the installation removed, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.

(Ord. 294, SS , 2-7-2022)

3-2-4. Private service connections and maintenance.

- A. No person may excavate in a public right-of-way to obtain service from a water main, make connection therewith, or for any purpose which will expose a water main unless in receipt of a permit for the connection.
- B. The corporation stop inserted in the distributing pipe must be of the size specified in the permit order and the connection shall be made in a manner consistent with City specifications and standards. Minimum size connection with the water main shall be one-inch in diameter.
- C. Service pipes shall extend from the main through the curb stop box to the inside of the building; or if not taken into a building then to the hydrant or other fixtures which it is intended to supply. A brass ball valve, the same size as the service pipe, shall be installed close to the inside wall of the building, ahead of the meter and well protected from freezing. Service pipes 1 inch in diameter shall be Seamless Copper, Type K, Soft Annealed Copper, ~~or Polyethylene Grade PE-3408 or PE-4710,~~ or High Density Polyethylene SDR 11 and shall be rated for 200 PSI working pressure, ~~SDR-9, Copper Tube Size.~~ Copper materials shall not be used for services larger than 1 inch in diameter. Service materials for services larger than 2 ½ inches in diameter shall conform to the requirements of Ductile Iron Pipe Class 52, ~~or Polyvinyl Chloride Pipe C-900,~~ or High Density Polyethylene SDR 11. Where non-conductive service materials are installed, #12 AWG solid copper or copper clad steel (CCS) wire with 30 mil high density polyethylene (HDPE) insulating jacket shall be installed along the entire length of service pipe. The copper wire shall be terminated such that it is able to be connected to and used for underground locating purposes in accordance with the City's Private Development Standards.
- D. Every service pipe must be laid in such manner as to prevent rupture by settlement. The service pipe shall be placed not less than eight (8) feet below the surface in all cases so arranged as to prevent rupture and stoppage by freezing or other such damage.
- E. Joints on copper tubing shall be flared and kept to a minimum. Joints on polyethylene tubing shall be compression fitted with Type 304 stainless steel pipe inserts/stiffeners. Not more than one (1) joint shall be

used for a service up to seventy (70) feet in length. All joints shall be left uncovered until they have been inspected.

- F. The curb stop shall be installed in a manner such that it is accessible from the surface through a curb stop box without digging. The curb stop box shall be installed in a location accessible to the City at all times and in a manner approved by the City. All curb stop boxes shall conform and be maintained to the specifications and standards of the City. All curb stops shall be installed with a stationary operating rod a minimum of 78 inches in length. All valves within curb stop boxes shall be maintained in good working condition at all times. It shall be the responsibility of the applicant, owner, occupant or user to maintain the water service curb stop box for operability and at such height as will ensure that it remains above the finished grade of the land or property. No person shall erect any fence or other structure or plant any tree or other landscaping that would obstruct the use of the curb stop box or cause damage to the same. If the curb stop box needs maintenance or raising or if the area around the curb stop needs clearing for access, the City may cause to have the work done at the expense of the account holder and/or property owner.
- G. Frozen or otherwise damaged service pipes between the corporation stop and the building inclusive of the curb stop box shall be the responsibility of the private property owner. All maintenance, repairs, or other such work to the service pipe shall be done to the specification and standards of the City and require a permit and inspection from the Public Work Director and/or Building Official.
- H. No more than one house or building shall be supplied from one corporation stop.
- I. All piping and connections from the corporation cock and/or the curb stop box to the premise supply piping shall be made under the supervision of a licensed plumber subject to inspection by the City Building Official and/or the Public Works Director or designee. The water meter installation shall be inspected, tested, and the meter sealed by the Public Works Department.
- J. If the property owner requests maintenance services or repairs be performed by the City, or if repairs are necessary to protect public or neighboring properties in an emergency situation, the property owner shall be charged for the costs of the maintenance and/or repairs, including but not limited to any necessary street repairs, concrete, concrete curb and gutter, sidewalk, bituminous trail, turf, etc.

3-2-5. Private water supplies.

No water pipe of the City water system shall be connected with any pump, well, pipe, tank or any device that is connected with any other source of water supply and when such are found, the City shall notify the owner or occupant to disconnect the same and, if not immediately done, the City water shall be turned off. Before any new connections to the City system are permitted, the City shall ascertain that no cross-connections will exist when the new connection is made. When a building is connected to "City Water" the private water supply may be used only for such purposes as the City may allow as stated in Section 3-4-9.

- A. *Use of Private Wells:* Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption.
- B. *New Homes and Buildings:* All new homes or buildings shall connect to the municipal water system if water is available to the property. Where new homes or buildings do not have water available to the property, the City Council shall determine whether and under what conditions the municipal water systems will be extended to serve the property.
- C. *Existing Homes and Buildings:* At such time as municipal water becomes available to existing homes or buildings, a direct connection shall be made to such public system within a period of time as determined by the City Council. If such connection is not made pursuant to this chapter, a penalty shall be levied in an amount as set forth by ordinance.

D. *Unused Wells:* If the well is not used after the time a municipal water connection is made:

1. Within thirty (30) days after municipal water connection is made, the owner or occupant shall advise the Public Works Director or designee that the well has been sealed by a licensed well contractor and provide appropriate documentation to the City for its records.

(Ord. 294, SS , 2-7-2022)

3-2-6. Water use restrictions.

- A. A person may water, sprinkle, irrigate, or otherwise use water from the City Water System for lawn areas, grass, or turf (hereinafter referred to as "irrigation" or "irrigate") only on alternating days between May 1 and continuing until September 30 of each year. This prohibition is in effect from 10 am until 7 pm each day during this period.
- B. Alternating days means that property with an address ending in an odd number may irrigate only on odd-numbered days of the month and property with an address ending in an even number may irrigate only on even-numbered days of the month.
- C. Upon written request and approval by the City Administrator, or his designee, and subject to such terms and conditions imposed by the City Administrator, or his designee, with respect to such approval, the following persons may be authorized to irrigate or otherwise utilize water from the City's municipal water system at times other than as permitted in Section 3-2-16 Subdivision A and B hereof:
 1. Employees and agents of the City or School District, in such instances wherein lawn, grass, or turf used for play fields or park areas owned and operated by such entities require more frequent irrigation to prevent unreasonable damage thereto.
 2. Owners and lessees (their employees and agents) of lands newly sodded or grass seeded which requires irrigation to prevent loss of the new sod, seed, or immature turf or grasses for a period of thirty (30) days, when in receipt of a permit for such activity from the Public Works Director.

3-2-7. Water emergencies.

- A. Whenever in the judgment of the City Administrator, or his designee, the water pressure and/or available water in the municipal water system reaches a level which endangers the public health or safety of residents and other persons in the City, he may declare a state of water emergency which shall continue until such time as he shall determine that the danger to public health or safety no longer exists. Forthwith upon the declaration of a state of water emergency notice thereof shall be publically posted, and all orders of the City Administrator, or his designee, issued pursuant thereto shall be enforced after one hour has elapsed from the time of such notice.
- B. During the existence of a state of water emergency the City Administrator, or his designee, may, by order, impose restrictions on sprinkling, irrigation, or other utilization of water from the City's municipal water system including, but not limited to the total prohibition of water use for lawn and garden sprinkling, irrigation, car washing, air conditioning, and other uses, or either or any of them or the prohibition of such water use on specified days or during certain hours.

3-2-8. Opening hydrants.

It is unlawful for any person, other than members of the Fire Department or other person duly authorized by the City, in pursuance of lawful purpose, to open any fire hydrant or attempt to draw water from the same or in

any manner interfere therewith. It is also unlawful for any person so authorized to deliver or offer to be delivered to any other person any hydrant key or wrench, except for the purposes strictly pertaining to their lawful use.

3-2-9. Un-metered service.

In cases where, in the opinion of the Public Works Director, no reasonable manner for metered service is available, a private system user may be granted un-metered service on a temporary basis. The user shall pay the temporary meter fee and fees for the estimated water use based on the judgment of the Public Works Director.

3-2-10. Water meters and water meter horns.

All water meters shall be furnished, owned, controlled, and maintained by the City at the expense of the property owner. All repairs of water meters not resulting from normal usage shall be the responsibility of the property owner. All meters in need of replacement, shall be replaced with a remote type which shall be furnished and maintained by the City. All water meters shall be installed in a manner acceptable to the City and the cost of installation shall be the responsibility of the property owner. All ~~five-eighth~~three quarters (3/4" ~~5/8~~) and one (1) inch meters shall be installed in a meter horn with remote wire and remote pad. All meters larger than one (1) inch shall meet City requirements including remote wire and remote pad. All meter installations shall be controlled and inspected by the City and the cost of installation shall be the responsibility of property owner.

3-2-11. Code requirement.

All piping, connections and appurtenances shall be installed and performed strictly in accordance with the Minnesota Plumbing Code and other standards and specifications of the City. Failure to install or maintain the same in accordance therewith, or failure to have or permit required inspections shall, upon discovery by the City, be an additional ground for termination of water service to any consumer. The corresponding fees for such permits, as established by the City's Fee Schedule, shall be paid at the time of permit issuance.

3-2-12. Water connection charges.

~~Connection charges are due to the City upon issuance of a building permit or connection permit and prior to a new occupancy. This fee shall be set by ordinance for each equivalent connection unit. An equivalent connection unit (one E.C.) is established in Section 3-3-8 for development within the City. One single family dwelling is one unit. These Standards may be amended as may be necessary by ordinance.~~

A. *Equivalent Connection Charge Definition and Application.* A sum of money hereinafter termed "the equivalent connection charge" is to be collected for the purpose of providing funding necessary for the construction of the water supply, storage and treatment system and additions or extensions thereto, and for payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such improvements. This sum of money is hereby charged with respect to every lot, parcel of land, buildings or premises within the Municipal Urban Service Area (MUSA) that abuts a public right-of-way or easement in which there is located a public water main of the City. Such charge is made for the privilege of making a connection, direct or indirect, to the City's facilities for the supply of domestic water to such premises.

B. *Payment of Connection Charges.* Connection charges are payable at the time of the building permit issuance. The Building Inspector shall not issue a building permit until such connection charge is paid. For any building permit issued prior to the effective date of this Section, in which the connection has not been made to the public water system, connection charges are then payable prior to the time of connection or by such date as stipulated by the Council. For existing buildings connection charges are payable upon application for a connection permit.

- C. Application and Permit for a Connection. No connection from any premises to the water system is authorized without there being first obtained for such connection a permit issued by the City. No permit may be obtained from the City, and no representative of the City is authorized to issue a permit for connection unless and until an authorized representative of the City receives an application for such connection, determines and establishes the type of connection to be made and receives the equivalent connection fee as required. The City shall prepare, provide for, and furnish any form and instrument found necessary to the connection applications and permits of the City and perform all acts reasonably required with respect thereto. Applications and permits shall be uniform, in accordance with this Section.
- D. Increased Connection Charges Based on Measurement. The determination and establishment in the first instance of the equivalent connection charge represented by a connection, especially when made by estimate based upon representations of the owner or occupant of the premises is at all times subject to further determination and establishment after the connection has been made and determined by an actual measurement and/or analysis by the Public Works Director of the water demand from such connection. The receipt and acceptance by the City of any money paid and received by the City, as previously imposed does not bar the City's right to payment of the correct amount of money due therefore, as may be determined and established by actual measurement; and the City's right to recover therefore is not impaired. After a connection has been made and the connection charge established, imposed and paid, no diminution in water demand from the premises shall entitle the owner (or occupant) against the City to a reduction, reimbursement or refund with respect to the connection charge imposed and paid.
- E. Computation of Connection Charges. Connection charges are due to the City upon issuance of a building and/or connection permit. This fee shall be set by Council resolution for each equivalent connection unit. An equivalent connection unit (one E.C.) is established in Section 3-3-8 of this code for development within the City. One single family dwelling is one equivalent connection (one E.C.).
- F. Determination of Equivalent Connection for Unlisted Uses. The connection unit for those building uses not included in Subparagraph E, above, shall be determined by the Council after a report from the City Engineer. All non-residential property uses shall have a minimum of one (1) equivalent connection. The City shall supply appropriate forms to those required to get approval and shall submit the completed form to the Community Development Director. No building permit may be issued until the Public Works Director or City Engineer has designated and transmitted to the Community Development Director the connection unit assignment and the fee has been collected. The Public Works Director shall review actual water usage one (1) year after the initial connection, and the City may impose such additional connection charges in accordance with the provisions of Section 3-2-12-D of this Code.
- G. Application of Funds. The funds received from the collection of connection charges authorized by this Subdivision shall be used to provide funds for the payment of principal and interest on obligations incurred to finance the cost of constructing improvements to the City water supply, storage, distribution and treatment system as prescribed by resolutions or covenants authorizing or securing such obligations; and to provide funds for the reasonable requirements of extending, improving and/or replacing City water supply facilities. These funds shall be disbursed by Council resolution.

3-2-13. User charges.

- A. Purpose of User Charges. For the purpose of providing monies necessary to the construction, maintenance and operation of the water system of the City as well as additions thereto, or extensions thereof, including payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such construction, maintenance, and operation, there is hereby charged a "user charge" to be collected by the City with respect to each lot, parcel of land, building or premises, having any connection, direct or indirect, with the water system. The "user charge" is to be paid at an interval as determined by the

City commencing with connection and continuing (unless for good cause, waived or excused by the Council) for as long as the premises remain connected, whether or not such connection is actively used during any particular period of time.

- B. Computation of User Charges. Charges for water use shall be paid by the user to the City or its designated agent according to a rate, established by Council resolution. A copy of the rate shall be kept in the office of the City Clerk and open to public inspection during regular office hours.
- C. Amount Due. The City or its designated agent shall compute the amount due the City for service charges and render a statement thereof at an interval as determined by the City to the owner of any premises served. All amounts due hereunder shall be payable to the office of the Finance Department, or its designated agent.
- D. Permanence of User Charge. A connection once made shall thereafter be considered in continual use, except and unless the building or facility is completely removed and the building water service capped in a manner approved by the City. The "user charge" imposed shall be collected by the City (with respect to such connection) for each monthly period of time that such connection exists, whether such connection is then being actively used or otherwise. Such "user charge" shall be promptly paid when due by the owner (or occupant) of the premises affected directly to the City for the monthly period of use represented by such payment. The Council may establish a schedule of additional charges for late payment of user charges.
- E. Application of Funds. The funds received from the collection of charges authorized by this Subdivision shall be deposited, as collected, in a fund known as the Sewer and Water Operating Fund and shall be disbursed to meet the costs of operating and maintaining the water supply, storage, treatment and distribution facilities.

3-2-14. Water Trunk Line Availability Area Fee

- A. Water Trunk Line Availability Area Fee Definition and Application. A sum of money hereinafter termed the "water trunk line availability fee" is to be collected for the purpose of providing funding necessary for the construction of the trunk water distribution system and additions or extensions thereto, and for payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such improvements. This sum of money is hereby charged with respect to every lot, parcel of land, buildings or premises within the MUSA that abuts a public right-of-way or easement in which there is located a water main of the City. Such charge is made for the privilege of making a connection, direct or indirect, to the City's facilities for the availability of public water.
- B. Payment of Water Trunk Line Availability Area Fee. The water trunk line availability fees are payable at the time of subdivision of land or approval of a Final Plat. The City shall not approve a subdivision or Final Plat until such water trunk line availability fee is paid.
- C. Computation of Water Trunk Line Availability Area Fee. The water trunk line availability fee shall be calculated by multiplying the water trunk line availability fee set forth in section 2-9-1 of this code by the net developable area. For purposes of this calculation, the net developable area shall be considered the gross upland area and shall be determined by subtracting the delineated wetlands, rivers, lakes, streams, and floodplain area from the gross lot area. For purposes of this calculation, wetland and waterbody buffers, as required by this code, may also be excluded from the gross lot area to determine the net developable area.
- D. Application of Funds. The funds received from the collection of water trunk line availability fee authorized by this Subdivision shall be used to provide funds for the payment of principal and interest on obligations incurred to finance the cost of constructing improvements to the City water distribution system as prescribed by resolutions or covenants authorizing or securing such obligations; and to provide funds for

the reasonable requirements of extending, improving and/or replacing City water distribution facilities. These funds shall be disbursed by Council resolution.

3-2-~~13~~15. Backflow protection.

Approved devices or assemblies for the protection of the potable water supply must be installed at any plumbing fixture or equipment where backflow or back siphonage may occur and where a minimum air gap cannot be provided between the water outlet to the fixture or equipment and its flood level rim.

- A. Any device or assembly for the prevention of backflow or back siphonage installed, shall have first been certified by a recognized testing laboratory and have a certification number clearly visible on the device. AWWA, ASSE, and USC are the certified labs recognized by the Administrative Authority. These devices must be readily accessible.
- B. The installation of reduced pressure backflow preventers shall be permitted only when a periodic testing and inspection program conducted by qualified, accredited personnel will be provided by an agency acceptable to the administrative authority. Inspection intervals shall not exceed one year, and overhaul intervals shall not exceed five years. The administrative authority may require more frequent testing if deemed necessary to assure protection of the potable water. Backflow preventers shall be inspected frequently after initial installation to assure that they have been properly installed and that debris resulting from piping installation has not interfered with the functioning of the assembly.

3-2-~~14~~16. Additional rules and regulations.

The Council may, by resolution, adopt such additional rules and regulations relating to placement, size and type of equipment as it, in its discretion, deems necessary or desirable. Copies of such additional rules and regulations shall be kept on file in the office of the City Clerk, and uniformly enforced.

SECTION 3. RULES AND REGULATIONS RELATING TO SEWAGE SERVICE

3-3-1. Definitions.

The following terms, as used in this Section, shall have the meanings stated:

- A. **BOD** or **BOD₅**(denoting Biochemical Oxygen Demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty (20) degrees C., expressed in milligrams per liter.
- B. **Building Drain** means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning at least one (1) foot outside the building footings.
- C. **Building Sewer Service** means the sewer extension from the building drain to the public sewer main or other place of disposal.
- D. **Collection** means the receiving and conveying of sewage, including any lifting or pumping equipment and/or structures, to the sewage treatment facility.
- E. **Domestic Wastes** includes one or more of the following: human excretions, food and meal preparation, dishwashing, and laundry wastes in less than industrial quantities.
- F. **Equivalent Connection** means a building sewer which produces a flow equivalent to an average single family detached residence contribution calculated at two-hundred seventy-four (274) gallons per day with a BOD loading of 0.60#/day.

- G. **Garbage** means solid wastes from the domestic and commercial preparation, cooking, and dispensing of food and from the handling, storage, and sale of produce.
- H. **Industrial Wastes** means the liquid wastes from industrial manufacturing processes, trade, or business as distinct from sanitary sewage.
- I. **Industrial User** means any person from whose property industrial waste is discharged into the public sanitary sewer in quantities greater than one thousand (1,000) gallons per day or which produces concentrations of suspended solids or BOD content exceeding the limits herein set for normal sewage.
- J. **Maintenance** means the repairing, replacing, cleaning, repainting or such similar work as is necessary to maintain the sewage system in proper operating condition.
- K. **Natural Outlet** means any outlet into a watercourse, pond, ditch, lake or other body or surface or groundwater.
- L. **Normal Sewage** means sewage in volumes of two-hundred seventy-four (274) or less per day and containing an average concentration of suspended solids below hundred fifty (250) milligrams per liter and a BOD content of below two hundred fifty (250) milligrams per liter.
- M. **Operation** means the day-to-day managing, controlling, and maintaining of the sewage system.
- N. **pH** means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.
- O. **Properly Shredded Garbage** means the wastes from the preparation, cooking, and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (½) inch (1.27 centimeters) in any dimension.
- P. **Public Sewer** means a sanitary sewer in which all owners of abutting properties have equal usage rights, and is controlled by public authority.
- Q. **Replacement** means the purchase and installation in the sewage system of an item of real or personal property as a substitute for a like item that has been damaged or not functioning properly.
- R. **Sanitary Sewer** means a sewer which carries sewage and to which storm, surface, and ground waters are not intentionally admitted.
- S. **Sewage** means a combination of the water-carried wastes from residences, business buildings, institutions, and industrial establishments, together with such ground, surface and storm waters as may be present.
- T. **Sewage Treatment Plant** means any arrangement of devices and structures used for treating sewage.
- U. **Sewerage System** means all facilities for collecting, pumping, treating, and disposing of sewage.
- V. **Slug** means any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average twenty-four (24) hour concentration or flows during normal operation.
- W. **Storm Drain** or **Storm Sewer** means a sewer which carries storm and surface waters and drainage, but excludes sewage and industrial wastes, other than unpolluted cooling water.
- X. **Suspended Solids** means solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.
- Y. **Unpolluted Water** means clean water uncontaminated by industrial wastes, other wastes, or any substance which renders such water unclean or noxious or impure so as to be actually or potentially

harmful or detrimental, or injurious to public health, safety, or welfare to domestic, commercial, industrial or recreational uses; or to livestock, wild animals, birds, fish, or other aquatic life.

- Z. **Watercourse** means a channel in which a flow of water occurs, either continuously or intermittently.
- AA. **Zones or Zone** means any one or more of the following specified zones.
- BB. **Metropolitan Urban Service Area (MUSA)** means the area identified in the Comprehensive Plan as intended for urban services (i.e. sewer and water).
- CC. **Rural Service Area** means the area identified in the Comprehensive Plan as intended for rural services (i.e. septic and well).

(Ord. 170, SS, 10-7-2012)

3-3-2. Use of public sewers required.

- A. *Deposition of Waste.* It is unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.
- B. *Discharge to Natural Outlets.* It is unlawful for any person to discharge to any natural outlet or in any area under the jurisdiction of the City, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this Section.
- C. *Construction of Private Waste Disposal System.* Except as hereinafter provided, it is unlawful for any person to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage in the MUSA that abuts a public right-of-way or easement in which there is located a public sanitary sewer of the City. No expansion or alteration or repair of these systems will be allowed; should they be necessary, the connection to the public system will then be required within ninety (90) days. Parcels within the MUSA greater than twenty (20) acres in size may install and maintain an on-site sewerage disposal system until that time the parcel is further subdivided.
- D. *Connection to the Public Sewerage System.* Unless excepted above, the owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other like purposes situated within the MUSA abutting on any street, alley or right-of-way in which there is located a public sanitary sewer of the City, is hereby required at his expense to install suitable toilet and other wastewater collection facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this Section, within ninety (90) days after the date of official notice to do so from the City. Provided, however, that this requirement shall not apply to unheated buildings used exclusively for storage.
- E. *Abandonment of Private System.* At such time as public sewer becomes available to a property sewered by a private sewage disposal system, as direct connections shall be made to the public sewer in compliance with this Section, and any septic tanks, cesspools, and similar private sewage disposal facilities shall be removed from the site. In cases where the City Engineer finds that removal may cause significant damage in regards to public property, erosion, or mature trees the system may be abandoned, cleaned of sludge, and filled with suitable material, such as clean pit-run gravel or dirt to the satisfaction of the Public Works Director.
 - 1. *Nonconforming Private System:* At such time as a public sewer becomes available to a property served by a nonconforming private wastewater disposal system, a direct connection shall be made to the public sewer within thirty (90) days. Where a hardship exists, the Council may allow the continued use of any existing safe on-site sewage disposal system, as a non-conforming use.

2. *Conforming Private System:* At such time as a public sewer becomes available to a property served by a conforming private wastewater disposal system, a direct connection shall be made to the public sewer within a period of time as determined by Council resolution.
 3. *Failure to Connect to Public System:* If such a connection is not made pursuant to this chapter, the city, upon providing written notice to the owner of the premises, shall enter into a contract with a licensed contractor to have the connection made, and the cost shall be assessed to the property taxes, unless authorized by the City Council to do otherwise.
- F. *Extension of Sewer.* If a person in the MUSA needs or desires to connect to the City Sewerage System, he may petition the Council to extend sewers to serve his property. The Council shall follow the procedure as specified by statute for the construction of said improvements.
- G. *Pretreatment.* Sewerage systems users shall provide necessary wastewater treatment as required to comply with this Section and shall achieve compliance with all Federal categorical pre-treat wastewater to a level acceptable to the Public Works Director and/or City Engineer shall be provided, operated, and maintained at the user's expense. Detailed plans showing the pretreatment facilities and operating procedures shall be submitted to the Public Works Director and/or City Engineer for review, and shall be acceptable to the Public Works Director and/or City Engineer before construction of the facility. The review of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce and effluent acceptable to the Public Works Director and/or City Engineer under the provisions of this Section. Any subsequent changes in the pretreatment facilities or method of operation shall be reported to and be acceptable to the Public Works Director and/or City Engineer prior to the user's initiation of the charges. All records relating to the compliance with pretreatment standards shall be made available by the Public Works Director and/or City Engineer to officials of the EPA or MPCA upon request.
- H. *Confidential Information.* Information and data on a user's water consumption and sewage characteristic obtained from reports, questionnaires, permit applications, permits and monitoring programs and from inspections shall be available to the public or other governmental agencies without restriction unless the user specifically requests and is able to demonstrate to the satisfaction of the Public Works Director that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the user. When requested by the person furnishing a report, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public but shall be made available upon written request to governmental agencies for users related to this Section, the NPDES Permit, State Disposal System Permit and/or the pretreatment programs; provided, however, that such portions of a report shall be available for use by the State or any State agency in judicial review or enforcement proceedings involving the person furnishing the report. Wastewater composition and characteristics will not be recognized as confidential information. Information accepted by the Public Works Director as confidential, shall not be transmitted to any governmental agency or to the general public by the Public Works Director until and unless a ten (10) day notification is given to the user.
- I. *Sludge Generated.* Sludge, floats, skimming, etc., generated by an industrial or commercial pretreatment system shall not be placed into the wastewater disposal system. Such sludge shall be contained, transported, and disposed of by haulers in accordance with all Federal, State and local regulations.

(Ord. 170, SS, 10-7-2012; Ord. 294, SS, 2-7-2022)

3-3-3. Constructing building sewers and connections to public sewers.

- A. *Unauthorized Work on a Public Sewer.* It is unlawful for any person to uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof, without first obtaining a written permit from the Public Works Director.

- B. *Building Sewer Permits.* There shall be three classes of building sewer permits (1) for residential service; (2) service to commercial and industrial firms producing domestic wastes; and, (3) for service to firms producing industrial wastes. The owner or his agent shall make application on a special form furnished by the City which form shall be adopted by the Council and the permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Public Works Director. A permit and inspection fee set by the Council resolution according to the proposed sewer use and connection shall be paid to the City at the time the application is filed. Said permit fees may be changed by the Council, from time to time, by resolution, and a copy of such resolution shall be kept on file in the office of the City Clerk and available for inspection during regular office hours. Any fee charged by the State of Minnesota or any other entity of the State or Federal government shall also be collected and shall be in addition to the fee herein.
- C. *Installation and Connection Costs.* All costs and expenses incident to the installation and connection of the building sewer service shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.
- D. *Separate Sewer Service for Each Building.* A separate and independent building sewer shall be provided for every principal building. Residential, commercial, and industrial developments with several buildings may require sewers and manholes on private property to provide individual building services. Such a system must be approved by the City Engineer.
- E. *Reuse of Old Sewer Services.* Old building sewer services may be used in connection with new buildings only when they are found, on examination and/or testing by the owner in a manner acceptable to the Public Works Director, to meet all requirements of this Section.
- F. *Building Sewer Service Code Requirements.* The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavating, placing of the pipe, jointing, connection to the public sewer, testing, and backfilling the trench, shall all conform to the requirements of the State Building Code and of other applicable rules and regulations of the City. Care shall be taken to prevent entry of groundwater or any unauthorized waters into the public sewer during construction. For residential service, no floor drains from accessory building or garages, whether attached or detached, shall be connected to the building sewer or sanitary sewer.
- G. *Gravity or Lifted Sewage Flow in Sewer Service.* Whenever possible, the building sewer service shall be brought to the building at an elevation below the basement floor, in all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means discharged to the building sewer service.
- H. *Building Sewer Service Inspection.* The applicant for the building sewer service permit shall notify the Public Works Director when the building sewer service is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Public Works Director or his representative.
- I. *Public Hazard Protection During Service Installation.* All excavations for building sewer service installation shall be adequately guarded with barricades and lights so as to protect the public from hazard as required by the Minnesota Department of Transportation rules and regulations. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the City.

(Ord. 170, SS, 10-7-2012)

3-3-4. Repairs to sewage service.

- A. Whenever any building sewer service becomes clogged, obstructed, broken or out of order between the building and the main, the owner shall forthwith make repairs.

- B. If the owner fails to make the necessary repairs required by Section 3-3-4.A of this Code, the City may cause the work to be performed and bill the property owner accordingly.
- C. Whenever any damage condition of a building sewer service shall cause damage to, or the introduction of soil or foreign matter into, the municipal sewerage system which shall require repairs or cleaning of the system, the property owner shall be responsible for the cost of repairs or cleaning.
- D. Each day, after notice, that a person neglects or fails to repair the building sewer service constitutes a separate violation of the City Code.

3-3-5. Use of public sewers.

A. *Prohibited Discharges.*

- 1. *Unpolluted Waters.* No person, firm, or corporation shall discharge or cause to be discharged directly or indirectly any storm water, groundwater, roof runoff, yard drainage, yard fountain water, pond or pool overflow, subsurface drainage, waste from on-site disposal systems, unpolluted cooling or processing water to any sanitary sewer except as permitted by the City or other local unit government. Storm water and all other unpolluted discharge shall be directed to the storm water collection system, except that unpolluted cooling or processing water shall only be so discharged upon approval by the City or other unit of local government.
- 2. *Foreign or Hazardous Substances.*
 - a. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas;
 - b. Any water or wastes containing toxic or poisonous solids, liquids, or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, create a public nuisance, or create any hazard in the wastewater treatment works;
 - c. Any water or waste having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater treatment works;
 - d. Solid or viscous substances, either whole or ground, in quantities or of such size capable of causing obstruction to the flow in the sewers, or other interference with the proper continuation of the wastewater facilities but not limited to ashes, cinders, disposable diapers, glass grinding or polishing wastes, stone cuttings or polishing wastes, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, whole blood, paunch manure, hair and fleshings, entrails, sanitary napkins, paper dishes, cups, milk containers, ~~and~~ other paper products, and dental waste;
 - e. Noxious or malodorous liquids, gases, or substances which either singly or by interaction with other wastes are sufficient to create a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for their maintenance or repairs.

- B. *Regulated Discharges.* No person shall discharge or cause to be discharged directly or indirectly the following described substances to any public sewer unless in the opinion of the City the discharge will not harm the wastewater facilities, nor cause obstruction to the flow in sewers, nor otherwise endanger life, limb, or public property, nor constitute a nuisance. In forming its opinion as to the acceptability of the wastes, the City may give consideration to such factors as the relation of flows and velocities in the sewers, nature of the sewage treatment process, capacity of the sewage plant, the City's NPDES permit, and other pertinent determinations either on a general basis or as to discharges from individual users or specific discharges, and

may prohibit certain discharges from individual users because of unusual concentrations or combinations which may occur. The substances restricted shall be:

1. Any liquid or vapor having a temperature in excess of one hundred ~~forty~~ (1450) degrees F (605 degrees C).
 2. Any water or waste containing fats, wax, grease, or oils, whether emulsified or not, in excess of one hundred (100) milligrams per liter or containing substances which may solidify or become viscous at temperatures between thirty-two (32) and one hundred ~~forty~~ (1450) degrees F. (zero (0) and sixty-five (605) degrees C.).
 3. Any ~~organic material~~garbage that has not been ground or comminuted to such degree that all particles will be carried freely in suspension under flows normally prevailing in the public sewers, with no particles greater than one-half inch in any dimension.
 4. Any water or wastes containing strong acid, iron pickling wastes, or concentrated plating solutions, whether neutralized or not.
 5. Any water or wastes containing phenols or other taste or odor producing substances which constitute a nuisance or hazard to the structures, equipment, or personnel of the sewage works, or which interfere with the treatment required to meet the requirements of the State or Federal Government, or any other public agency with proper authority to regulate the discharge from the sewage treatment plant.
 6. Any radioactive wastes or isotopes of such half-life or concentration that they are not in compliance with regulations issued by the appropriate authority having control over their use or may cause damage or hazards to the treatment works or personnel operating it.
 7. Any water or wastes having a pH in excess of 9.5.
 8. Materials which exert or cause:
 - a. Unusual concentrations of suspended solids, (such as, but not limited to, Fuller's earth, lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride or sodium sulfate).
 - b. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
 - c. Unusual BOD, chemical oxygen demand, or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment works.
 - d. Unusual volume of flow or concentration of wastes constituting a slug.
 - e. Water or water containing substances which are not amenable to treatment or reduction by the sewage treatment processes employed, or are amenable to treatment only to such degree that the sewage treatment plant effluent cannot meet the requirements of the NPDES Permit, or requirements of other governmental agencies having jurisdiction over discharge from the sewage treatment plant.
- C. *Response to Improper Discharge.* If any water or wastes are discharged, or are proposed to be discharged directly or indirectly to the public sewers, which water or wastes do not meet the standards set out in or promulgated under this Section, or which in the jurisdiction of the City may have a deleterious effect upon the treatment works, processes, equipment, or receiving waters, or which otherwise create a hazard to life, or constitute a public nuisance, the City may take all or any of the following steps:
1. Refuse to accept the discharges.
 2. Require control over the quantities and rates of discharge.

3. Require pretreatment to an acceptable condition for the discharge to the public sewers. The design and installation of the plant and equipment for pretreatment of equalization of flows shall be subject to the review and approval of the City, and subject to the requirements of 40 CFR 403, entitled "Pretreatment Standards", and the Minnesota Pollution Control Agency.
 - a) Discharges 25,000 gallons per day or more of process wastewater;
 - b) Contributes a load of five (5) % or more of the capacity of the City's Wastewater Treatment Plant; or
 - c) Is designated as significant by the Permittee or the MPCA on the basis that the Significant Indirect User has a reasonable potential to adversely impact the City's Wastewater Treatment Plant POTW, or the quality of its effluent or residuals. [Minn. R. 7049]
 4. Require payment to cover the added cost of handling or treating the wastes.
- D. *Interceptors.* Grease, oil, and mud interceptors shall be provided when they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in this Chapter, or any flammable wastes, sand, or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the City and shall be located as to be readily and easily accessible for cleaning and inspection.
- E. *Preliminary Treatment or Flow Equalization Facilities.* Where preliminary treatment or flow equalization facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
- F. *Testing.*
1. *Required.* When required by the City, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control structure together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such structure and equipment, when required, shall be constructed at the owner's expense in accordance with plans approved by the City and shall be maintained by the owner so as to be safe and accessible at all times.
 2. *Standards.* All measurements, tests, and analyses of the characteristics of water and waste to which reference is made in this Chapter shall be determined in accordance with 40 CFR 136 "Guidelines Establishing Test Procedures for the Analysis of Pollutants"; the latest edition of Standard Methods For the Examination Of Water and Wastewater, and shall be determined at the control structure provided, or upon suitable samples taken at the control structure. In the event that no special structure has been required, the control structure shall be considered to be the nearest downstream manhole in the public sewer from the point at which the building sewer is connected. Sampling shall be carried out by customarily accepted methods to reflect the effluent constituents and their effect upon the treatment works and to determine the existence of hazards to life, health and property. Sampling methods location, times, duration, and frequencies are to be determined on an individual basis subject to approval by the City.
- G. *Industrial Waste.* The owner of any property serviced by a building sewer carrying industrial wastes shall, at the discretion of the City, be required to provide laboratory measurements, tests, and analyses of waters or wastes to illustrate compliance with this Chapter and any special condition for discharge established by the City or regulatory agencies having jurisdiction over the discharge. The number, type, and frequency of sampling and laboratory analyses to be performed by the owner shall be as stipulated by the City. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with the Federal, State and local standards are being met. The owner shall bear the expense of all measurements, analyses and reporting required by the City. At such times as deemed necessary the City reserves the right to take measurements and samples for analysis by an outside laboratory.

- H. *Special Agreements or Arrangements with City.* No statement contained in this Subdivision shall be construed as preventing any special agreement or arrangement between the City and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the City for treatment, subject to payments for additional capital equipment and/or operating and maintenance costs therefore, by the industrial concern.
- I. *Discharged Waste Sample Gathering.* Commercial and industrial users with other than normal sewage shall permit the monthly gathering of samples of their discharged wastes by the Public Works Director or his authorized representative.
- J. *Required Daylighting.* All sump pumps and garage floor drains shall be daylighted to prove the discharge is not being put into the sanitary sewer system. The discharge pipes from both shall be directed away from houses/principal structures on neighboring properties and wetlands.

(Ord. 170, SS, 10-7-2012)

3-3-6. Damage to the public sewage system.

- A. It is unlawful for any person to maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of the sewerage system.
- B. It is unlawful for any person, having charge of any building or other premises which drains into the municipal sewerage system, to permit any substance or matter which may form a deposit or obstruction to flow or pass into the public sewer.

3-3-7. Authority and powers of inspectors.

- A. *Permission to Enter Onto Private Property for Observation and Testing.* The Public Works Director and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all properties for the purposes of inspection, observation, measurement, sampling, and testing in accordance with the provisions of this Section. The Public Works Director shall have no authority to inquire into any proprietary processes in metallurgy, chemical manufacturing, refining, paper making, ceramics, or similar industries beyond the technical information required for the proper receiving, conveying and treatment of the particular waste.
- B. *Observation of Safety Rules by City Employees.* While performing the necessary work on private properties referred to herein, the Public Works Director or duly authorized employees of the City shall observe all safety rules applicable to the premises established by the company and the company shall be held harmless for injury or death to the City employees and the City shall indemnify the company against loss or damage to its property by City employees against liability claims and demands for personal injury or property damage asserted against the company and growing out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions.
- C. *Inspection, Sampling, Measurement and Maintenance on Private Property.* The Public Works Director and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewerage system lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of duly negotiated easement pertaining to the private property involved.

(Ord. 170, SS, 10-7-2012)

3-3-8. Equivalent connection charges.

- A. *Equivalent Connection Charge Definition and Application.* A sum of money hereinafter termed "the equivalent connection charge" is to be collected for the purpose of providing funding necessary for the construction of the sewerage system and additions or extensions thereto, and for payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such improvements. This sum of money is hereby charged with respect to every lot, parcel of land, buildings or premises within the MUSA that abuts a public right-of-way or easement in which there is located a public sanitary sewer of the City. Such charge is made for the privilege of making a connection, direct or indirect, to the City's facilities for the collections and treatment of sewage, industrial waste and water or other liquid discharged from such premises.

- B. *Payment of Connection Charges.* Connection charges are payable at the time of the building permit issuance. The Building Inspector shall not issue a building permit until such connection charge is paid. For any building permit issued prior to the effective date of this Section, in which the connection has not been made to the Public Sewerage System, connection charges are then payable prior to the time of connection or by such date as stipulated by the Council. For existing buildings connection charges are payable upon application for a connection permit.

- C. *Application and Permit for a Connection.* No connection from any premises to the disposal system is authorized without there being first obtained for such connection a permit issued by the City. No permit may be obtained from the City, and no representative of the City is authorized to issue a permit for connection unless and until an authorized representative of the City receives an application for such connection, determines and establishes the type of connection to be made and receives the equivalent connection fee as required. The City shall prepare, provide for, and furnish any form and instrument found necessary to the connection applications and permits of the City and perform all acts reasonably required with respect thereto. Applications and permits shall be uniform, in accordance with this Section.

- D. *Increased Connection Charges Based on Measurement.* The determination and establishment in the first instance of the equivalent connection charge represented by a connection, especially when made by estimate based upon representations of the owner or occupant of the premises is at all times subject to further determination and establishment after the connection has been made and determined by an actual measurement and/or analysis by the Public Works Director of the sewage or waste discharge from such connection entering into the system of the City. The receipt and acceptance by the City of any money paid and received by the City, as previously imposed does not bar the City's right to payment of the correct amount of money due therefore, as may be determined and established by actual measurement; and the City's right to recover therefore is not impaired. After a connection has been made and the connection charge established, imposed and paid, no diminution in discharge from the premises shall entitle the owner (or occupant) against the City to a reduction, reimbursement or refund with respect to the connection charge imposed and paid.

- E. *Computation of Connection Charges.* Connection charges are due to the City upon issuance of a building and/or connection permit. This fee shall be set by Council resolution for each equivalent connection unit. An equivalent connection unit (one E.C.) is established as the anticipated flow from a single family residence as referenced herein. City hereby adopts by reference and incorporates herein Appendix A of the Metropolitan Council Environmental Services (MCES) Sewer Availability Charge Procedure Manual as may be amended in the future. A copy of said document and amendments thereto shall be kept on file in the office of the City Clerk for reference and open to public inspection during regular office hours. In cases where said document references MCES or MCES Staff shall be interpreted to mean City of St. Francis or City of St. Francis Staff respectively.

- F. *Determination of Equivalent Connection for Unlisted Uses.* The connection unit for those building uses not included in Subparagraph E, above, shall be determined by the Council after a report from the City Engineer. All non-residential property uses shall have a minimum of one (1) equivalent connection. The City shall supply appropriate forms to those required to get approval and shall submit the completed form to the Community Development Director. No building permit may be issued until the Public Works Director or City Engineer has designated and transmitted to the Community Development Director the connection unit assignment and the fee has been collected. The Public Works Director shall review actual sewage flow one (1) year after the initial discharge, and the City may impose such additional connection charges in accordance with the provisions of Section 3-3-8-D of this Code.
- G. *Application of Funds.* The funds received from the collection of connection charges authorized by this Subdivision shall be used to provide funds for the payment of principal and interest on obligations incurred to finance the cost of constructing improvements to the City sanitary sewerage system as prescribed by resolutions or covenants authorizing or securing such obligations; and to provide funds for the reasonable requirements of extending, improving and/or replacing City sanitary sewerage facilities. These funds shall be disbursed by Council resolution.

(Ord. 170, SS, 10-7-2012; Ord. 229 , SS, 6-19-2017)

3-3-9. User charges.

- A. *Purpose of User Charges.* For the purpose of providing monies necessary to the construction, maintenance and operation of the sewerage system of the City as well as additions thereto, or extensions thereof, including payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such construction, maintenance, and operation, there is hereby charged a "user charge" to be collected by the City with respect to each lot, parcel of land, building or premises, having any connection, direct or indirect, with the disposal system of the City or otherwise discharging sewage industrial waste, water or other waste directly or indirectly into the City disposal system. The "user charge" is to be paid at an interval as determined by the City commencing with connection and continuing (unless for good cause, waived or excused by the Council) for as long as the premises remain connected, whether or not such connection is actively used for discharge of sewage or waste during any particular period of time.
- B. *Computation of User Charges.* Charges for sewer use shall be paid by the user to the City or its designated agent according to a rate, established by Council resolution. A copy of the rate shall be kept in the office of the City Clerk and open to public inspection during regular office hours.
- C. *User Charge Surcharge.* In the event the Council makes an industrial waste surcharge, such surcharge shall be charged by the City to the designated industrial user causing such discharge. Such surcharge shall be in addition to other charges required herein and shall be based on rate of flow in gallons per day, strength of sewage in BOD, and suspended solids in parts per million. If unusual chemicals or substance are in the industrial waste the charge shall be based on the actual collection and treatment costs. The City in the future may consider United States Environmental Protection Agency funding for expansion of the sewage treatment plant. Federal regulations require the recovery of such funds expended for industrial sewage capacity (Industrial Cost Recovery) and the return of those funds to the Federal government. Industrial users will be charged on the basis of the above sewage characteristics over twenty (20) years to recover each user's share of the expansion cost. The Council shall collect, invest, and transmit to the U.S.E.P.A. such industrial user charges according to Federal regulations.
- D. *[Amount Due.]* The City or its designated agent shall compute the amount due the City for service charges and render a statement thereof at an interval as determined by the City to the owner of any premises served. All amounts due hereunder shall be payable to the office of the Finance Department, or its designated agent.

- E. *Permanence of User Charge.* A connection once made shall thereafter be considered in continual use, except and unless the building or facility is completely removed and the building sewer service capped both in a manner approved by the City. The "user charge" imposed shall be collected by the City (with respect to such connection) for each monthly period of time that such connection exists, whether such connection is then being actively used or otherwise. Such "user charge" shall be promptly paid when due by the owner (or occupant) of the premises affected directly to the City for the monthly period of use represented by such payment. The Council may establish a schedule of additional charges for late payment of user charges.
- F. *Application of Funds.* The funds received from the collection of charges authorized by this Subdivision shall be deposited, as collected, in a fund known as the Sewer and Water Operating Fund and shall be disbursed to meet the costs of operating and maintaining the sewage disposal pumping stations and facilities.

(Ord. 229 , SS, 6-19-2017)

3-3-10. Trunk Sanitary Sewer Area Fee

- A. Trunk Sanitary Sewer Area Fee Definition and Application. A sum of money hereinafter termed the "trunk sanitary sewer area fee" is to be collected for the purpose of providing funding necessary for the construction of the trunk sanitary sewer collection system and additions or extensions thereto, and for payment of principal and interest due or accruing on bonds and other obligations issued or incurred to finance such improvements. This sum of money is hereby charged with respect to every lot, parcel of land, buildings or premises within the MUSA that abuts a public right-of-way or easement in which there is located a public sanitary sewer of the City. Such charge is made for the privilege of making a connection, direct or indirect, to the City's facilities for the treatment of sewage, industrial waste and water or other liquid discharged from such premises.
- B. Payment of Trunk Sanitary Sewer Area Fee. The trunk sanitary sewer area fees are payable at the time of subdivision of land or approval of a Final Plat. The City shall not approve a subdivision or Final Plat until such trunk sanitary sewer area fee is paid.
- C. Computation of Trunk Sanitary Sewer Area Fee. The trunk sanitary sewer area fee shall be calculated by multiplying the trunk sanitary sewer area fee set forth in section 2-9-1 of this code by the net developable area. For purposes of this calculation, the net developable area shall be considered the gross upland area and shall be determined by subtracting the delineated wetlands, rivers, lakes, streams, and floodplain area from the gross lot area. For purposes of this calculation, wetland and waterbody buffers, as required by this code, may also be excluded from the gross lot area to determine the net developable area.
- D. Application of Funds. The funds received from the collection of trunk sanitary sewer area fees authorized by this Subdivision shall be used to provide funds for the payment of principal and interest on obligations incurred to finance the cost of constructing improvements to the City sanitary sewer collection system as prescribed by resolutions or covenants authorizing or securing such obligations; and to provide funds for the reasonable requirements of extending, improving and/or replacing City sanitary sewer collection facilities. These funds shall be disbursed by Council resolution.

3-3-1011. Connection with and use of city system without compliance prohibited.

No connection to the sewage disposal system shall be made (directly or indirectly) from any premises, and no use of a connection from the premises to the system, shall be continued in use except in strict compliance with the provisions of this Section, whether as to connection or use of the City system or payment of charges imposed

and to be collected with respect thereto, subjects an offender to a disconnection and termination of use, claim for loss or damage sustained by the City, and also all provisos and penalties imposed by law.

3-3-~~1112~~. Qualifications of persons.

Any person engaged in the laying of or building public sewers shall be qualified to perform such work and be familiar with all laws and regulations of the State of Minnesota Department of Health, Pollution Control Agency, Plumbing Code, and City Code provisions. The contractor shall also place on file with the City certificated of insurance showing that he is covered, by workmen's compensation in the amount required by statute, and public liability and property damage in the amount of \$100,000.00 per person and \$300,000.00 per incident for injuries, including accidental death of any one person, and property damage insurance in an amount of not less than \$100,000.00 per incident.

- A. *Performance Bond.* Each contractor shall provide the City with one of the following: (1) If master plumber and has State license a copy thereof; (2) Non-Master—\$2,000.00 bond; (3) Excavation—\$2,000.00 bond. The intent for this requirement is to assure that installations shall comply with all applicable laws and that the contractor shall pay for any and all materials and labor for such work.
- B. *Connection to Public Sewer of Privately Laid Sewer.* A property owner may lay sewer on his property but a licensed sewer layer must make the connection to the City Sewerage System.
- C. *Failure of Privately Laid Sewer to Meet Requirements of this Section.* If the work is done by a property owner on his own premises and does not meet the requirements of this Section and he cannot perform the work to comply with the requirements as instructed by the Inspector, he shall engage a licensed sewer layer to install the connection. Failure to do so will be considered just cause for the City to refuse him a sewer connection.

**SECTION 4. RULES AND REGULATIONS RELATING TO INDIVIDUAL ON-SITE
SEWAGE TREATMENT SYSTEMS**

(Ord. 170, SS, 10-7-2012)

3-4-1. Purpose, applicability, and authority.

- A. *Purpose.* It is the purpose and intent of this ordinance to establish standards for the design, location, construction, operation, and maintenance of Subsurface Sewage Treatment Systems (SSTS).
- B. *Applicability.* The sewer provisions of this ordinance shall apply to any premises in the City that are not served by the municipal wastewater treatment system.
- C. *Authority.* This ordinance is adopted pursuant to the authorization and requirements contained in Minnesota Statutes §145A.05, 115.55 and Minnesota Administrative Rules Chapter 7082.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-2. General provisions.

- A. *Treatment Required.* All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency. All sewage generated in the jurisdiction is to be treated either in an agency-permitted facility or a system that meets the requirements of City Ordinance as adopted under 7082.0100 and follow the allowed methods to determine

the loading rate from part 7080.2150, subpart 3, item E, Table IX or IXa, for sizing or soil treatment and dispersal systems.

- B. *Administration.* This Ordinance shall be administered by the St. Francis City Building Official or any such designee of the Building Official or City Administrator.
- C. *Compliance.* No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance. A variance to the local ordinance provisions herein are not allowed.
- D. *Conditions.* Violation of any condition imposed by the City on a license, permit, or variance, shall be deemed a violation of this ordinance and subject to the penalty provisions set forth in this ordinance.
- E. *Site Evaluation, System Design, Construction, Inspection, and Servicing.* Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700.
 - 1. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.
 - 2. Vertical separation for systems built before April 1, 1996 that are not SWF as defined in part 7080.1100, Subpart 84, must meet the requirements in part 7080.1500, subpart 4, item E.
- F. *Inspection.* No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Building Official. If any part of the system is covered before being inspected and approved as herein provided, it shall be uncovered upon the direction of the Building Official. The Building Official shall cause such inspections as are necessary to determine compliance with this ordinance. It shall be the responsibility of the permittee to notify the Building Official that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Building Official is unable to conduct an inspection, the permittee may, after receiving permission from the Building Official document compliance with the ordinance by photographic means that show said compliance and submit that evidence to the Building Official prior to final approval being sought.
- G. *Compliance Inspection Required.* A SSTS compliance inspection is required:
 - 1. For a new or replacement SSTS.
 - 2. When altering an existing structure to add a bedroom.
 - 3. When a parcel having an existing system undergoes development, subdivision, or split.
- H. *Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.*
 - 1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed six (6) months.
 - 2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within six (6) months after receiving notice from the Building Official.
 - 3. An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.
- I. *Conflict Resolution.* For SSTS systems regulated under this Ordinance, conflicts and other technical disputes over new construction, replacement and existing systems will be managed in accordance with Minnesota Rules 7082.0700 Subpart 5.

J. *Septic Tank Maintenance.*

1. *Periodic Maintenance Required.* The owner of a sewage tank or tanks, shall regularly, but not less frequently than every three years, inspect the tank(s) and measure the accumulations of sludge and scum by an individual licensed to do such work in the State of Minnesota. If the system is pumped, measurement is not needed. The owner shall remove and sanitarily dispose of septage whenever the top of the sludge layer is less than twelve (12) inches below the bottom of the outlet baffle or the bottom of the scum layer is less than three (3) inches above the bottom of the outlet baffle. Removal of septage shall include complete removal of scum and sludge.
2. *Maintenance Record Required.* Maintenance activities are required to be recorded on forms supplied by the City of St. Francis and submitted to the City within thirty (30) days of the maintenance activity. The maintenance record shall be supplied by an individual licensed by the state to do such work. One copy of the maintenance record shall be given to the City and one to the property owner. A recording fee shall be paid in accordance with the City's Fee Schedule.

K. *Non-Complying Systems.* Existing systems which are non-complying, but not an imminent health or safety threat, failing, or discharging to surface, may continue in use so long as the use is not changed or expanded. If the use changes or is expanded, the non-complying elements of the existing system must be brought into compliance.

L. *Non-Complying Work.* New individual sewage treatment system construction that is non-compliant, or other work on a system that is non-complying, must be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed seven (7) days unless the Building Official finds extenuating circumstances.

M. *Change In Use.* A Certificate of Compliance may be voided if, subsequent to the issuance of the certificate, the use of the premises or condition of the system has changed or been altered.

N. *Setback Reduction.* Where conditions prevent the construction, alteration, and/or repair of an individual sewage treatment system on an existing developed parcel of real property, the Building Official may reduce property line and building setbacks and system sizing requirements provided said reduction does not endanger or unreasonably infringe on adjacent properties and with the concurrence of the affected properties. In no instance will a setback reduction be allowed from the standards of Section 10-82-4.B.6 except in cases where a variance is approved following the procedure established by Section 10-82-9.D.

O. *Floodplain.* An SSTS shall not be located in a floodway or floodplain. Location within the flood fringe is permitted provided that the design complies with this ordinance and all of the rules and statutes incorporated by reference.

P. *Class V Injection Wells.* All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency.

(Ord. 195, 5-5-2014, eff. 6-8-2014; Ord. 258, SS, 2-3-2020, eff. 3-4-2020)

3-4-3. Standards adopted.

A. *Minnesota Rules Adopted.* Minnesota Rules, Chapters 7080 and 7081, that are in effect on the date of passage of this ordinance, relating to subsurface sewage treatment systems, are hereby adopted by reference and made a part of this ordinance as if fully set forth herein.

B. *Rules Amended.* The rules, adopted in Section 3.01 are amended as follows:

1. *Compliance Inspection—Fifteen (15) Percent Vertical Separation Reduction.* MR 7080.1500 Subp. 4D is amended to allow fifteen (15) percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
- C. *Holding Tanks.* Holding tanks may be allowed for the following applications: as replacement to a failing existing system, an SSTS that poses an imminent threat to public health and safety, or for an existing lot in which a SSTS cannot feasibly be installed and the Building Official finds extenuating circumstances. Holding tanks require an operating permit as which defines routine maintenance activities as approved by the City Building Official. Failure to adhere to the operating permit is a violation of this Ordinance.
- D. *System Abandonment.* An SSTS, or component thereof, that is no longer intended to be used must be abandoned in accordance with MN Rules 7080.2500. Replacement systems which result in discontinued use of any or all existing components shall initiate requirement of maintenance recoding and abandonment procedures as specified in MN Rules 7080.2500. The standards in Section 3-3-2.E shall also be followed when a system is abandoned due to the property being connected to the public sewer system.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-4. Permits.

- A. *Permit Required.* No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any subsurface sewage treatment system without first obtaining a permit for such work from the Building Official. No person shall construct, alter, extend, convert, or modify any structure which is or will utilize subsurface sewage treatment system without first obtaining a permit.
 1. All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing pursuant to MN Rules 7083.0700. Permit applications shall be submitted by the person doing the individual subsurface sewage treatment system construction on forms provided by the Building Official and accompanied by required site and design data, and permit fees.
 2. Permits shall only be issued to the person doing the individual sewage treatment system construction.
 3. Permit applications for new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
 4. A permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components or otherwise change the original system's design, layout, or function.
- B. *Operating Permit.* An operating permit shall be required of all owners of new holding tanks, Type IV and V systems; MSTs and other SSTS that the Building Official has determined requires operational oversight.
 1. *Application.* Application for an operating permit shall be made on a form provided by the Building Official.
 2. *Holding Tanks.* The owner of holding tanks installed after the effective date of this Ordinance shall provide the Building Official with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-5. Violations and penalties.

The City may seek to have violations of this Ordinance corrected by any means found in the City Code including, but not limited to:

- A. *Misdemeanor.* Any person who fails to comply with the provisions of this ordinance may be charged with a misdemeanor and upon conviction thereof, shall be punished therefore, as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.
- B. *Injunctive Relief.* In the event of a violation or a threat of violation of this ordinance, the Building Official may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct or abate such violations or threatened violations; and the City Attorney may institute a civil action.
- C. *Civil Action.* In the event of a violation of this ordinance, the City may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct, or abate such violations, or threatened violations, and the City Attorney may institute such action.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-6. Sale or transfer of property.

- A. *Certificate of compliance.* A certificate of compliance shall be provided by the seller to the buyer at or before the closing. The certificate of compliance shall indicate that the SSTS is in compliance with the standards adopted by this article. The certificate of compliance shall be filed with the county auditor along with the certificate of real estate value. A copy of the certificate of compliance shall also be filed with the City. If the system is found to be noncompliant the owner shall submit to the City an acceptable replacement plan within 20 days after notification. The replacement plan shall include a construction permit application and a design for the replacement SSTS. Failure to submit and execute an acceptable replacement plan is a violation of this section.
- B. *Exempt transactions.* The certificate need not be completed if the sale or transfer involves the following circumstances.
 - (1) The tract of land is without buildings or contains no dwellings or other building with plumbing fixtures.
 - (2) The sale or transfer is exempt from the requirements that a certificate of real estate value be filed with the county auditor, as per Minn. Stats. § 272.115.
 - (3) Any dwellings or other buildings with running water which are connected to a municipal wastewater treatment system.
 - (4) The transfer is a foreclosure or tax forfeiture.
- C. *Sale or transfer transactions occurring between November 1 and April 30.* If the transaction occurs between November 1 and April 30, and the inspection cannot be completed, the buyer and seller shall arrange for the compliance inspection to be completed by the following June 1 and, if necessary, a system upgrade be completed and the certificate of compliance be submitted to the City no later than June 30.
- D. *Prohibition against transfer of property.* No real property in the city shall be transferred unless the parties to the transaction have complied with the requirements of this section.

(Ord. 258 , SS, 2-3-2020, eff. 3-4-2020)

3-4-7. Reserved.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-8. Reserved.

(Ord. 195, 5-5-2014, eff. 6-8-2014)

3-4-9. Private well regulations.

- A. All wells shall be installed and maintained in compliance with all State and County regulations.
- B. Upon connection to City Water, any existing well on site shall be sealed and properly abandoned unless granted a permit as set forth in this Section.
- C. Permits for irrigation wells for Commercial, Industrial, Institutional, or Multi-Family users in the MUSA may be approved by the Public Works Director in the following instances:
 - 1. The proposed well is consistent with the City's Wellhead Protection Plan.
 - 2. There shall be no cross connections or possible cross connections with the City Water system.
 - 3. The well shall be used for exterior landscape irrigation purposes only.
 - 4. There shall be only one well per irrigation system.
 - 5. Adequate backflow prevention measures have been taken.
 - 6. Users shall comply with all watering restrictions found in Sections 3-2-6 and 3-2-7.
 - 7. All requirements by the State and/or County are met.
- D. Permits for drive point irrigation wells in the MUSA may be approved by the Public Works Director in the following instances:
 - 1. There shall be no cross connections or possible cross connections with the City Water system.
 - 2. The well shall be used for exterior landscape irrigation purposes only.
 - 3. There shall be only one well per parcel.
 - 4. Users shall comply with all watering restrictions found in Sections 3-2-6 and 3-2-7.
 - 5. All requirements by the State and/or County are met.
 - 6. The drive point well shall not impair or endanger the City's Wellhead Management Area.

~~SECTION 5. TRUNK AREA FEES~~

~~3-5-1. Trunk area.~~

~~The City hereby establishes a Trunk Area consisting of the following identified parcels:~~

~~30-34-24-22-0005; 30-34-24-23-0002; 30-34-24-23-0005; 30-34-24-22-0002; 30-34-24-21-0002; 30-34-24-24-0004; 30-34-24-24-0005; 30-34-24-13-0002; 30-34-24-13-0004; 30-34-24-13-0007; 30-34-24-13-0006; 30-34-24-14-0006; 30-34-24-14-0007; 30-34-24-14-0002; 30-34-24-14-0003; 30-34-24-11-0006; 30-34-24-11-0005;~~

Commen
appears to

~~30-34-24-11-0003; 30-34-24-11-0004; 30-34-24-12-0006; 30-34-24-12-0007; 30-34-24-12-0004; 30-34-24-12-0002; 30-34-24-21-0003; 29-34-24-33-0001; 29-34-24-32-0001; 29-34-24-31-0001; 29-34-24-23-0002; 29-34-24-23-0003; 29-34-24-23-0004; 29-34-24-22-0002; 29-34-24-22-0003; 29-34-24-21-0001; 29-34-24-12-0005; 29-34-24-12-0006; 29-34-24-12-0002; 29-34-24-12-0003; 29-34-24-12-0017; 29-34-24-12-0018; 29-34-24-12-0019; 29-34-24-12-0004; 29-34-24-12-0020; 29-34-24-12-0021; 29-34-24-12-0022; 29-34-24-12-0023; 29-34-24-13-0001; 29-34-24-13-0003; 29-34-24-13-0011; 29-34-24-13-0007; 29-34-24-13-0008; 29-34-24-13-0009; 29-34-24-13-0010; 29-34-24-12-0007; 29-34-24-12-0008; 29-34-24-12-0009; 29-34-24-12-0026; 29-34-24-12-0012; 29-34-24-12-0013; 29-34-24-12-0014; 29-34-24-12-0024; 29-34-24-11-0002; 29-34-24-11-0003; 29-34-24-11-0004; 29-34-24-11-0013; 29-34-24-11-0012; 30-34-24-31-0001; 30-34-24-31-0002; 30-34-24-31-0004; 30-34-24-31-0005; 30-34-24-31-0006; 30-34-24-31-0007; 30-34-24-42-0001; 30-34-24-41-0001; 30-34-24-41-0002; 30-34-24-43-0001; 30-34-24-44-0001~~

~~3-5-2. Trunk sanitary sewer area fee.~~

~~The City hereby adopts a Trunk Sanitary Sewer Area Fee in the amount of five thousand seventy five dollars (\$5,075) per acre. This fee shall be applicable to the Trunk Highway 47 sewer and water service area.~~

~~3-5-3. Trunk watermain area fee.~~

~~The City hereby adopts a Trunk Watermain Area Fee in the amount of one thousand three hundred twenty dollars (\$1,320) per acre. This fee shall be applicable to the Trunk Highway 47 sewer and water service area.~~