

CITY OF ST. FRANCIS CITY  
COUNCIL AGENDA

**MARCH 16, 2015**

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW

6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes – February 17, 2015
  - b. Upper Rum River Watershed Management Organization Minutes – March 3, 2015
  - c. Donation from Blaine’s Blazin 4<sup>th</sup> Inc to Pioneer Days
  - d. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
  - a. Wellhead Protection Plan Amendment: Public Hearing-Resolution 2015-07
7. Ordinances & Resolution
  - a.
8. Reports of Consultants & Staff Members
  - a. Engineer: Waste Water Facility Upgrade Presentation  
MS4 Update  
235<sup>th</sup> Update
  - b. Attorney:
  - c Staff:
    - Building Official: 2014 End Of Year Building Activity Update
    - Finance Dept.
    - Fire Dept.:
    - Public Works: Park Improvements
    - Liquor Store:
    - Police:
    - City Administrator Report:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

**Calendar of Events**

Mar 18: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
Mar 20: St. Francis Lions Bingo @ SF American Legion 6:30 pm  
Mar 21: St. Francis Lioness Easter Egg Hunt @ Community Park 10:00 am  
Apr 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Apr 15: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
Apr 20: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council  
FROM: Paul Teicher, Acting City Administrator  
RE: Agenda Memorandum – March 16, 2015 Meeting

**Agenda Items:**

**4. Consent Agenda:**

c. *Donation from Blaine's Blazin 4th Inc to Pioneer Days:* A check in the amount of \$2,000 was received from the Blaine's Blazin 4<sup>th</sup> Inc. gambling fund. This lawful purpose expenditure is earmarked for Pioneer Days. Once approved, a check will be sent to the St. Francis Chamber of Commerce for this amount to be used for Pioneer Days.

**6. Petitions, Requests, Applications:**

a. *Well Head Protection Plan Amendment: Public Hearing:* This was presented at the February 17, 2015 City Council meeting but due to an error with the publication of the public hearing notice we need to hold the public hearing again. Public Director Paul Teicher will give a brief presentation on the Wellhead Protection Plan Amendment. *The wellhead protection (WHP) plan amendment for the City of St. Francis was prepared by the city and in cooperation with the Minnesota Department of Health (MDH) and the Minnesota Rural Water Association. It contains specific actions that the city will take to fulfill WHP requirements that are specified under Minnesota Rules, part 4720.5100 to 4720.5590. Also, the support that Minnesota state agencies, federal agencies, Anoka County, and others will provide is presented to identify their roles in protecting the city's drinking water supply. The amended plan is effective for 10 years after the approval date specified by MDH, and the city is responsible for implementing its WHP plan of action.* After their brief presentation the mayor pro tem will open the public hearing for public comment. The mayor pro tem will then close the public hearing after public comment. A motion would be in order to adopt Resolution 2015-07. If there is public comment, those comments would be included in the resolution. After council approval, the Resolution will be forwarded on to the Department of Health for their approval.

**7. Ordinances & Resolutions:**

a.

**8. Reports:**

a. **Engineer:** *Waste Water Facility Upgrade Presentation:* City Engineer, Paul Saffert provided a memorandum outlining the background and need for the need of the new wastewater treatment facility at the existing site. Saffert will give a power point on the wastewater project. Resolution 2015-11 is enclosed for consideration. This resolution authorizes city staff and Bolton and Menk to proceed with securing Clean Water Revolving Funds and Point Source Implementation Grant as administered by the Public Facilities Authority.

*MS4 Update:* The City was informed on October 20, 2015 that the city is subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer System (MS4) General Stormwater Permit (MNR40000). City staff will submit Part of the permit application prior to the April 25, 2015 deadline. Prior to the October 25, 2016 deadline, there will be additional costs associated with preparing part 2 of the permit application.

*235th Update:* In the past there have been safety concerns raised regarding vehicles parking along 235<sup>th</sup> Avenue east of the Rum River. Due to the width of the road, 28 feet at the request of the residents during the open house and public hearings, it is recommended that No Parking signs be installed on both sides of the street between Rum River Blvd. and Ivywood Street.

**b. Attorney:**

**c. Staff:**

**Building Official:** *2014 End Of Year Building Activity Update:* Building Official, Andy Schreder will be at the city council meeting to give his annual building activity report for 2014.

**Fire:**

**Public Works:** *Park Improvements:* Two more parks, Seelye Brook Park and Hidden Pond, have been identified as becoming dangerous because of deteriorating timbers. Staff is recommending the replacement of the deteriorating timbers with more permanent concrete border.

**Liquor Store:**

**Police:**

**City Administrator:**

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

March 2, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Rich Skordahl, and Chris McClish. Tim Brown excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Cody Holmes (Colton & Menk), Police Chief Jeff Harapat, Fire Chief Dean Kapler, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SKORDAHL SECOND MCCLISH TO ADOPT THE MARCH 2, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY MCCLISH SECOND ORPEN TO APPROVE THE MARCH 2, 2015, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
  - a. City Council Minutes – February 17, 2015
  - b. Hire Colin McDonagh as a Streets/Parks Maintenance full time person contingent upon successfully fulfilling the four pre-employment requirement/testings.
  - c. Enter into an Agreement with Northern Lighter Pyrotechnics, Inc. for the Pioneer Days Fireworks
  - d. Approve the Payment of Claims in the amount of \$2,237.46 (ACH Checks 68666-68720)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
  - a. **Green Valley Estates Preliminary Plat – Resolution 2015-09:** Green Valley Development LLC has made an application for a preliminary plat to be known as Green Valley Estates. The property is located within the 6500 block of Ambassador Blvd. The plat is proposing to split the approximately 38-acre property into three separate lots. The wetland delineation was approved last year. The Planning Commission is recommending the Green Valley Estates preliminary Plat with six conditions. MOTION BY MCCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2015-09 A RESOLUTION APPROVING THE PRELIMINARY PLAT OF GREEN VALLEY ESTATES. Motion carried 4-0.
7. **Ordinances & Resolution:**
  - a. **Resolution 2015-10 Resolution 2015-10: Supporting Dedicated State Funding for City Streets:** The League of MN Cities Board of Directors passed a resolution demonstrating support for new dedicated state funding for city streets. The League is encouraging cities to consider

passing the same resolution of support at their next city council meeting. The resolution supports “an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA (municipal state aid) city street maintenance, construction and reconstruction.” MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-10 A RESOLUTION TO APPROVE SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS. Motion carried 4 -0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer:**

b. **Attorney: Youth Service on Commissions:** Lenak provided a memo and supporting information regarding potential youth service on City Commissions (other than the City Charter Commission). As noted in the memo, the City has considerable flexibility to include youth in these commissions, including as full members, student representatives or on a project by project basis. Kane stated he would like to see students involved in government and fill vacancies. The council as a whole were in favor of the students be a full voting member. Discussed was also the timing of the implementation. It was agreed on to wait until fall for appointments which would give time or bring it to the school board for their review and approval.

**City Administrator Search Update:** Due to the possibility of Mayor Kane not being able to attend the March 16 City Council meeting, Lenak suggested holding a special meeting to conduct the interviews of the finalist by the city council. The special meeting was set for Tuesday, March 10 at 5:00 pm at the District Office.

c. **Staff:**

**Bldg. Official:**

**Fire Dept.: Draft Job Description for Part Time Paid On-Call Fire Chief:** Fire Chief Dean Kapler presented the draft job description for the part time paid on-call fire chief. Chief Kapler stated if approved tonight he would post the position internally. We are asking for a city application allow with a resume. I did stress to the department this position besides the firefighting responsibilities is the role of a manager and work within the city structure. The interview panel would consist of me, City Clerk Barb Held, Paul Teicher if he would like, a police department representative and an outside fire department member. I would also recommend this position have six-month probation along with reviews every two months. Orpen asked how many do we have on the department that meet the minimum qualifications. Kapler stated around six. Kapler did state if we do not find qualified candidates internally we would then recommend going outside the department. Skordahl stated he was surprised by the number of hours recommended. Kapler said it also depends on the team you have below you, definitely could be more hours. Consensus of the city council was to go with the job description as presented and post internally. Kapler stated with your permission, I would like to conduct the two-month interviews. The Council agreed they would be happy to have Kapler handle the reviews.

Chief Kapler stated he had one more item to report. Last week the 1998 Tanker developed a leak. The pump cooler froze and broke which was a design error and not a operate error. The fix plus the installation of a pump heater, which it should have had, the estimated cost is \$4,100. The truck will last a long time.

**Public Works:**

**Liquor Store:**

**Police Dept:**

**City Administrator Report: Sugar Hills Regional Trail Alignment Change:**

Notification was received from Karen Blaska, Park Planner for Anoka County Parks Department which stated that in discussing the regional trail alignment change with the Highway Department, we agree that the route proposed by Council Member Skordahl is feasible. Blaska is still trying to connect with the School District, but since there is a trail already there, she is assuming they will not have any issues with it. Provided the school is amenable to the route through their property, Anoka County will be revising the master plan accordingly. They follow the existing trail most of the way on Pederson Drive. There is not enough space or elevation change at Pederson Drive and Hwy 47 to do a tunnel, so for now; it would be an at-grade crossing (which currently exists) and in the end, a pedestrian bridge over the highway. Attached is a concept map for reference. Teicher ask is the realignment something the city council accepts. The council was in agreement with the realignment.

9. **Reports from Council Members:** Council member Orphan stated he would not be at the July 20, 2015 City Council meeting.

Skordahl said he would have to miss the March Planning Commission meeting again this month. Skordahl also asked when we have our new city administrator on staff would we be have a meeting to discuss all the different projects that are happening in St. Francis. Kane stated yes, we will have a meeting with the new administrator.

10. **Report from Mayor:** Kane reported staff came up with a tag line; A City of Progress, Pride and Possibilities that he would like to use in our new letters, website and wherever. The council agreed to use the phrase. Kane also stated last week he attended the long-range financial planning meeting with staff and consultants. We would like to hold a workshop to discuss this plan with the rest of the city council. After some discussion on available dates, it was determined to have a workshop Sunday, March 15 at 1:00 pm in the community center. Kane also wanted to remind everyone about the St. Francis Lions Bingo March 20 at the St. Francis American Legion starting at 7 pm. Along with the St. Francis Lioness Easter Egg Hunt, March 21 in Community Park starting at 10 am.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:32 pm.

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Barbara L. Held, City Clerk

Upper Rum River Watershed Management Organization  
Meeting Minutes for March 3, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair  
Lan Tornes, Vice Chair  
Todd Miller  
John Wangenstein  
Kevin Armstrong, Secretary  
Scott Heaton  
Ron Koller

Absent: Calvin Bahr  
Ann Arcand  
Malcolm Vinger II  
Richard Orpen

3. APPROVAL OF AGENDA

**Miller moved and Koller seconded to approve the agenda as presented. Motion carried.**

4. APPROVAL OF MINUTES

**Koller moved and Tornes seconded to approve the January 6, 2015 minutes as written. Motion carried.**

5. TREASURER'S REPORT

Armstrong reported a balance of \$10,248.60 as of 2/28/15. St. Francis and Nowthen payments for the first half of the 2015 budget have not been deposited. Gessner will contact each city to follow up. **Heaton moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. Adopt a data practices policy sub-committee update – Armstrong stated that neither bank statements nor RFP's should be posted to the official website, and that all official records, documents, letters, etc. should be converted to hard copy and stored in the safe at the Bethel city office. Copies of 'red-lined' documents were submitted to Board members for review. The three areas to be reviewed are data policy, records retention, and request for information procedure policy. **Heaton moved and Tornes seconded to table further discussion to the May meeting to give members adequate time to review the submitted documents and provide feedback to Armstrong and Tornes by April 15. Motion carried.**

B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake update – Heaton reported that neither the Sunrise River WMO nor Anoka Conservation District concurred. No known decision has been made. This item to be on the May agenda.

C. Discuss audit - SRWMO's decision update – The SRWMO is preparing for an audit. Cost is expected to be \$2,000-2,300. Armstrong highly recommended as a minimum action that the URRWMO contact an accountant for professional advice on setting up charts for governmental use, rather than wait for an audit to find out the required charts. Miller will contact an accountant he knows and share the information with Armstrong. This item to be on the May agenda.

## 7. NEW BUSINESS

A. Draft 2016 budget and approve submission to member cities for review – Reviewed and discussed the draft budget provided by Anoka Conservation District. It was questioned how BWSR Rules could require a day-to-day WMO contact. The consensus was that this line item is unnecessary. Until the Board decides to do an audit, no monies will be budgeted for same. Before a decision could be made to include \$8,000 for the stormwater retrofit analysis for older portions of the City of St. Francis, more information on the project is needed by some members, while other members believe this should be a cost covered solely by the City of St. Francis. Miller will gather more information on the project and share with the Board for a final decision at the May meeting. **Koller moved and Tornes seconded to delete two line items from the provided 2016 draft budget: On-call administrator for \$1,825 and Audit for \$2,800, to approve the 2016 draft budget for \$30,783.00, and to direct Anoka Conservation District to submit the approved 2016 draft budget to member cities for ratification. Motion carried.**

B. Annual reports submitted to ACD – Bethel is working on its report; all other member cities have submitted reports.

C. RFP for writing 4th Generation Watershed Plan – Tabled to the May meeting.

D. Recording secretary fee increase – **Tornes moved and Koller seconded to approve increasing the recording secretary fee to a flat fee of \$175, with any other assigned duties billed for an additional amount. Motion carried.**

## 8. MAIL

A. Signed copies of ACD Work Contract were received.

## 9. OTHER

## 10. INVOICE APPROVAL(S)

URRWMO Meeting of March 3, 2015

Page 3 of 3

**Heaton moved and Armstrong seconded to approve the recording secretary March invoice for \$175.00. Motion carried.**

11. ADJOURN

**Heaton moved and Koller seconded to adjourn at 8:11 pm. Motion carried.**

Gail Gessner, Recording Secretary  
Submitted 3/4/15

Unapproved

**Minnesota Lawful Gambling**

**LG555 Government Approval or Acknowledgment For Use of Gambling Funds**

Keep this completed form attached to the Schedule C in your organization's records.  
 You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

**Organization and Expenditure Information** (attach additional sheets if necessary)

Organization name BLAINE'S BLAZIN 4TH INC License number 92932  
10801 TOWN SQ DR NE  
BLAINE, MINNESOTA 55449

Address \_\_\_\_\_

1. \$ 2000- Amount of proposed lawful purpose expenditure Pioneer Days

2. Check one expenditure category.
- A. Contribution to a unit of government** - United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities. NOTE: A contribution may not be made directly to a law enforcement or prosecutorial agency, such as a police department, county sheriff, or county attorney.
  - B. Wildlife management project or activity** that benefits the public at large, with approval by the DNR
  - C. Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statute 84.83 and 84.927, including purchase or lease of equipment, with approval by DNR. All trails must be open to public use.
  - D. Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the PCA.

3. Describe the proposed expenditure, including vendors.  
 \_\_\_\_\_  
 \_\_\_\_\_

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minnesota Rules 7861.0320, Subpart 17C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on the Schedule C report.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that MPCA guidance has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website is www.pca.state.mn.us.

Chief executive officer's signature [Signature] Daytime phone number 763-755-0101 Date 2/19/15  
 Print name JOHN P MARINAN

**Government Approval/Acknowledgment**

- Check one. *By signature below, the representative of the unit of government:*
- Government** - acknowledges the contribution which will not be used for a pension or retirement fund.
  - Wildlife DNR** - approves the wildlife management project or activity.
  - Trails DNR** - approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
  - Safety training DNR** - approves the supplies/materials for DNR safety training and educational programs.
  - Water quality testing** - MPCA approves the surface water quality testing project.

Unit of Government City of St Francis Phone number \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 1/1/15

**Questions?** Contact the Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, Braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



PAYMENT BATCH AP 03-16-15

**ACE SOLID WASTE, INC.**

03/01/2015	623852	E 101-42110-384	Refuse/Garbage Disposal	PW/POLICE	68.82
03/01/2015	623852	E 101-42210-384	Refuse/Garbage Disposal	FIRE STATION	35.15
03/01/2015	623852	E 101-43100-384	Refuse/Garbage Disposal	PW/POLICE	17.21
03/01/2015	623852	E 101-43100-384	Refuse/Garbage Disposal	COMMUNITY PARK	45.54
03/01/2015	623852	E 101-43210-384	Refuse/Garbage Disposal	CITY HALL	42.91
03/01/2015	623852	E 101-45200-384	Refuse/Garbage Disposal	COMMUNITY PARK	45.54
03/01/2015	623852	E 101-45200-384	Refuse/Garbage Disposal	PW/POLICE	17.20
03/01/2015	623852	E 601-49440-384	Refuse/Garbage Disposal	PW/POLICE	17.20
03/01/2015	623852	E 601-49440-384	Refuse/Garbage Disposal	WWTP	65.07
03/01/2015	623852	E 601-49440-384	Refuse/Garbage Disposal	WWTP	65.07
03/01/2015	623852	E 602-49490-384	Refuse/Garbage Disposal	PW/POLICE	17.20
03/01/2015	623852	E 602-49490-384	Refuse/Garbage Disposal	LIQUOR STORE	139.75
					\$576.66

**AIRGAS NORTH CENTRAL**

02/28/2015	9925721556	E 101-43100-217	Other Operating Supplies	RENT	4.33
02/28/2015	9925721556	E 101-43210-217	Other Operating Supplies	RENT	4.33
02/28/2015	9925721556	E 101-45200-217	Other Operating Supplies	RENT	4.33
02/28/2015	9925721556	E 601-49440-217	Other Operating Supplies	RENT	4.33
02/28/2015	9925721556	E 602-49490-217	Other Operating Supplies	RENT	4.34
					\$21.66

**ANOKA COUNTY CENTRAL COMM.**

03/02/2015	2015032	E 101-42110-550	C-O-L Motor Vehicles	MOBILE RADIO	4,427.50
03/03/2015	2015035	E 101-42210-217	Other Operating Supplies	BATTERIES	114.00
03/03/2015	2015-228	E 101-42110-311	Contract	WIRELESS 4G	210.06
03/03/2015	2015-238	E 101-42110-311	Contract	4G WIRELESS	265.41
					\$5,016.97

**BELLBOY CORPORATION**

02/24/2015	47060100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.05
02/24/2015	47060100	E 609-49751-251	Liquor For Resale	LIQUOR	1,261.00
					\$1,278.05

**BOLTON & MENK, INC.**

01/31/2015	175024	G 602-16500	Construction in Progress	WWWTP	150,090.00
					\$150,090.00

**COCA COLA REFRESHMENTS**

02/24/2015	108332307	E 609-49751-254	Miscellaneous Merchandise	MISC	401.32
02/24/2015	108332308	E 609-49751-254	Miscellaneous Merchandise	MISC	(27.64)
					\$373.68

**CORPORATE CONNECTION**

03/02/2015	12167	E 101-41110-441	Miscellaneous	SHIRTS	21.72
03/02/2015	12167	E 101-41400-437	Uniform Allowance	SHIRTS	21.71
					\$43.43

**COUNTY MARKET - CITY ACCOUNT**

03/02/2015	224.0215	E 101-42210-212	Motor Fuels	FUEL	148.80
					\$148.80

**COURIER, THE**

03/04/2015	70178	E 101-43210-439	Recycling Days	RECYCLE AD	89.00
					\$89.00

**CRYSTAL SPRINGS ICE**

03/02/2015	116029	E 609-49751-254	Miscellaneous Merchandise	MISC	70.72
					\$70.72

**DAHLHEIMER DIST. CO. INC.**

02/18/2015	105354	E 609-49751-252	Beer For Resale	BEER	(15.40)
02/24/2015	105572	E 609-49751-252	Beer For Resale	BEER	(108.80)
02/25/2015	105612	E 609-49751-252	Beer For Resale	BEER	148.00
02/25/2015	1145303	E 609-49751-252	Beer For Resale	BEER	6,747.32
02/25/2015	1145303	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
03/04/2015	105748	E 609-49751-252	Beer For Resale	BEER	7,320.40
03/04/2015	105748	E 609-49751-255	N/A Products	N/A	49.40
					\$14,404.92

**DAY DISTRIBUTING CO.**

02/27/2015	792284	E 609-49751-252	Beer For Resale	BEER	1,823.65
					\$1,823.65

**DE LAGE LANDEN**

03/07/2015	44936841	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					\$237.00

**EAGLE GARAGE DOOR CO.**

02/09/2015	3832	E 101-42210-401	Repairs/Maint Buildings	REPAIRS	142.50
03/05/2015	3843	E 101-42110-401	Repairs/Maint Buildings	REPAIR DOOR	19.00
03/05/2015	3843	E 101-43100-401	Repairs/Maint Buildings	REPAIR DOOR	19.00
03/05/2015	3843	E 101-45200-401	Repairs/Maint Buildings	REPAIR DOOR	19.00
03/05/2015	3843	E 601-49440-401	Repairs/Maint Buildings	REPAIR DOOR	19.00
03/05/2015	3843	E 602-49490-401	Repairs/Maint Buildings	REPAIR DOOR	19.00
					\$237.50

**ECM PUBLISHERS, INC.**

03/06/2015	194869	E 101-41400-352	General Notices and Pub Info	WELLHEAD PROTECTION	43.00
03/06/2015	194870	G 803-22126	Martinson Subdivision	MARTINSON HEARING	37.63
					\$80.63

**F.I.R.E.**

02/28/2015	1060	E 101-42210-208	Training and Instruction	TRAINING	1,400.00
02/28/2015	1069	E 101-42210-208	Training and Instruction	TRAINING	1,300.00
					\$2,700.00

**G&K SERVICES, INC**

03/03/2015	1043133045	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/03/2015	1043133045	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/10/2015	1043138444	E 602-49490-402	Janitorial Service	RUGS	27.84
03/10/2015	1043138445	E 101-41940-219	Rug Maintenance	RUGS	16.96
03/10/2015	1043138446	E 101-42110-402	Janitorial Service		21.32
03/10/2015	1043138446	E 101-43100-402	Janitorial Service		5.32
03/10/2015	1043138446	E 101-45200-402	Janitorial Service		5.32
03/10/2015	1043138446	E 601-49440-402	Janitorial Service		5.32
03/10/2015	1043138446	E 602-49490-402	Janitorial Service		5.32

03/10/2015	1043138447	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/10/2015	1043138447	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
					\$104.20

**GILLUND ENTERPRISES**

03/10/2015	807255	E 101-43100-217	Other Operating Supplies	SUPPLIES	49.19
03/10/2015	807255	E 101-45200-217	Other Operating Supplies	SUPPLIES	49.19
03/10/2015	807255	E 601-49440-217	Other Operating Supplies	SUPPLIES	49.19
03/10/2015	807255	E 602-49490-217	Other Operating Supplies	SUPPLIES	49.19
					\$196.76

**GOPHER STATE ONE-CALL**

02/28/2015	132860	E 601-49440-442	Gopher State	FEBRUARY	12.38
02/28/2015	132860	E 602-49490-442	Gopher State	FEBRUARY	12.37
					\$24.75

**GRANITE CITY JOBBING CO.**

02/24/2015	847484	E 609-49750-210	Operating Supplies	OPERATING	170.21
02/24/2015	847484	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.81
02/24/2015	847484	E 609-49751-254	Miscellaneous Merchandise	MISC	11.07
02/24/2015	847484	E 609-49751-256	Tobacco Products For Resale	TOBACCO	489.21
02/24/2015	847484	G 101-20810	Sales Tax Payable	TAX	(0.88)
03/03/2015	848219	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/03/2015	848219	E 609-49751-256	Tobacco Products For Resale	TOBACCO	958.01
					\$1,642.68

**GRATITUDE FARMS**

03/10/2015	031015	E 101-42700-311	Contract	FEB 2015	350.00
					\$350.00

**HACH COMPANY**

		E 601-49440-235	Lab Supplies	CREDIT	(18.00)
02/19/2015	9250437	E 601-49440-235	Lab Supplies	CHLORINE	353.39
02/26/2015	9260776	E 601-49440-235	Lab Supplies	FLUORIDE	100.47
03/04/2015	9270220	E 601-49440-228	Equipment Maintenance	REPAIRS	517.80
03/04/2015	9270220	E 602-49490-228	Equipment Maintenance	REPAIRS	517.80
					\$1,471.46

**HAWKINS, INC.**

02/26/2015	3699645	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	1,600.74
					\$1,600.74

**IRON MOUNTAIN INFO. MGMT.**

02/28/2015	LEW5442	E 101-42110-217	Other Operating Supplies	OFF SITE SHRED	123.60
					\$123.60

**ISANTI COUNTY TREASURER**

03/09/2015	98-9877	E 101-41410-441	Miscellaneous	ELECTION COSTS	75.00
					\$75.00

**JJ TAYLOR DISTRIBUTING**

02/25/2015	2312143	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/25/2015	2312143	E 609-49751-252	Beer For Resale	BEER	610.25
					\$613.25

**JOHNSON BROS WHLSE LIQUOR**

02/20/2015	515677	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
02/20/2015	515677	E 609-49751-252	Beer For Resale	BEER	(210.00)
02/20/2015	515678	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)

02/20/2015	515678	E 609-49751-253	Wine For Resale	WINE	(68.00)
02/25/2015	5102068	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.12
02/25/2015	5102068	E 609-49751-251	Liquor For Resale	LIQUOR	2,536.28
02/25/2015	5102069	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.76
02/25/2015	5102069	E 609-49751-253	Wine For Resale	WINE	738.15
03/04/2015	5107416	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.04
03/04/2015	5107416	E 609-49751-251	Liquor For Resale	LIQUOR	3,039.09
03/04/2015	5107417	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
03/04/2015	5107417	E 609-49751-253	Wine For Resale	WINE	428.30
					\$6,582.38

**KILLMER ELECTRIC COMPANY INC**

02/26/2015	79948	E 101-43100-311	Contract	HWY 47 CROSSING	1,140.00
					\$1,140.00

**LEAGUE OF MN CITIES**

02/19/2015	29252	E 101-42110-160	Work Comp Insurance	FINAL WORK COMP	1,329.00
02/27/2015	214671	E 101-43100-208	Training and Instruction	SAFETY & LOSS CONTROL	20.00
02/27/2015	214671	E 601-49440-208	Training and Instruction	SAFETY & LOSS CONTROL	20.00
					\$1,369.00

**LMC INSURANCE TRUST**

03/05/2015	29426	E 101-41400-160	Work Comp Insurance	WORKERS COMP	272.75
03/05/2015	29426	E 101-41410-160	Work Comp Insurance	WORKERS COMP	2.50
03/05/2015	29426	E 101-41500-160	Work Comp Insurance	WORKERS COMP	114.25
03/05/2015	29426	E 101-42110-160	Work Comp Insurance	WORKERS COMP	4,481.50
03/05/2015	29426	E 101-42210-160	Work Comp Insurance	WORKERS COMP	1,875.25
03/05/2015	29426	E 101-42400-160	Work Comp Insurance	WORKERS COMP	130.00
03/05/2015	29426	E 101-43100-160	Work Comp Insurance	WORKERS COMP	1,907.25
03/05/2015	29426	E 101-43210-160	Work Comp Insurance	WORKERS COMP	123.00
03/05/2015	29426	E 101-45200-160	Work Comp Insurance	WORKERS COMP	632.75
03/05/2015	29426	E 601-49440-160	Work Comp Insurance	WORKERS COMP	776.50
03/05/2015	29426	E 602-49490-160	Work Comp Insurance	WORKERS COMP	839.50
03/05/2015	29426	E 609-49750-160	Work Comp Insurance	WORKERS COMP	815.25
03/05/2015	49065	E 101-41110-360	Insurance	PROPERTY INSURANCE	45.14
03/05/2015	49065	E 101-41120-360	Insurance	PROPERTY INSURANCE	2.08
03/05/2015	49065	E 101-41400-360	Insurance	PROPERTY INSURANCE	526.78
03/05/2015	49065	E 101-41410-360	Insurance	PROPERTY INSURANCE	10.72
03/05/2015	49065	E 101-41500-360	Insurance	PROPERTY INSURANCE	183.93
03/05/2015	49065	E 101-41600-360	Insurance	PROPERTY INSURANCE	165.87
03/05/2015	49065	E 101-41910-360	Insurance	PROPERTY INSURANCE	133.01
03/05/2015	49065	E 101-41940-360	Insurance	PROPERTY INSURANCE	568.43
03/05/2015	49065	E 101-42110-360	Insurance	PROPERTY INSURANCE	3,717.19
03/05/2015	49065	E 101-42210-360	Insurance	PROPERTY INSURANCE	1,768.03
03/05/2015	49065	E 101-42400-360	Insurance	PROPERTY INSURANCE	209.06
03/05/2015	49065	E 101-43100-360	Insurance	PROPERTY INSURANCE	2,616.55
03/05/2015	49065	E 101-43210-360	Insurance	PROPERTY INSURANCE	68.87
03/05/2015	49065	E 101-45000-360	Insurance	PROPERTY INSURANCE	0.76
03/05/2015	49065	E 101-45200-360	Insurance	PROPERTY INSURANCE	3,616.07
03/05/2015	49065	E 101-49200-360	Insurance	PROPERTY INSURANCE	8.40
03/05/2015	49065	E 601-49440-360	Insurance	PROPERTY INSURANCE	3,483.59
03/05/2015	49065	E 602-49490-360	Insurance	PROPERTY INSURANCE	2,598.65
03/05/2015	49065	E 609-49750-360	Insurance	PROPERTY INSURANCE	3,157.87
					\$34,851.50

**MARTIES FARM SERVICE**

03/10/2015	485166	E 101-45200-419	Turf/Fertilizer/Weed Control	GRASS SEED	370.00
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						\$370.00
<b>MCDONALD DIST CO.</b>						
02/25/2015	158656	E 609-49751-252	Beer For Resale	BEER		224.00
02/26/2015	157871	E 609-49751-252	Beer For Resale	BEER		9,609.62
02/26/2015	157871	E 609-49751-255	N/A Products	N/A		73.75
03/05/2015	158992	E 609-49751-252	Beer For Resale	BEER		3,770.15
						\$13,677.52
<b>MEDTOX LABORATORIES, INC.</b>						
02/28/2015	2201595907	E 101-43100-441	Miscellaneous	SCREENING		20.18
02/28/2015	2201595907	E 101-45200-441	Miscellaneous	SCREENING		20.18
02/28/2015	2201595907	E 601-49440-441	Miscellaneous	SCREENING		20.18
02/28/2015	2201595907	E 602-49490-441	Miscellaneous	SCREENING		20.20
						\$80.74
<b>METRO SALES, INC.</b>						
02/24/2015	199199	E 101-42110-311	Contract	COPIES		240.87
02/26/2015	INV201506	E 101-43100-200	Office Supplies	PAPER ROLLS		61.65
02/26/2015	INV201506	E 101-45200-200	Office Supplies	PAPER ROLLS		61.65
02/26/2015	INV201506	E 601-49440-200	Office Supplies	PAPER ROLLS		61.65
02/26/2015	INV201506	E 602-49490-200	Office Supplies	PAPER ROLLS		61.63
						\$487.45
<b>MN DEPT OF HEALTH</b>						
03/15/2015	031015	E 601-49440-313	Sample Testing	WATER SUPPLY SERVICE CONN		2,493.00
						\$2,493.00
<b>MN POLLUTION CONTROL AGENCY</b>						
02/28/2015	4400126722	E 602-49490-434	Permit Fees	MUNICIPAL PERMIT ANNUAL FE		1,450.00
						\$1,450.00
<b>NORTHERN AIR CORPORATION</b>						
02/26/2015	112055	E 609-49750-401	Repairs/Maint Buildings	EMERGENCY SERVICE		661.31
						\$661.31
<b>NORTHLAND SECURITIES, INC</b>						
03/05/2015	4054	E 601-49440-301	Auditing and Acct g Services	FINANCIAL MGT PLAN		740.00
03/05/2015	4054	E 602-49490-301	Auditing and Acct g Services	FINANCIAL MGT PLAN		740.00
03/05/2015	4054	E 609-49750-301	Auditing and Acct g Services	FINANCIAL MGT PLAN		740.00
						\$2,220.00
<b>NORTHWEST ASSOC. CONSULTANTS</b>						
03/03/2015	21705	E 101-41910-311	Contract	FEB 2015 TECH ASSISTANCE		5,402.86
03/03/2015	21706	E 101-41910-311	Contract	FEB 2015 TECH ASSISTANCE		400.00
03/03/2015	21707	G 803-22105	O Reilly Escrow	ESCROW		223.20
03/03/2015	21707	G 803-22115	ESC-Dollar General-Trail	ESCROW		297.60
03/03/2015	21707	G 803-22122	Green Valley Development Esc	ESCROW		701.36
03/03/2015	21707	G 803-22126	Martinson Subdivision	ESCROW		46.50
						\$7,071.52
<b>OPUS 21</b>						
03/07/2015	150245	E 601-49440-382	Utility Billing	FEBRUARY 2015		1,457.72
03/07/2015	150245	E 602-49490-382	Utility Billing	FEBRUARY 2015		1,457.72
						\$2,915.44
<b>PACE ANALYTICAL SERVICES</b>						
02/26/2015	151247286	E 602-49490-313	Sample Testing	TESTING		103.00
02/27/2015	151247332	E 601-49440-233	Water Treatment Plant Maint	FILTER MEDIA		179.00

02/27/2015	151247333	E 601-49440-233	Water Treatment Plant Maint	FILTER MEDIA	179.00
					<u>\$461.00</u>

**PAUSTIS & SONS**

03/02/2015	8488983	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
03/02/2015	8488983	E 609-49751-253	Wine For Resale	WINE	230.59
					<u>\$235.09</u>

**PHILLIPS WINE & SPIRITS CO.**

02/20/2015	208295	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
02/20/2015	208295	E 609-49751-252	Beer For Resale	BEER	(186.60)
02/20/2015	208296	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(3.04)
02/20/2015	208296	E 609-49751-253	Wine For Resale	WINE	(224.00)
02/25/2015	2748635	E 609-49751-206	Freight and Fuel Charges	FREIGHT	49.66
02/25/2015	2748635	E 609-49751-251	Liquor For Resale	LIQUOR	3,792.20
02/25/2015	2748636	E 609-49751-206	Freight and Fuel Charges	FREIGHT	53.20
02/25/2015	2748636	E 609-49751-253	Wine For Resale	WINE	2,640.00
03/04/2015	2752167	E 609-49751-206	Freight and Fuel Charges	FREIGHT	50.16
03/04/2015	2752167	E 609-49751-251	Liquor For Resale	LIQUOR	3,054.14
					<u>\$9,222.68</u>

**PRINTING UNLIMITED**

03/02/2015	7386	E 101-41110-344	Newsletter	SPRING NEWSLETTER	93.30
03/02/2015	7386	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER	116.63
03/02/2015	7386	E 101-41500-441	Miscellaneous	SPRING NEWSLETTER	23.33
03/02/2015	7386	E 101-42110-441	Miscellaneous	SPRING NEWSLETTER	46.65
03/02/2015	7386	E 101-42210-441	Miscellaneous	SPRING NEWSLETTER	23.31
03/02/2015	7386	E 101-43100-441	Miscellaneous	SPRING NEWSLETTER	93.30
03/02/2015	7386	E 101-43210-439	Recycling Days	SPRING NEWSLETTER	221.70
03/02/2015	7386	E 601-49440-441	Miscellaneous	SPRING NEWSLETTER	46.65
03/02/2015	7386	E 609-49750-441	Miscellaneous	SPRING NEWSLETTER	23.33
03/02/2015	7386	E 609-49750-441	Miscellaneous	SPRING NEWSLETTER	0.00
					<u>\$688.20</u>

**ROSEVILLE, CITY OF**

03/02/2015	219993	E 101-41110-310	Computer Consulting Fees	COMPUTER CONS	290.25
03/02/2015	219993	E 101-41400-310	Computer Consulting Fees	COMPUTER CONS	967.50
03/02/2015	219993	E 101-42110-310	Computer Consulting Fees	COMPUTER CONS	1,306.12
03/02/2015	219993	E 101-42210-310	Computer Consulting Fees	COMPUTER CONS	241.87
03/02/2015	219993	E 101-43100-310	Computer Consulting Fees	COMPUTER CONS	241.87
03/02/2015	219993	E 101-45200-310	Computer Consulting Fees	COMPUTER CONS	241.87
03/02/2015	219993	E 601-49440-310	Computer Consulting Fees	COMPUTER CONS	241.87
03/02/2015	219993	E 602-49490-310	Computer Consulting Fees	COMPUTER CONS	241.87
03/02/2015	219993	E 609-49750-310	Computer Consulting Fees	COMPUTER CONS	290.28
03/02/2015	220032	E 101-41940-321	Telephone	PHONE	118.66
03/02/2015	220032	E 101-42110-321	Telephone	PHONE	118.66
03/02/2015	220032	E 101-42210-321	Telephone	PHONE	118.66
03/02/2015	220032	E 101-43100-321	Telephone	PHONE	118.66
03/02/2015	220032	E 101-45200-321	Telephone	PHONE	118.66
03/02/2015	220032	E 601-49440-321	Telephone	PHONE	118.66
03/02/2015	220032	E 602-49490-321	Telephone	PHONE	118.66
03/02/2015	220032	E 609-49750-321	Telephone	PHONE	118.73
					<u>\$5,012.85</u>

**SOUTHERN WINE & SPIRITS OF MN**

02/26/2015	1258913	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.21
02/26/2015	1258914	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.96
02/26/2015	1258914	E 609-49751-251	Liquor For Resale	LIQUOR	1,219.00

02/26/2015	1258915	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.25
02/26/2015	1258915	E 609-49751-253	Wine For Resale	WINE	862.00
03/05/2015	1261207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
03/05/2015	1261207	E 609-49751-251	Liquor For Resale	LIQUOR	189.00
					\$2,311.67

**ST. FRANCIS TRUE VALUE HARDWAR**

02/18/2015	31007	E 602-49490-228	Equipment Maintenance	TANK HEATER	47.49
02/25/2015	31046	E 101-42210-401	Repairs/Maint Buildings	SUPPLIES	18.99
02/27/2015	31049	E 101-42210-221	Vehicle Repair & Maintenance	SUPPLIES	12.34
					\$78.82

**STREICHER S**

03/03/2015	1140530	E 101-42110-217	Other Operating Supplies	BADGES	112.99
					\$112.99

**TELECID (TWIN CITIES EMEDIA)**

03/10/2015	2014144	E 101-41400-208	Training and Instruction	TRAINING ON WEBSITE	100.00
					\$100.00

**THE AMERICAN BOTTLING COMPANY**

02/26/2015	5449811217	E 609-49751-254	Miscellaneous Merchandise	MISC	261.92
					\$261.92

**TOTAL CONTROL SYSTEMS, INC.**

03/05/2015	7218	E 601-49440-233	Water Treatment Plant Maint	INS-CAMERA & TABLET	10,450.82
					\$10,450.82

**TWIN CITIES FLAG SOURCE, INC**

02/25/2015	27624	E 101-45200-217	Other Operating Supplies	FLAG	90.00
					\$90.00

**UPPER RUM RIVER WATERSHED MGT**

03/10/2015	031015	E 101-49200-471	Watershed	FIRST HALF	1,242.62
					\$1,242.62

**US DEPT OF EDUCATION**

		G 101-21716	Other Deductions	WAGE LEVY 03-12-2015	347.71
					\$347.71

**WINE COMPANY, THE**

03/02/2015	386396	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
03/02/2015	386396	E 609-49751-253	Wine For Resale	WINE	252.00
					\$267.00

**WIRTZ BEVERAGE MN**

02/10/2015	2080077304	E 609-49751-251	Liquor For Resale	LIQUOR	(80.00)
02/26/2015	1080292826	E 609-49751-206	Freight and Fuel Charges	FREIGHT	94.73
02/26/2015	1080292826	E 609-49751-251	Liquor For Resale	LIQUOR	5,198.99
02/26/2015	1080292826	E 609-49751-253	Wine For Resale	WINE	300.00
02/26/2015	1080292826	E 609-49751-254	Miscellaneous Merchandise	MISC	27.09
03/05/2015	1080295900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	72.26
03/05/2015	1080295900	E 609-49751-251	Liquor For Resale	LIQUOR	6,011.30
03/05/2015	1080295900	E 609-49751-253	Wine For Resale	WINE	48.00
					\$11,672.37

\$301,320.71

FUND SUMMARY

101 GENERAL FUND	\$48,130.26
601 WATER FUND	\$21,403.19
602 SEWER FUND	\$160,095.99
609 MUNICIPAL LIQUOR FUND	\$70,384.98
803 ESCROW	\$1,306.29
Total	<u>301,320.71</u>

**CITY OF ST. FRANCIS**  
**3/16/2015**

**Checks cut since last Council Meeting**

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		TOTAL		<u>0.00</u>

**Disbursements via Debits to 4M Account**

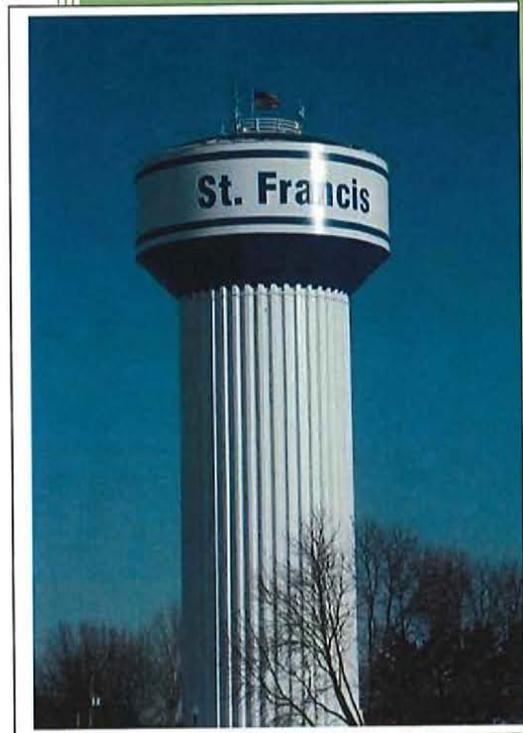
<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL		<u>0.00</u>

**Disbursements via Debits to Checking Account**

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
VISA	Credit Card	8,037.36
Federal Tax	Payroll	16,878.68
PERA	Payroll	13,550.64
ING	Payroll	1,500.00
ICMA	Payroll	586.76
State Tax	Payroll	3,407.23
MSRS	Payroll	562.09
Federal Tax	Payroll	1,149.35
PERA	Payroll	360.18
State Tax	Payroll	110.66
Sales tax	Payroll	14,400.00
Federal Tax	Payroll	17,281.53
PERA	Payroll	13,921.68
ING	Payroll	1,500.00
ICMA	Payroll	585.88
State Tax	Payroll	3,521.60
MSRS	Payroll	581.41
Village Bank	Fees	88.70
PSN	Fees	159.45
TOTAL		<u>98,183.20</u>

# 2015

## City of St. Francis, MN WELLHEAD PROTECTION PLAN

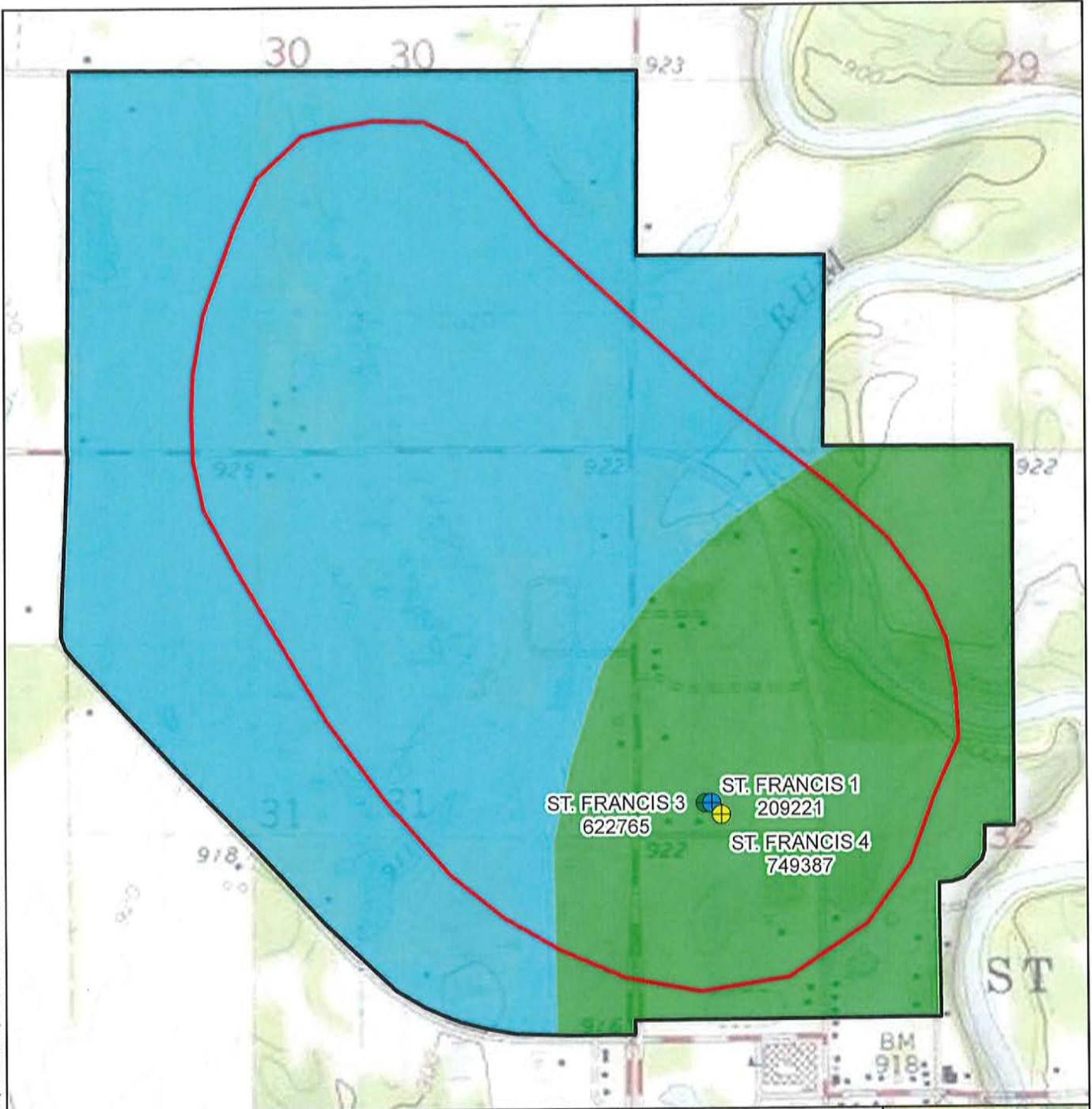


**WHP Plan Amendment  
Completed By:**

**Paul Teicher, Public Works Director  
Parish Barten, Water Operator  
David Hume, Leggette, Brashears &  
Graham, Inc.**

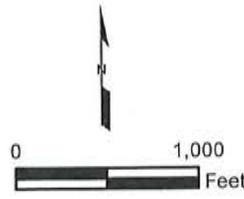
**Paul Saffert, Bolton & Menk  
*With technical assistance provided by:  
Robyn Hoerr, MN Rural Water Assoc.***

G:\GIS\ST\_Francis\_WHP\maps\g3stfranciswhp01N.mxd, 3/24/2014, 2:57:05 PM, NAD 1983 UTM Zone 15N



- ⊕ City Well
- Combined Wellhead Protection Area
- Drinking Water Supply Management Area

- DWSMA Vulnerability**
- Very High
  - High
  - Moderate
  - Low
  - Very Low



Source: ESRI Online Imagery: Copyright 2010 National Geographic Society, MN CWI.



Prepared By:  
**LEGGETTE, BRASHEARS & GRAHAM, INC.**  
 Professional Groundwater and  
 Environmental Engineering Services  
 8 Pine Tree Drive, Suite 250  
 St. Paul, Minnesota 55112  
 (651) 490-1405

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

**DRINKING WATER SUPPLY MANAGEMENT AREA  
 VULNERABILITY ASSESSMENT**

FILE: g3stfranciswhp01N.MXD	DATE: 3/24/2014	FIGURE: 16
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## **PLAN SUMMARY:**

### **Wellhead Protection (WHP) Plan Background**

The wellhead protection (WHP) plan amendment for the City of St. Francis was prepared by the city and in cooperation with the Minnesota Department of Health (MDH) and the Minnesota Rural Water Association. It contains specific actions that the city will take to fulfill WHP requirements that are specified under Minnesota Rules, part 4720.5100 to 4720.5590. Also, the support that Minnesota state agencies, federal agencies, Anoka County, and others will provide is presented to identify their roles in protecting the city's drinking water supply. The amended plan is effective for 10 years after the approval date specified by MDH, and the city is responsible for implementing its WHP plan of action, as described in Table 8 of this report.

### **Identified Issues Pertaining to St. Francis WHP Planning:**

- 1) There exists the potential for unused and unsealed wells to exist on residential properties.
- 2) There is a potential for land use to change from agricultural use to residential use.
- 3) There is not adequate information available related to the hydro-geology of the St. Francis area.
- 4) There is the potential for high capacity wells to be constructed within or near the DWSMA.
- 5) City regulatory authorities provided by the current utility ordinance are uncertain.
- 6) Anoka County Environmental Services provides support for WHP activities through the Anoka County Municipal Wellhead Protection Group, and the Anoka County Water Resources Report.

### **WHP Plan Goals:**

- *The City of St. Francis will work to maintain the current level of water quality that meets or exceeds all state and federal standards.*
- *The City of St. Francis will provide and promote activities that protect the aquifer from which the City's drinking water supply is drawn and increase public awareness of the Wellhead Protection Program and groundwater issues.*
- *The City of St. Francis will provide the ongoing collection of data to support Wellhead Protection.*

Table 7 - WHP Plan of Action

**DATA COLLECTION:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame										
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
<b>WHP Measure (1):</b> Work with MDH Hydrologist to conduct groundwater monitoring to assess aquifer water quality (or quantity) over time and the degree of interconnection between ground and surface water. Work with MDH to develop a monitoring plan that identifies steps and resources to complete work.	2, 4		MDH SWP Unit Hydrologist	To Be Determined		•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (2):</b> The city will consider the installment of a transducers and SCADA to the wells serving the school, and install security and cameras at these sites. Implementation will depend on the availability of grant funds to assist with cost.	2			Transducer (\$1500) Camera (\$3000)		•	•								
<b>WHP Measure (3):</b> If the opportunity presents, the city will conduct pumping tests on the City Wells or other existing high-capacity wells to gather information to support future delineations. City staff will contact the MDH SWP Unity hydrologist for assistance	2		MDH SWP Unit Hydrologist	Staff Time				•							
<b>WHP Measure (4):</b> The city will acquire the services of a meter testing specialist to survey the top 25 water users of the city's water supply in order to insure proper calibration of all water use meters. Users will be surveyed at a rate of 5 per year for each of 5 years, as staff time and grant funds are available.	2, 3			\$1500	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (5):</b> Work with the MDH SWP Unit Hydrologist to identify existing or install new observation wells at strategic locations in areas of the DWSMA 1) to better characterize the vertical hydraulic connection between the unconsolidated material and Mt. Simon aquifer, especially northwest of the City's well field; and 2) to better locate and map the buried valley walls, particularly to the east and north of the City wells.	2		MDH SWP Unit Hydrologist	To Be Determined	•	•									

Table 7 - WHP Plan of Action - Continued

**IWMZ MANAGEMENT:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame										
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
<b>WHP Measure (6):</b> Review and update the IWMZ survey form for all wells in the system every 3 years. Contact a MRWA or MDH planner for assistance.	2, 3		MRWA or MDH Planner	Staff Time				•			•				•
<b>WHP Measure (7):</b> Monitor setbacks for all new potential sources of contamination within the IWMZ. Create a documentation form to record observations of changes within the IWMZ on an annual basis.	2, 3	X		Staff Time	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (8):</b> Implement WHP measures identified on the IWMZ Inventory forms, or recommendations and findings identified in the MDH Sanitary Survey (Element 1, Water Source).	3	X		TBD	A	S		N	E	E	D	E	D		
<b>WHP Measure (9):</b> Evaluate the use of SWP Grant funds to assist in addressing any well code deficiencies or corrective actions needed identified in the IWMZ or MDH Sanitary Survey (Element 1, Water Source). Contact a MRWA or MDH planner for assistance, if necessary.	5		MRWA or MDH Planner	Staff Time	A	S		N	E	E	D	E	D		

Table 7 - WHP Plan of Action - Continued

**LAND USE MANAGEMENT:**

Description	Objective	Priority	Responsible Party & Cooperators	Cost	Implementation Time Frame										
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
<b>WHP Measure (10):</b> Participate in Anoka County Groundwater Task Force meetings to represent WHP issues and activities.	4			Staff Time	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (11):</b> Request the inclusion of the St. Francis DWSMA Map and identified local WHP issues and activities as high priorities when the Anoka County Water Resources Report is updated by 2019 by the Upper Rum River WMO.	4	X		Staff Time				•							
<b>WHP Measure (12):</b> The public utility staff will work with local planning staff to address potential risks to the water supply wells & aquifer by conducting backflow protection inspections and monitoring the construction of new wells within the DWSMA.	3, 4			Staff Time	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (13):</b> Review existing water supply hook-up ordinance to determine when a property should be connected to the water supply distribution system and whether the city has adequate authority to achieve wellhead protection planning goals and objectives.	3	X		Staff Time/ \$1000 legal review	•										
<b>WHP Measure (14):</b> If deemed necessary, work with local planning staff and/or other partners to adopt an ordinance that requires new developments may be connected to the public water supply system and what limitations are placed on the construction of private or commercial wells within the DWSMA.	3	X		Staff Time/ \$5000 legal review		•									

Table 7 - WHP Plan of Action - Continued

**POTENTIAL CONTAMINANT SOURCE MANAGEMENT:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame									
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>WHP Measure (15):</b> Notify the MDH SWP Unit about new or high-capacity wells that are proposed for construction within one mile of the DWSMA boundaries.	2, 4	X		Staff Time	A	S		N	E	E	D	E	D	
<b>WHP Measure (16):</b> Notify MDH SWP Unit or MRWA planner in the event that a Class V well is identified within the DWSMA. Request the MRWA or MDH planner provide informational materials related to Class V management and EPA permitting to be provided by the City of St. Francis to the Class V well property owner.	2, 4		MDH or MRWA Planner	Staff Time	A	S		N	E	E	D	E	D	
<b>WHP Measure (17):</b> Prioritize unused wells for sealing based on their construction, condition, distance, depth and threat to the aquifer and public water supply wells in the event that the need arises. Pursue State and local grant funds to seal priority wells.	2	X		Staff Time	A	S		N	E	E	D	E	D	
<b>WHP Measure (18):</b> Update the well inventory (spreadsheet and map) every 2 years. Utility staff will review the status of existing wells and add new wells to the inventory that have been identified in the DWSMA in addition to reviewing building applications with the building official when a well is to be constructed on a property.	2			Staff Time				•		•		•		•

Table 7 - WHP Plan of Action - Continued

**PUBLIC EDUCATION AND OUTREACH:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame															
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024						
<b>WHP Measure (19):</b> Provide a map of the DWSMA to the local Fire Dept., Street Dept., County and / or State Highway Dept. as applicable pointing out the specific location of city wells near roads. Request their awareness and prompt response to accidents, spills and clean-up efforts near the PWS wells.	1, 4	X		Staff Time	•															
<b>WHP Measure (20):</b> Provide to well owners within the DWSMA information on the importance of proper management and sealing of wells. Well maintenance and sealing information can be found on the MDH SWP website, and the MRWA Source Water website page. Provide a path to the information on the city's website.	1			Staff Time	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (21):</b> Distribute the MN Rural Water Association's "Where Does My Drinking Water Come From?" brochure to well owners in the DWSMA. Continue to provide copies available to the public at city hall.	1			Staff Time	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (22):</b> Establish a policy and a line item in the city water utility budget to subsidize the sealing of private wells at the time a resident is hooked up to the municipal water supply.	1	X		Staff Time	•															
<b>WHP Measure (23):</b> If a Class V Well is identified within the DWSMA, work with MDH or MRWA Planner to provide the property owner with management or and permitting options.	1, 4		MDH or MRWA Planner	Staff Time	A	S		N	E	E	D	E	D							

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame									
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>WHP Measure (24):</b> Continue to support and be involved with the Anoka County Municipal WHP group and to support the “Know the Flow” website. The City’s website is currently linked to this site.	1, 4	X		Staff Time	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (25):</b> Make available the MDH publication “Well Owner’s Handbook” on the city’s website and at city hall.	1	X		Staff Time	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (26):</b> Annually provide the MRWA Water Week educational materials to the local 4th Grade School Teacher and solicit their participation.	1	X		Staff Time	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (27):</b> Provide tours of the city water treatment plant when requested and educate students about their source of drinking water, what WHP is and steps the city is taking to protect the local water supply.	1	X		Staff Time	A	S		N	E	E	D	E	D	
<b>WHP Measure (28):</b> : In the event a new high capacity well is identified, or high capacity well is proposed for construction within 1 mile of the DWSMA, contact MDH Hydrologist to ensure that the effect that proposed pumping may have on the boundaries of the delineated WHPA or DWSMA is evaluated before well construction.	1, 4	X	MDH SWP Unit Hydrologist	Staff Time	A	S		N	E	E	D	E	D	
<b>WHP Measure (29):</b> Purchase a GW model for the local school district science class so teachers can demonstrate the GW Model showing general geology and aquifer characteristics found in your area to students or civic groups.	1			Staff Time \$1500		•								
<b>WHP Measure (30):</b> When funds are available, provide scholarships intended to be given to local teachers to cover costs related to attendance at the Water Works! Drinking Water Institute.	1			Up to \$250/ person	A	T		R	E	Q	U	E	S	T

Table 7 - WHP Plan of Action - Continued

**REPORTING AND EVALUATION:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame									
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
<b>WHP Measure (31):</b> Maintain a “WHP folder” that contains documentation of WHP activities you have completed and a date that it was done.	5	X		Staff Time	•	•	•	•	•	•	•	•	•	•
<b>WHP Measure (32):</b> Prepare an assessment of WHP plan implementation efforts a minimum of every 2.5 years. Contact MRWA or MDH planner for assistance with completion of this action.	5		MRWA or MDH Planner	Staff Time			•			•				
<b>WHP Measure (33):</b> Summarize all WHP plan implementation efforts in a report to MDH in the 8th year. Contact MRWA or MDH planner for assistance with completion of this action.	5	X	MRWA of MDH Planner	Staff Time									•	

Table 7 - WHP Plan of Action - Continued

**WATER USE AND CONTINGENCY STRATEGY:**

Description	Objective	Priority	Responsible Party & Cooperators (if not the City)	Cost	Implementation Time Frame													
					2015	2016	2017	2018	2019	2020	2021	2022	2023	2024				
<b>WHP Measure (34):</b> Increase security around the well site, storage tower and future well site (water treatment plant) by installing cameras and additional security door sensors, glass breaks, etc....	3	X		\$5500		•												
<b>WHP Measure (35):</b> Complete a Water Supply Emergency / Contingency Strategy Plan portion of the city's WHP plan to ensure that it reflects current personnel information and any changes in the water supply system. Update, the contact information annually to reflect changes in staff and city elected officials.	2, 3	X		Staff Time	•	•	•	•	•	•	•	•	•	•	•	•	•	•

# AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA )  
COUNTY OF ANOKA ) ss

Charlene Vold being duly sworn on an oath, states or affirms that they are the Authorized Agent of the newspaper(s) known as:

Anoka County Union Herald

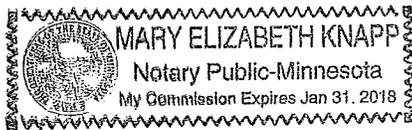
and has full knowledge of the facts stated below:

- (A) The newspaper has complied with all of the requirements constituting qualification as a qualified newspaper as provided by Minn. Stat. §331A.02, §331A.07, and other applicable laws as amended.
- (B) This Public Notice was printed and published in said newspaper(s) for 1 successive issues; the first insertion being on 03/06/2015 and the last insertion being on 03/06/2015.

By: Charlene Vold  
Authorized Agent

Subscribed and sworn to or affirmed before me on 03/06/2015.

Mary E. Knapp  
Notary Public



## CITY OF ST. FRANCIS ANOKA COUNTY PUBLIC NOTICE

Notice is hereby given that the City of St. Francis City Council will hold a Public Informational Hearing on Monday, March 16, 2015 at 6:00 pm or shortly thereafter at ISD #15 Central Services Center, 4115 Ambassador Blvd., St. Francis, MN 55070.

The purpose of the hearing is to discuss the Wellhead Protection Plan Amendment for the City of St. Francis, Part II.

All interested parties are invited to attend the hearing and comment on the Wellhead Protection Plan Amendment for the City of St. Francis, Part II. Written comments are welcome and shall be addressed to St. Francis City Hall, 23340 Cree Street NW, St. Francis, MN 55070. Written comments shall be received at City Hall prior to 5:00 pm on Monday, March 16, 2015.  
Barbara I. Held  
City Clerk

Published in the  
Anoka County Union Herald  
March 6, 2015  
357721

### Rate Information:

(1) Lowest classified rate paid by commercial users for comparable space:

\$20.00 per column inch

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

**Resolution 2015-07**

**WELLHEAD PROTECTION POLICY  
AND  
APPROVAL OF PLAN (PART 2)**

**PREAMBLE:**

**Statement of Purpose**

The purpose of this resolution is to approve the Wellhead Protection Plan for the City's wells which has been presented to the City of St. Francis.

**Background**

Groundwater is an essential source of fresh water for the public water supply system of the City of St. Francis.

Virtually any activity on the surface of the ground which involves hazardous substances may contaminate the groundwater. Once polluted, groundwater is difficult, and sometimes impossible, to clean. The natural microorganisms which help break down some pollutants on the surface of the ground and in the top soil layers are not present (or not present in sufficient quantities) in groundwater. The slow rates of groundwater flow, ranging from one foot per day to one foot in fifty years, limit dilution or dispersal of contaminants. Groundwater contaminated by today's land uses and activities may remain contaminated for hundreds of years.

The State Of Minnesota (Department of Health) Wellhead Protection Program is requiring all public water suppliers to develop local wellhead protection programs. A complete program submission includes the following key elements:

1. Identification of roles and responsibilities
2. Assessment of data elements
3. Delineation of Wellhead Protection Area(s)
4. Vulnerability assessment
5. Identification of potential sources of contamination
6. Establishment of management strategies for the Wellhead Protection Area
7. Evaluation program
8. Water supply contingency strategy
9. Review and comment by the public
10. Implementation of the Wellhead Protection Plan

11. Resolution of disputes
12. Enforcement

As defined by the Federal Safe Drinking Water Act, the wellhead protection area is “the surface and subsurface area surrounding a water well or wellfield, supplying a public water system, through which contaminants are reasonably likely to move toward and reach such water well or well field”. In order to develop a wellhead protection plan, each of the twelve (12) above-mentioned elements must be addressed. The City has addressed all twelve elements.

**RESOLUTION:**

**WHEREAS,** the City of St. Francis recognizes the importance of its groundwater supply as a natural resource used for drinking; and

**WHEREAS,** it is within the responsibility of the City of St. Francis, as a public water supplier, to consider the health, safety and welfare of its customers; and

**WHEREAS,** the protection of current and potential future sources of groundwater used for drinking water is worthwhile from the standpoint of resource protection; and

**WHEREAS,** the City has been presented and has reviewed a plan from the City of St. Francis wellhead protection team which details the locations of the potential contaminant sources within the wellhead protection area, identifies goals, objections, and action measures to address potential risks to groundwater quality, a plan to evaluate WHP plan implementation efforts by the City of St. Francis, and an Emergency/Contingency Plan in the event of a water system disruption.

**NOW THEREFORE BE IT RESOLVED** that the City of St. Francis does hereby agree to take action to: protect their well(s) or well field (s) recharge area(s) which have/has been determined in compliance with the State of Minnesota Wellhead Protection Program; and

**BE IT ALSO RESOLVED** that the City of St. Francis, does hereby agree that the Wellhead Protection Plan developed for the aforementioned Wellhead Protection Area, Drinking Water Supply Management Area for the City of St. Francis wells and water supply aquifer is correct and accurate according to the best available information and will

be submitted to the governing authority Minnesota Department of Health for review and approval; and

**BE IT FURTHER RESOLVED** that the City of St. Francis does hereby agree to continue the wellhead protection planning process by implementing the plan which focuses resources on reaching the goals, objectives, and management for the contaminants of concern in addition to maintaining a effective Plan Evaluation Program and Emergency/Contingency Plan.

Adopted by the St. Francis City Council this 16th of March, 2015.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve Kane, Mayor

\_\_\_\_\_  
Barbara I. Held, City Clerk



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

### MEMORANDUM

**Date:** March 12, 2015  
**To:** Honorable Mayor Tveit  
Members of the City Council  
**From:** Paul Saffert, P.E.  
Environmental Engineer  
**Subject:** Wastewater Treatment Facility  
St. Francis, Minnesota  
BMI Project No.: R21.109015

---

#### **INTRODUCTION:**

Due to stringent preliminary limits from the MPCA to protect the Rum River and the Seelye Brook, City staff and Bolton & Menk developed a facility plan to evaluate all the possible wastewater solutions for the City of St. Francis. The combination of capacity, condition of the existing facility, growth, changing effluent requirements and available treatment technologies has the City of St. Francis moving forward with design and final permitting of a new wastewater treatment facility at the existing site.

#### **BACKGROUND:**

Following submittal of the facility plan and funding applications, Staff was informed by MPCA and PFA that the proposed project was eligible for low interest loan and grant funding. Staff is still negotiating and working with MPCA to determine final effluent limits and a compliance schedule for a chloride limit.

Staff has proposed to the MPCA full compliance with the proposed chloride limit by December 31, 2030. Achievement of this requires significant capital improvements at either the water treatment facility or the wastewater treatment facility. The City may be able to achieve compliance through public education and reduction of salt to wastewater, primarily by optimizing or replacing in-home ion exchange softeners. This may forego the need for a major capital improvement and is the basis of the requested compliance schedule. Staff is hopeful the proposed compliance schedule is approved by MPCA and the general public.

Due to stringent nutrient limits, the proposed facility is able to produce very high quality water. The City has chosen to install disinfection in order to allow reuse of the effluent. Reuse reduces actual nutrients being disposed into the Rum River. The proposed project includes effluent reuse at the wastewater facility, irrigation of the grounds at the wastewater treatment facility and the public works building. Staff is looking to expand the effluent reuse in coming years, after treatment is online and appropriate uses are identified. Examples include irrigation of parks, golf courses, and residences; cleaning outdoor area; firefighting and decorative fountains.

Soils investigation on the existing wastewater treatment facility has identified a soft clay layer approximately 10 feet below the bottom of the ponds. This layer does not meet the required density enough to adequately support the structures associated with the wastewater treatment facility. Bolton & Menk is currently evaluating methods of soils correction to allow the construction including; Geopiers,



Memo to Mayor Tveit, Members of the City Council  
March 12, 2015  
Page 2

pilings, surcharging the site and removal of the unacceptable material. All choices impact the cost of the project.

**RECOMMENDATION:**

Pass the proposed resolution for the submittal of plans and specifications to the Minnesota Pollution Control Agency and authorize staff and Bolton & Menk to proceed with securing Clean Water Revolving Funds and Point Source Implementation Grant as administered by the Public Facilities Authority.

**BUDGET IMPACT:**

Since the final permit and soil correction methodology are still pending, the budget impact is unknown at this time. Bolton & Menk will provide an updated cost opinion when outstanding items are finalized.

If you have any questions on the above, please call.

PLS

Enclosure

# City of St. Francis, Minnesota Wastewater Project Update

## Council Presentation March 16, 2015

Paul Saffert, P.E.  
Bolton & Menk, Inc. Principal Engineer



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

## Presentation Outline

- Update project status
- Review of selected alternative
- Discuss effluent limit status
- Funding
- Schedule



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

## Project Status

- Finishing design
- Working with MPCA to finalize effluent limits
- Soil correction
- Wastewater reuse options

## New Preliminary Effluent Limits

- Regulations
  - Preliminary permit requires 746 kg/year and 1 mg/L phosphorus
  - At design year mass controls, phosphorus limit will be 0.66 mg/l
  - MPCA is proposing a chloride limit

## Activated Sludge with Enhanced Nutrient Removal

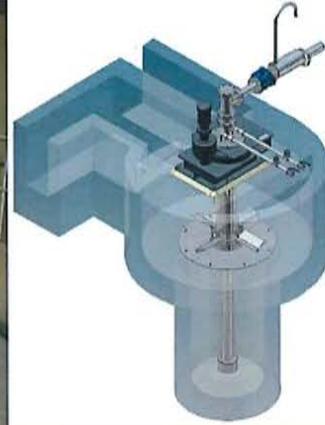
- Biological process – bacteria consumes waste in controlled process
- Aeration basins followed by filters and disinfection
- Meets current and future nutrient removal regulations
- Allows for reuse of wastewater

## Pretreatment

- Mechanical Fine Screen



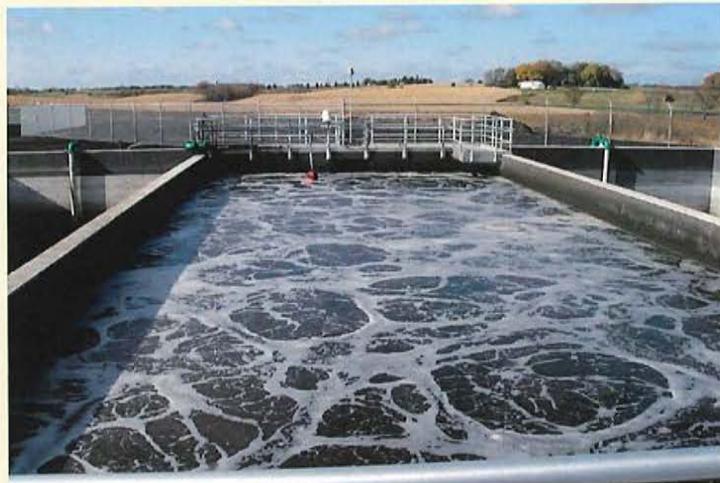
## Grit Removal



City of  
**St. Francis**

**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

## Aeration Basins



City of  
**St. Francis**

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## Final Clarifier



City of  
St. Francis

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## Tertiary Filters



City of  
St. Francis

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Consulting Engineers & Surveyors

# Disinfection



City of  
St. Francis

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# Biosolids Storage Tank



City of  
St. Francis

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Consulting Engineers & Surveyors

## Wastewater Reuse

- Wastewater effluent will be treated sufficiently to allow for reuse
- Examples of reuse include:
  - Irrigation of parks, playgrounds, golf courses, yards
  - Artificial snow making
  - Fire fighting
  - Decorative fountains
  - Irrigation of food crops
  - Cleaning roads, sidewalks, and outdoor work areas

## Funding Sources

- Rural Development (RD)
- Point Source Implementation Grant (PSIG)
- Clean Water Revolving Fund (CWRP)
  - Low interest loans at 20 or 30 years
  - 1% to 3% interest rate is typical
  - Project scored well on funding list

## Project Schedule

- Begin Design Fall 2014
- Submit for MPCA Review March 2015
- Advertise for Bids April 2015
- Bid Date May 2015
- Begin Construction Summer 2015
- Initiate New Facility Operations Summer of 2017

## Questions?

Paul Saffert, P.E.

[paulsa@bolton-menk.com](mailto:paulsa@bolton-menk.com)

(612) 840-6068

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

Minnesota Public Facilities Authority  
Loan Application

2015-11

BE IT RESOLVED that the City of St. Francis is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving Fund for improvements to its drinking water system/municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of St. Francis estimates the loan amount to be \$16,940,000 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the City of St. Francis has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

***Reimbursement provision (see note below\*)***

*BE IT FURTHER RESOLVED that the City of St. Francis hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.*

I CERTIFY THAT the above resolution was adopted by the St. Francis City Council on March 16, 2015.

SIGNED:

WITNESSED:

\_\_\_\_\_  
Steve Kane  
Mayor

\_\_\_\_\_  
Barbara I. Held  
City Clerk

*\*The reimbursement provision above is not an application requirement and should be deleted from the resolution if it is not the municipality's intent to reimburse itself for construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.*



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

### MEMORANDUM

**Date:** March 11, 2015  
**To:** Honorable Mayor Kane  
Members of the City Council  
**From:** Jared Voge, P.E.  
City Engineer  
**Subject:** MS4  
St. Francis, Minnesota  
BMI Project No.: R18.109594

---

#### **INTRODUCTION:**

The City of St. Francis has been informed that the city is subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer System (MS4) General Stormwater Permit (MNR40000).

#### **BACKGROUND:**

On October 20, 2014 the city received a letter from the MPCA informing the city of its designation as a MS4 community. The letter required a written response and on October 31, 2014 the required response was provided to the MPCA. On February 25, 2015, the MPCA sent another letter regarding the required MS4 Permit which specifies required compliance dates. I have enclosed a copy of all correspondence for your information. The February 25, 2015 letter requires that Part 1 of the permit application and the required \$400 application fee be submitted prior to April 25, 2015. In addition, Part 2 of the application is required to be submitted prior to October 25, 2016.

#### **RECOMMENDATION:**

This item is being presented to the City Council for your information. In the following months, we anticipate additional information will be provided by the MPCA regarding the required Part 2 of the permit application. City staff will submit Part 1 of the permit application prior to the April 25, 2015 deadline.

#### **BUDGET IMPACT:**

At this time, the impact to the city stormwater fund is \$400. Prior to the October 25, 2016 deadline, there will be additional costs associated with preparing Part 2 of the permit application.

If you have any questions on the above, please call.

JAV/kg

Enclosure



# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us) | Equal Opportunity Employer

February 25, 2015

Jared Voge, P.E., City Engineer  
St. Francis City  
7533 Sunwood Dr NE  
Ramsey, MN 55303

RE: Application for Authorization to Discharge Stormwater under the National Pollutant Discharge Elimination System/State Disposal System General Stormwater Permit for Small Municipal Separate Storm Sewer Systems (MNRO40000)

Dear Jared Voge, P.E.:

You are receiving this letter as confirmation that the city of St. Francis is subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer System (MS4) General Stormwater Permit (MNR40000).

You are required to apply for coverage under the MS4 General Stormwater Permit, which consists of a two-step process:

**Step 1 (Due by April 25, 2015):** Complete and submit Part 1 of the permit application (enclosed), and include the \$400.00 application fee.

**Step 2 (Due by October 25, 2016):** Electronically complete and submit Part 2 of the permit application. This document, also known as the Stormwater Pollution Prevention Program (SWPPP) document, will include details about your stormwater program. This document is only available electronically, and accessible on the MS4 webpage under the 'Permit' tab: [www.pca.state.mn.us/MS4](http://www.pca.state.mn.us/MS4).

The Minnesota Pollution Control Agency (MPCA) will provide workshops and other outreach/assistance as needed for those interested in learning more about various topics, such as the basics of stormwater management or the successful completion of Part 2 of the permit application. To ensure these workshops are tailored to best suit your needs, the MPCA encourages you to complete the enclosed questionnaire and include it with your submittal of Part 1 of the permit application.

If you have any questions, please contact MPCA staff member Dan Miller at 651-757-2246 or by email at [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us). Further information on the MS4 General Stormwater Permit can also be found on the MPCA MS4 webpage at: [www.pca.state.mn.us/MS4](http://www.pca.state.mn.us/MS4).

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Duncanson".

Duane Duncanson  
Supervisor, Municipal Compliance Unit #1  
Stormwater Section  
Municipal Division

DD/RS:wgp

Enclosure



**Minnesota Pollution Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Part 1 Application for MS4 General Stormwater Permit

**Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer Systems (MS4)**

*Doc Type: Permit Application*

**Instructions:** Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Stormwater Permit (MNR40000).

**Submittal:** Send completed form to: **Attn: Fiscal Services – 6<sup>th</sup> floor**  
**Minnesota Pollution Control Agency**  
**520 Lafayette Road North**  
**St. Paul, MN 55155-4194**

**Questions:** Contact Rachel Stangl at 651-757-2879 or [rachel.stangl@state.mn.us](mailto:rachel.stangl@state.mn.us), Cole Landgraf at 651-757-2880 or [cole.landgraf@state.mn.us](mailto:cole.landgraf@state.mn.us), or call toll-free at 800-657-3864.

## I. MS4 Information

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### A. MS4 Owner

(City, county, community, municipality, government agency or other party/entity) with ownership or operational responsibility, or control of the MS4.

MS4 owner: \_\_\_\_\_ County: \_\_\_\_\_  
*(City, county, municipality, government agency or other entity)*

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_ State Tax ID number: \_\_\_\_\_

### B. MS4 General contact

(Director, department head, MS4 coordinator, consultant or other person with Stormwater Pollution Prevention Program (SWPPP) implementation responsibility) for all general correspondence about MS4 General Stormwater Permit compliance issues between the MPCA and your organization/entity.

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
*(Department head, MS4 coordinator, consultant, etc.)*

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

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ Email: \_\_\_\_\_

## II. Application Fees

---

Minnesota Rules require an application fee of \$400 for coverage under an MS4 General Stormwater Permit (Minn. R. 7002.0254). Check the box to indicate the application fee has been enclosed.

Application fee in enclosed

Make checks payable to: **Minnesota Pollution Control Agency.**

*Applications received without the required fee will be returned to the sender.*

### III. Owner or Operator Certification

---

The person with ultimate legal responsibility for the MS4 must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official (Minn. R. 7001.0060).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070).

**Authorized signature of the person with ultimate legal responsibility for the MS4 (principal executive officer or a ranking elected official):**

Signature: \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Title: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone (including area code): \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** *The application will not be processed without certification.*

## MS4 Training Survey

The MPCA hopes to provide convenient and effective outreach for new MS4 permittees. Our training will focus on understanding the MS4 General Stormwater Permit and completing Part 2 of the Application. Please help us by letting us know what works best for you.

1. Which of the following training events would you prefer to attend? (Please circle all that apply)
  - A. An interactive workshop with representatives from up to three nearby new MS4 communities and an MPCA staff member to discuss completing Part 2 of the application
  - B. A webinar discussing how to complete Part 2 of the application
  - C. A presentation open to all of the new permittees in your region of the state
  - D. I only want to contact the MPCA when I need help with a specific part of completing Part 2 of the application
  
2. Please use the following chart to indicate which day(s) of the week and time(s) you would be most likely to attend a training event.

Time of Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						
Evening						

3. Are there any specific days that will not work for you (e.g. you are free most Tuesdays, but have a meeting every second Tuesday of each month)?
  
4. How many people would likely attend a training session from your organization? \_\_\_\_\_
  
5. Would your organization be able and willing to offer space for a training session?
  - A. No
  - B. Yes     *If yes, who should we contact about the space?*

Name: \_\_\_\_\_     Email/Phone Number: \_\_\_\_\_
  
6. How far would you be willing to travel to attend an MS4 General Stormwater Permit outreach event?
  - A. Up to 10 miles
  - B. Up to 20 miles
  - C. Up to 30 miles
  - D. Up to 40 miles
  - E. Up to \_\_\_\_\_ miles
  
7. How familiar are you with stormwater management?
 

*Very familiar     Somewhat familiar     Not particularly familiar     Not at all familiar*
  
8. How familiar are you with the requirements of the MS4 General Stormwater Permit?
 

*Very familiar     Somewhat familiar     Not particularly familiar     Never heard of it prior to receiving notification letter*
  
9. Is there any other type of training related to the MS4 General Stormwater Permit that you would like to see?

*Thank you for filling out the survey.  
Please attach completed survey with your submittal of Part 1 of the Application.*



# BOLTON & MENK, INC.<sup>®</sup>

Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

October 31, 2014

Duane Duncanson  
Supervisor, Municipal Compliance Unit #1  
Stormwater Section  
Municipal Division

RE: Notice of Regulatory Requirements for the City of St. Francis under the National Pollutant Discharge Elimination System/State Disposal System Stormwater General Permit for Municipal Separate Storm Sewer Systems

Dear Mr. Duncanson:

I am the City Engineer for the City of St. Francis and will be the MS4 contact for the City.

I am writing this letter on behalf of the City of St. Francis in response to the MPCA notice as to whether or not the City meets the requirements of Minnesota Rule 7090. The City of St. Francis operates a storm sewer system that discharges or has the potential to discharge to an outstanding resource value water. The City appears to meet the criteria of Minnesota Rule 7090 to become a regulated MS4 community.

Please let us know what timeline the City must meet in developing a Stormwater Pollution Prevention Program (SWPPP) in order to obtain permit coverage.

Sincerely,

Jared Voge, P.E.  
City Engineer



# Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300  
800-657-3864 | 651-282-5332 TTY | [www.pca.state.mn.us](http://www.pca.state.mn.us) | Equal Opportunity Employer

October 20, 2014

The Honorable Jerry Tveit  
Mayor, City of St. Francis  
St. Francis City  
23340 Cree Street  
Saint Francis, MN 55070

RE: Notice of Regulatory Requirements for the city of St. Francis under the National Pollutant Discharge Elimination System/State Disposal System Stormwater General Permit for Municipal Separate Storm Sewer Systems

Dear The Honorable Jerry Tveit:

The purpose of this letter is to notify you that the Commissioner of the Minnesota Pollution Control Agency (MPCA) has identified the city of St. Francis as a Municipal Separate Storm Sewer System (MS4) subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) requirements of Minnesota Rule 7090 for stormwater discharges:

**A stormwater permit is required under Minn. R. 7090.1010 for MS4s owned or operated by a municipality with a population of at least 5,000 and discharges or has potential to discharge stormwater to a water identified as an outstanding resource value water as identified in Minn. R. 7050.0180, subparts 3 and 6.**

Federal and state regulations require that owners or operators of MS4s develop and implement a Stormwater Pollution Prevention Program (SWPPP) to reduce the discharge of pollutants from the MS4, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act. More information about the MS4 program can be found at [www.pca.state.mn.us/MS4](http://www.pca.state.mn.us/MS4).

You are required to respond to the MPCA in writing within 30 calendar days of the date of this letter. The response must include:

1. Confirmation the city of St. Francis meets the criteria specified above for stormwater regulation  
*or*
2. An explanation of why the city of St. Francis does not meet the criteria specified above for stormwater regulation. This may include, but is not limited to, stormwater conveyance system maps or specific written documentation detailing that the city of St. Francis does not own or operate a stormwater conveyance system.

Page 2  
October 20, 2014

Please submit your response electronically via email to the MPCA at: [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us). If you are not the appropriate contact person for the city of St. Francis, or if you have any questions regarding this matter, please contact MPCA staff member Rachel Stangl at (651) 757-2879 or by email at [rachel.stangl@state.mn.us](mailto:rachel.stangl@state.mn.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Duncanson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Duane Duncanson  
Supervisor, Municipal Compliance Unit #1  
Stormwater Section  
Municipal Division

DD/RS:wgp



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### MEMORANDUM

**Date:** March 11, 2015  
**To:** Honorable Mayor Kane  
Members of the City Council  
**From:** Jared Voge, P.E.  
City Engineer  
**Subject:** 235<sup>th</sup> Avenue  
St. Francis, Minnesota  
BMI Project No.: R18.109594

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#### **INTRODUCTION:**

Safety concerns have been raised regarding vehicles parking along 235<sup>th</sup> Avenue east of Rum River Boulevard/CR 72.

#### **BACKGROUND:**

Beginning in February 2007, the City of St. Francis investigated improvements to 235<sup>th</sup> Avenue between Rum River Boulevard and approximately 300 feet east of Ivywood Street. When the preliminary engineering report was prepared for the project, 235<sup>th</sup> Avenue was proposed to be reconstructed to 32-feet in width. During the open houses and public hearings associated with the improvements, residents requested that the width of 235<sup>th</sup> be reduced from 32-feet to accommodate two travel lanes in an effort to reduce the construction costs associated with the improvements. Based on the residents' requests, 235<sup>th</sup> Avenue was constructed with turn lanes at the intersection of 235<sup>th</sup> Avenue and Rum River Boulevard however, the remaining portion east of Rum River Boulevard was constructed to a width of 28-feet. Street widths of 28-feet do not accommodate parking.

#### **RECOMMENDATION:**

Since 235<sup>th</sup> Avenue is a 28-foot wide street and safety concerns have been raised regarding vehicles parking on 235<sup>th</sup> Avenue, we recommend that No Parking signs be installed on both sides of the street between Rum River Boulevard and Ivywood Street.

#### **BUDGET IMPACT:**

The City Street fund will bear the burden of the costs associated with the installation of No Parking Signs. At this time, the total costs associated with the signage is unknown.

If you have any questions on the above, please call.

JAV/kg

Enclosure

## **AGENDA REPORT**

**TO:** Paul Teicher, Acting City Administrator  
**FROM:** Andy Schreder, Building Official  
**SUBJECT:** 2014 Building Activity  
**DATE:** 3-16-2015

### **INTRODUCTION**

This report is a brief overview of permit activity from the calendar year 2014

### **BACKGROUND**

Historically staff has updated the City Council on building permit activity and highlighted the areas of greatest interest. The year 2014 was very similar in permit levels to 2013 but did show a higher number of new single family home construction. We finished the year with 18 new units which included 2 townhomes as well as 1 new manufactured structure at Woodhaven. We continue to follow up on permitted work where inspections are not corrected and strive to limit the number of expired permits. It is important for property files to indicate the completion or abandonment of any construction activity which is started.

Rental Housing Licensing and Vacant Property registration programs are progressing well. Staff is able to identify and work toward correction of building and property deficiencies proactively instead of waiting for resident complaints.

### **RECOMMENDATION**

Staff recommends the continuation of utilizing a seasonal inspector to aid in higher permit activity during the summer months. This will aid in the timely inspections of building projects as well as following up on resident concerns over the condition of property and buildings.

### **BUDGET IMPACT**

As in past years this will be budget neutral as all activities performed by the Building Department are funded from permit fees and monies allocated for Zoning and Code Enforcement

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. NONE

## AGENDA REPORT

**TO:** Mayor, City Council

**FROM:** Paul Teicher, Public Works Director 

**SUBJECT:** Aging playground equipment borders.

**DATE:** March 16, 2015

**INTRODUCTION:** The Public Works Department has identified 2 more parks that are becoming dangerous because of deteriorating timbers. These deteriorating timbers are the transitional borders between the grass areas and the woodchip areas under the playground equipment.

**BACKGROUND:** Approved woodchips are used under playground equipment as a fall protection device. Maintaining a certain depth of woodchips is necessary to provide adequate fall protection. In order to maintain the required depth a containment border must be install around the playground equipment. Currently, green treated timbers that are splitting and rotten make up the border around the playground equipment. We have addressed this safety concern at the majority of our parks in this same suggested way.

**RECOMMENDATION:** Staff recommends the replacement of the deteriorating timbers with a more permanent concrete border. The parks in most need right now are Seelye Brook Park and Hidden Ponds Park. The Approximate cost to perform this work is \$18,500.00. Council action would be to approve the project estimates, authorize the low bid to perform work and authorize the use of Park Dedication Funds to pay for the project.

**BUDGET IMPACT:** Funding for this project would come from Park Dedication Funds of which the current balance is around \$149,000.00. This would not impact our operation and maintenance budget.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Estimates.

Tru Renovations, LLC  
 23547 Washington st  
 East Bethel, MN 55005

# Estimate

Date	Estimate #
2/17/2015	172

Name / Address
City of St. Francis 23340 Cree St Nw St. Francis, MN

Project

Description	Qty	Cost	Total
Removal of treated landscape timbers - Seelye Brook Park	1	2,200.88	2,200.88
Installation of 328 linear feet of concrete curbing 6 inches wide and 12 inches deep. The new edging will be 1 inch above grade.	1	6,314.00	6,314.00
Repair grass with black dirt and seed	1	1,815.00	1,815.00
Removal of treated landscape timbers - HIDDEN PONDS PARK	1	1,623.82	1,623.82
Installation of 242 linear feet of concrete curbing 6 inches wide and 12 inches deep. On the right side of playground coming from Roandke St. at the third band to the back corner of the playground, edging will be straightened out. The new edging will be 1 inch above grade.	1	4,658.50	4,658.50
Repair grass with black dirt and seed.	1	1,815.00	1,815.00
		<b>Total</b>	<b>\$18,427.20</b>

Customer Signature \_\_\_\_\_



# North Country Concrete, Inc

23035 Ulysses Street NE  
East Bethel, MN 55005

Phone # 763-576-8602 plans@northcountryconcrete.com  
Fax # 763-576-8636 www.northcountryconcrete.com

## PROPOSAL

DATE	PROPOSAL #
3/5/2015	27730R
LET DATE	SCHEDULE
3/5/2015	2015
ESTIMATOR	
JOE HIGHT	
JOB TYPE	
PUB	

<b>Name / Address</b>
ST. FRANCIS PARK CURBS ST. FRANCIS, MN CITY OF ST. FRANCIS PUBLIC WORKS ATTN: TOM KOEP

NO.	ITEM	DESCRIPTION	QTY	UNIT COST	UNIT	Total
		BID PER GIVEN QUANTITIES FOR WORK IN 2015 USING 4000PSI CONCRETE MIX DESIGN. ADDENDUM NOTED: NONE. BID IS FOR REMOVALS, PREP WORK, CONCRETE AND CONCRETE PLACEMENT ONLY FOR THE FOLLOWING ITEMS:				
		SEELVE BROOK PARK				
	DEMO	REMOVE EXISTING LANDSCAPE TIMBERS AND PREP FOR NEW CURB.	1	3,058.00	LS	3,058.00
	C & G	CONCRETE CURB 6" W X 12" H.	328	30.00	LF	9,840.00
	MISC	ASPHALT PATCH.	1	1,200.00	LS	1,200.00
	MISC	LANDSCAPE RESTORATION- BLACK DIRT AND SEED.	1	1,676.00	LS	1,676.00
		HIDDEN PONDS PARK				
	DEMO	REMOVE EXISTING LANDSCAPE TIMBERS AND PREP FOR NEW CURB.	1	2,838.00	LS	2,838.00
	C & G	CONCRETE CURB 6" W X 12" H.	242	30.00	LF	7,260.00
	MISC	ASPHALT PATCH.	1	1,200.00	LS	1,200.00
	MISC	LANDSCAPE RESTORATION- BLACK DIRT AND SEED.	1	1,563.00	LS	1,563.00
			<b>Total</b>	<b>28,635</b>		

\*Bond Available upon request with a 1.0% charge over proposal.

\*Proposal honored for 30 days

\*Any alteration or deviations from above quantity quotations will be executed only upon written orders and will become an extra charge on the above proposal.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are hereby accepted. We agree to give North Country Concrete, Inc. at least (7) days notice prior to commencing work. Pursuant to this proposal the buyer is agreeing to be liable for payment for the work performed and all cost of collection, including all attorneys' fees, plus interest. Interest will accrue on the invoices starting 60 days of the invoice date, and will be accrued at the rate of 1.5% per month (18% APR).

\*\*NO TESTING

\*\*NO CONCRETE PUMPING

\*\*NO WINTER CONDITIONS

\*\*NO SURVEYOR'S LAYOUT

\*\*NO SAND OR AGGREGATE BASE

\*\*NO JOINT SEALING OR SAWING

\*\*NO PERMITS INCLUDE IN PROPOSAL

\*\*UNLESS OTHERWISE NOTED IN PROPOSAL

SIGN AND RETURN IF PROPOSAL IS ACCEPTED

SIGNATURE \_\_\_\_\_