

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
June 3, 2013
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 –May 20, 2013
 - b. Addendum to Agreement for Building Official Services Between Nowthen and St. Francis
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
7. Ordinances & Resolution
 - a. Donation(s) Acknowledgement from St. Francis Lions Club
8. Reports of Consultants & Staff Members
 - a. Engineer: Rum River Bluffs Phase 2
 - b. Attorney:
 - c. Staff:
 - Building Official: Building Department Report
 - Finance Director: Utility Billing
 - Fire Dept.: Quotes for painting the Fire Station
 - Public Works: Wellhead Protection Plan
 - Refuse Haulers-Legislation Action
 - 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

- May 31: Last day of School and Graduation
- June 3: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
- June 7-9: Pioneer Days
- June 17: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
- June 19: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
- June 21: Movies in the Park – *The Lorax* @ Community Park starting at dusk.

TO: Mayor & City Council
FROM: Matthew L. Hylan, *Matt* (BH)
City Administrator
RE: Agenda Memorandum – June 3, 2013 Meeting

Agenda Items:

4. Consent Agenda:

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions:

- a. *Lions Donation Acceptance:* A motion would be in order to official accept the cash donations of \$250 for the Fire Department and \$1,250 for St. Francis Pioneer Days from the St. Francis Lions Club.
- b. *Addendum to Agreement for Building Official Services:* This addendum is necessary due to the addition of the seasonal help in the building department.

8. Reports:

- a. **Engineer:** *Rum River Bluffs Development Phase 2:* Attached is a memorandum from City Engineer Jared Voge regarding the construction of phase 2 of the Rum River Bluff's Development with an attached Resolution 2013-18 and 2013-19. Staff is currently working with Emmerich Development on the Public Improvement and Assessment Agreement. We anticipate having this before the Council soon. Note: the costs incurred by the City will be special assessed back to these improved properties. A motion would be in order to approve Resolutions 2013-18 and 2013-19.

b. **Attorney:**

c. **Staff:**

Finance Director: *Utility Billing:* Finance Director Darcy Mulvihill will be presenting an idea for the Council to consider regarding an incentive for our utility billing customers to utilize the automatic payment option.

Building Official: *Building Department Report:* Andy Schreder will give a report on the department budget.

Fire: *Fire Station Painting:* Attached is an agenda report from Chief Kapler regarding the bids for painting the fire hall. A motion would be in order to approve the low bid.

Public Works: *Wellhead Protection Plan:* Attached is an agenda report from Public Works Director Teicher regarding an update on our wellhead protection plan which is required to be updated/renewed every ten years.

Refuse Haulers-Legislation Action: Mr. Teicher will lead a discussion with the Council about some legislative changes and the process to change service delivery (attached) of municipal garbage collection.

Liquor Store:

Police:

City Administrator:

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

May 20, 2013

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Mike Haggard, Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Fire Chief Dean Kapler, Building Official Andy Schreder, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE MAY 20, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE MAY 20, 2013, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
 - a. Approve the City Council Minutes of May 6, 2013.
 - b. Receive and File URRWMO Minutes-May 7, 2013 and 2014 Budget
 - c. Approve the Payment of Claims for \$ (Check #'s 65583-)Motion carried 5-0.
5. **Meeting Open to the Public:** William Gardner, St. Francis would like to discuss tonight Ordinance 182, Second Series on how it was placed back to agenda. Mr. Gardner referenced the Robert Rules of Order. Mr. Mayor it is clear you could not have this ordinance placed back on the agenda. Mr. Gardner suggested the City Council read the Roberts Rules of Order and bring this ordinance back per Roberts Rule of Order.

I think the pedestrian lights seem to be working really well. Good for the City and a great improvement. Still would like to see the squad cars in the area.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 184, Second Series: Amending the Official City of St. Francis Zoning Map to Rezone Outlot A, Meadows of St. Francis (Second Reading):** MOTION BY McCLISH SECOND BROWN APPROVE THE SECOND READING OF ORDINANCE 184, SECOND SERIES AMENDING THE OFFICIAL CITY OF ST. FRANCIS ZONING MAP TO REZONE OUTLOT A, MEADOWS OF ST. FRANCIS. Roll Call: Ayes: Lazere, McClish, Haggard, Brown and Tveit. Nays: None.
 - b. **Resolution 2013-15: Authorization for Summary Publication of Ordinance 184, Second Series:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION

2013-15 A RESOLUTION GIVING AUTHORIZATION FOR SUMMARY PUBLICATION OF ORDINANCE 184, SECOND SERIES. Motion carried 5-0.

c. **Ordinance 185, Second Series: Amending the St. Francis Zoning Ordinance Section 10-8 Regarding Variance Review Criteria (Second Reading):** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE SECOND READING OF ORDINANCE 185, SECOND SERIES AMENDING THE ST FRANCIS ZONING ORDINANCE SECTION 10-8 REGARDING VARIANCE REVIEW CRITERIA. Roll Call: Ayes: Brown, Haggard, McClish, Lazere, and Tveit. Nays: None. Motion carried 5-0.

d. **Resolution 2013-16: Authorization for Summary Publication of Ordinance 185, Second Series:** MOTION BY LAZERE SECOND BROWN GIVING AUTHORIZATION FOR SUMMARY PUBLICATION OF ORDINANCE 185, SECOND SERIES. Motion carried 5-0.

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

a. **Engineer: Street Improvements: 239th Avenue, Kerry Street & 232nd Lane:**

Voge reported the surface of Kerry Street north of 231st Lane NW to the cul-de-sac at the north end, and the roadway surface of 232nd Lane NW from Kerry Street to 233rd Lane NW is deteriorating quickly. This portion was constructed approximately 20 years ago as part of the Royal Oaks 3rd Addition. Repairs to Kerry Street and 232nd Lane are necessary in the short term. However, the street will continue to deteriorate. Milling the existing bituminous surface and repairing the streets is the best solution at this time. If the streets are to be milled and over laid, a Feasibility Study is required for assessment and cost determination purposes. 239th Avenue which is a rural section located east of Rum River Blvd, is also showing extensive deterioration. The City Council authorized the preparation of a Feasibility Study in December 2011 for 239th Avenue, which has been in the City's CIP for a number of years. The study was not completed because of budget constraints. For assessment purposes as well as to determine the appropriate repairs required on 239th Avenue, a Feasibility Study is needed. Tveit asked if this was in the budget. Hylen said we make every attempt to stay within the street budget. We do not have a specific line item for each. McClish said 232nd Lane and Kerry Street is totally falling about. The estimated costs for the 239th Feasibility Study is \$7,500 and the Kerry Street and 232nd Lane is \$5,000. MOTION BY TVEIT SECOND McCLISH AUTHORIZING THE PREPARATION OF A FEASIBILITY STUDY FOR STREET IMPROVEMENTS FOR 239th AVENUE AND THE KERRY STREET AND 232nd LANE. Motion carried 5-0.

Street Improvements-Crack Filling and Seal Coating: The 2013 budget includes a line item for crack filling and sealcoating in 2013. Crack filling previously was completed on various streets throughout the city in 2009, 2010 and 2011. In 2012, the crack filling and sealcoating line item was eliminated from the budget. Voge reported based on correspondence with colleagues throughout the state, specifically within the metro area where street maintenance programs are more prevalent, bituminous surface failures beneath sealcoats are relatively prevalent. There has been some preliminary research conducted regarding the effects of sealcoating a bituminous street and the occurrence of bituminous surface deterioration. Preliminary studies indicate that the bituminous surface failure beneath sealcoats is a result of construction techniques and practices employed when the bituminous wearing course was installed. Due to the uncertainty associated with sealcoating and its effect on bituminous pavements and the fact that the City of

St. Francis must continue to pursue pavement maintenance or risk falling behind and having to reconstruct streets rather than maintaining them. City Staff will be pursuing an alternate product for street maintenance for 2013. Cracks in the bituminous surface will be routed and sealed as they have been previously, however rather than applying a sealcoat which consists of a bituminous material with rock over the top of it, an agricultural oil sealant and preservation agent will be applied in lieu of the sealcoat. The product, RePLAY is an agricultural oil seal and preservation agent with penetrates the asphalt matrix and adds new polymers to the existing mix which has been proven to reverse the oxidation process. This product was used on the City Hall parking lot in 201. City staff is proposing to use the Replay. We still have not finalized the streets that will be seal coated. We will be doing the streets that have not been seal coating because we cannot apply this project over a street that has been sealcoated.

b. Attorney: Closed Meeting Pursuant to MN Statute 13D.05 Subd. 3 (c) MOTION BY LAZERE SECOND McCLISH TO GO INTO A CLOSED MEETING AT 6:25 PM. PURSUANT TO MN STATUTE 13D.05 SUBD. 3 (C). Motion carried 5-0. The City Council was back in open session at 6:51 pm. The property of discussion was identified as the Meadows of St. Francis. Hysten read a resolution aloud. The resolution would be Resolution 2013-17. MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2013-17 A RESOLUTION REQUESTING FUNDS FROM ANOKA COUNTY HRA FROM THE ACQUISITION OF THE TOWNHOME BUILDING SITES IN THE MEADOWS OF ST. FRANCIS DEVELOPMENT. Motion carried 5-0.

c. Staff:

Building Official: Seasonal Part Time Building Inspector: Andy Schreder, Building Official gave an update of this year's building activity. We took over building inspection for the City of Nowthen last year. Their building permits have seen a 20% increase over last years. The seasonal employee we put on for both cities is Jeremy Wells. He is very knowledgeable in the building field. He will help out as needed for both cities. Tveit asked how are the wages being paid for. Schreder stated it would be the same agreement as mine for reimbursement. Haggard asked how many new homes for St. Francis this year. Schreder stated three new homes this year but we are still finishing inspections from new construction last year. Tveit ask if there are funds. Hysten said revenues from the permits pay for both employees. Schreder stated the fees we take in are a fee for service.

Fire Dept. Fire Department Celebrating "50th" Anniversary during Pioneer Days: Fire Chief Dean Kapler introduced Dan Thompson as Assistant Chief and Barry McDonough as Captain. The Fire Department is celebrating their 50th Anniversary. Founded in 1963 but did not operated on their own until 1975. We were part of the Anoka Fire Department. Charter members will be this year's Pioneer Days Grand Marshal. I contacted Ray Jones, James Myers, Steve and Jerry Braastad and Don Leathers. All of them except Ray Jones will be in the Pioneer Day parade this year. We also will be redesigning our patch and selling t-shirts.

Public Works:

Liquor Store:

Police Dept.: COPS Fast Grant: Police Chief Jeff Harapat explained how the COPS Fast Grant works. MOTION BY LAZERE BY SECOND McCLISH TO PURSUE THE COPS FAST GRANT. Motion carried 4-1. Haggard voting nay.

Organization of the Department: Currently the department has a chief, a sergeant, and investigator, a liaison officer, six officers and two office personnel. In 2006, the City paid for an

Organizational Study completed by Springsted Inc. In this study they viewed staffing data for police departments. Both the State's and IMCA's data show a staffing ratio of 1.6 sworn officers per 1,000 population. We have restructured but have not added any officers. Difficulty with short staff is lack of patrol and filling shifts when officers take vacation. I wish our vehicles would have time just to be able to drive through neighborhoods. When you cut personnel in the City it effects all departments.

Pedestrian Light in the Crosswalk: We have been asked to work the crosswalk more and have had contact with both drivers and pedestrians. Tveit thanked Chief Harapat for patrolling that area more and will again put it in the newsletter. At the start of next school year, we will try and educate the students at school the importance of pushing the crosswalk signal button.

Haggard asked the Chief for the police department's overtime and work schedule. Without anyone on vacation we work 37.5 hours of patrol time per day.

McClish when officers take call depending on the call it can take an officer off the street for a couple hours.

City Administrator: ISD #15 Superintendent Saxton said the school did make a video of how to use the crosswalk and have played it for the students.

Joint Fire Service Update: Looking at alternate date for the five-city meeting. We thought June 24 would work out but a member city has a council meeting that evening.

Seal Coating: Voge stated I should have asked before for a motion to proceed with crack filling/seal coating using the RePlay material not to exceed the budgeted amount. MOTION BY TVEIT SECOND McCLISH TO PROCEED WITH CRACK FILLING/SEALCOATING USING THE REPLAY MATERIAL NOT TO EXCEED BUDGET AMOUNT. Motion carried 5-0.

9. **Reports from Council Members:** No report.

10. **Report from Mayor:** Would like to put a plug in for the fire department shirts that they are selling.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:35 pm.

Barbara I. Held, City Clerk

**ADDENDUM TO AGREEMENT
FOR BUILDING OFFICIAL
SERVICES BETWEEN
THE CITY OF NOWTHEN, MINNESOTA AND
THE CITY OF ST. FRANCIS, MINNESOTA**

The City of St. Francis and the City of Nowthen are parties to an agreement dated June 14, 2012 (hereinafter referred to as the Agreement) detailing the St. Francis Building Official's role as Building Official for the City of Nowthen.

This Addendum will serve to document that the parties have agreed to the changed language from Building Official to Building Official or their designee. The designee will be paid at the rate of \$15.00 per hour plus the terms of the original agreement. All other provisions of the Agreement will continue in full force and effect until this time.

This Addendum will be attached to the original Agreement

For the City of Nowthen:

For the City of St. Francis:

William Schulz, Mayor

Jerry Tveit, Mayor

Corrie LaDoucer, City Clerk

Matthew Hysten, City Administrator

Dated: _____, 2013

Dated: _____, 2013



PAYMENT BATCH AP 06-03-13

AA BEST PEST SERVICES, INC

05/23/2013	5288	E 101-41940-401	Repairs/Maint Buildings	PEST CONTROL	59.17
05/23/2013	5288	E 101-42110-401	Repairs/Maint Buildings	PEST CONTROL	59.17
05/23/2013	5288	E 101-42210-401	Repairs/Maint Buildings	PEST CONTROL	59.17
05/23/2013	5288	E 101-45200-401	Repairs/Maint Buildings	PEST CONTROL	59.16
05/23/2013	5288	E 602-49490-401	Repairs/Maint Buildings	PEST CONTROL	59.16
05/23/2013	5288	E 609-49750-401	Repairs/Maint Buildings	PEST CONTROL	59.17
					\$355.00

ABDO, EICK & MEYERS, LLP

05/21/2013	312426	E 101-41540-301	Auditing and Acct g Services	Annual audit services	420.00
05/21/2013	312426	E 601-49440-301	Auditing and Acct g Services	Annual audit services	1,320.00
05/21/2013	312426	E 602-49490-301	Auditing and Acct g Services	Annual audit services	820.00
05/21/2013	312426	E 609-49750-301	Auditing and Acct g Services	Annual audit services	1,240.00
					\$3,800.00

AMERIPRIDE LINEN & APPAREL SER

05/22/2013	1002469350	E 609-49750-219	Rug Maintenance	Rugs-Liquor Store	54.57
					\$54.57

ASSURANT EMPLOYEE BENEFITS

05/21/2013	5447229.0613	E 101-41400-130	Employer Paid Insurance	6/1/13 - 6/30/13	109.50
05/21/2013	5447229.0613	E 101-41500-130	Employer Paid Insurance	6/1/13 - 6/30/13	52.88
05/21/2013	5447229.0613	E 101-42110-130	Employer Paid Insurance	6/1/13 - 6/30/13	563.48
05/21/2013	5447229.0613	E 101-42400-130	Employer Paid Insurance	6/1/13 - 6/30/13	47.50
05/21/2013	5447229.0613	E 101-43100-130	Employer Paid Insurance	6/1/13 - 6/30/13	61.20
05/21/2013	5447229.0613	E 101-43210-130	Employer Paid Insurance	6/1/13 - 6/30/13	13.61
05/21/2013	5447229.0613	E 101-45200-130	Employer Paid Insurance	6/1/13 - 6/30/13	61.20
05/21/2013	5447229.0613	E 601-49440-130	Employer Paid Insurance	6/1/13 - 6/30/13	64.92
05/21/2013	5447229.0613	E 602-49490-130	Employer Paid Insurance	6/1/13 - 6/30/13	64.91
05/21/2013	5447229.0613	E 609-49750-130	Employer Paid Insurance	6/1/13 - 6/30/13	92.75
					\$1,131.95

BELLBOY CORPORATION

05/14/2013	78121000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.43
05/14/2013	78121000	E 609-49751-251	Liquor For Resale	LIQUOR	2,305.14
05/14/2013	88391100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.29
05/14/2013	88391100	E 609-49751-254	Miscellaneous Merchandise	MISC	61.00
05/16/2013	78218200	E 609-49751-251	Liquor For Resale	LIQUOR	357.90
					\$2,764.76

BJORKLUND COMPANIES

05/07/2013	16044	E 101-43100-441	Miscellaneous	CLASS 5 GRAVEL	368.09
05/07/2013	16044	E 101-45200-441	Miscellaneous	CLASS 5 GRAVEL	368.08

\$736.17

CENTERPOINT

05/16/2013	5944643-5.0513	E 609-49750-383	Gas Utilities	LIQUOR	62.11
05/16/2013	5945449-6.0513	E 101-42210-383	Gas Utilities	FIRE	461.99
05/16/2013	5963820-5.0513	E 101-45200-383	Gas Utilities	WARMING HOUSE	88.17
05/16/2013	6002544-2.0513	E 601-49440-383	Gas Utilities	PW	12.05
05/16/2013	6002544-2.0513	E 602-49490-383	Gas Utilities	PW	12.06
05/16/2013	6002548-3.0513	E 602-49490-383	Gas Utilities	WWTP	132.46
05/16/2013	6886465-1.0513	E 101-41940-383	Gas Utilities	CITY HALL	21.31
05/16/2013	6886468-5.0513	E 101-41940-383	Gas Utilities	CITY HALL	19.91
05/16/2013	6886472-7.0513	E 101-41940-383	Gas Utilities	CITY HALL	19.91
05/16/2013	6886475-0.0513	E 101-41940-383	Gas Utilities	CITY HALL	21.31
05/16/2013	7900331-5.0513	E 601-49440-383	Gas Utilities	WATER	520.94
05/16/2013	8964221-9.0513	E 602-49490-383	Gas Utilities	LIFT STATION	21.31
05/16/2013	9680285-5.0513	E 101-42110-383	Gas Utilities	POLICE/PW	366.97
05/16/2013	9680285-5.0513	E 101-43100-383	Gas Utilities	POLICE/PW	91.74
05/16/2013	9680285-5.0513	E 101-45200-383	Gas Utilities	POLICE/PW	91.74
05/16/2013	9680285-5.0513	E 601-49440-383	Gas Utilities	POLICE/PW	91.74
05/16/2013	9680285-5.0513	E 602-49490-383	Gas Utilities	POLICE/PW	91.75
					<hr/>
					\$2,127.47

COCA COLA REFRESHMENTS

05/21/2013	128090022	E 609-49751-254	Miscellaneous Merchandise	MISC	449.76
					<hr/>
					\$449.76

COLONIAL INSURANCE

05/26/2013	7129661-0605242	G 101-21712	Colonial Insurance	JUNE PREMIUMS	226.96
					<hr/>
					\$226.96

CONSTRUCTION & GENERAL

		G 101-21707	Union Dues	JUNE 2013	1,012.00
					<hr/>
					\$1,012.00

CRYSTAL SPRINGS ICE

05/21/2013	29162	E 609-49751-254	Miscellaneous Merchandise	MISC	136.90
05/25/2013	29221	E 609-49751-254	Miscellaneous Merchandise	MISC	100.80
					<hr/>
					\$237.70

DAHLHEIMER DIST. CO. INC.

05/15/2013	1065274	E 609-49751-252	Beer For Resale	BEER	15,260.30
05/15/2013	1065274	E 609-49751-254	Miscellaneous Merchandise	MISC	570.00
05/15/2013	1065274	E 609-49751-255	N/A Products	N/A	15.50
05/22/2013	1065321	E 609-49751-252	Beer For Resale	BEER	6,369.92
					<hr/>
					\$22,215.72

DAY DISTRIBUTING CO.

05/24/2013	702638	E 609-49751-252	Beer For Resale	BEER	2,295.15
05/24/2013	702638	E 609-49751-255	N/A Products	N/A	21.50
					<hr/>
					\$2,316.65

DELTA DENTAL

05/15/2013	5141553	G 101-21711	Dental Insurance	JUNE INSURANCE	536.05
					<hr/>
					\$536.05

ECM PUBLISHERS, INC.

05/24/2013	IQ01814899	E 101-41910-351	Legal Notices Publishing	RESOLUTION 2013-15	87.13
05/24/2013	IQ01814900	E 101-41910-351	Legal Notices Publishing	RESOLUTION 2013-16	87.13
					\$174.26

ELECTRIC PUMP

05/20/2013	49920	E 602-49490-228	Equipment Maintenance	SERVICE CALL-BLOWER CTRL	818.72
					\$818.72

FIRE SAFETY USA, INC.

05/14/2013	60603	E 101-42210-217	Other Operating Supplies	STENCILED SFFD	614.56
					\$614.56

GRANITE CITY JOBBING CO.

05/14/2013	763465	E 609-49750-210	Operating Supplies	OPERATING	83.43
05/14/2013	763465	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/14/2013	763465	E 609-49751-254	Miscellaneous Merchandise	MISC	4.46
05/14/2013	763465	E 609-49751-256	Tobacco Products For Resale	TOBACCO	636.72
05/14/2013	763465	G 101-20810	Sales Tax Payable	USE TAX	(0.88)
05/21/2013	764516	E 609-49750-210	Operating Supplies	OPERATING	42.51
05/21/2013	764516	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/21/2013	764516	E 609-49751-254	Miscellaneous Merchandise	MISC	13.64
05/21/2013	764516	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,179.11
					\$1,967.49

GUYER, TOMMY

01/22/2013	012213	E 101-45230-311	Contract	PIONEER DAYS	400.00
01/22/2013	012213	R 101-36235	Pioneer Day Donations	REFUND COUPON BOOK PAID	20.00
					\$420.00

HACH COMPANY

05/21/2013	8307381	E 601-49440-233	Water Treatment Plant Maint	CHLORINE	363.90
					\$363.90

HENRYS WATERWORKS, INC.

05/22/2013	16481	E 601-49440-441	Miscellaneous	INSET LID	1,248.77
					\$1,248.77

HEWLETT-PACKARD COMPANY

04/30/2013	33363046-001	E 101-42400-310	Computer Consulting Fees	PRINTER	213.77
					\$213.77

ISD #15

05/29/2013	1085	E 602-49490-228	Equipment Maintenance	2005 JOHN DEERE	579.50
05/29/2013	1086	E 101-45200-218	Equipment Repair & Maintenance	2009 KUBOTA	100.98
					\$680.48

JJ TAYLOR DISTRIBUTING

05/22/2013	2036764	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/22/2013	2036764	E 609-49751-252	Beer For Resale	BEER	715.15
					\$718.15

JOHNSON BROS WHLSE LIQUOR

05/15/2013	1572056	E 609-49751-206	Freight and Fuel Charges	FREIGHT	64.68
05/15/2013	1572056	E 609-49751-251	Liquor For Resale	LIQUOR	4,077.02
05/15/2013	1572057	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82

05/15/2013	1572057	E 609-49751-253	Wine For Resale	WINE	273.05
05/16/2013	577183	E 609-49751-253	Wine For Resale	WINE	(51.47)
05/22/2013	1577558	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.05
05/22/2013	1577558	E 609-49751-251	Liquor For Resale	LIQUOR	1,447.50
05/22/2013	1577559	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.35
05/22/2013	1577559	E 609-49751-253	Wine For Resale	WINE	220.40
05/22/2013	1577560	E 609-49751-253	Wine For Resale	WINE	62.97
					<hr/>
					\$6,132.37

KID POWER PEDAL PULLS, LLC

01/16/2013	011613	E 101-45230-311	Contract	PIONEER DAYS	345.00
					<hr/>
					\$345.00

KIMS KLEANING

05/30/2013	2379	E 101-41940-402	Janitorial Service	CITY HALL	256.52
05/30/2013	2380	E 101-45200-402	Janitorial Service	COMMUNITY CENTER	106.88
05/30/2013	2381	E 101-43100-402	Janitorial Service	PUBLIC WORKS	774.88
05/30/2013	2382	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	171.00
05/30/2013	2383	E 101-42110-402	Janitorial Service	POLICE	961.92
05/30/2013	2384	E 101-42210-402	Janitorial Service	FIRE DEPT	320.64
					<hr/>
					\$2,591.84

KRIS ENGINEERING, INC.

05/22/2013	22183	E 101-43100-408	Ice & Snow Removal	BOBCAT-BLIZZARD PLOW	917.16
					<hr/>
					\$917.16

LAW ENFORCEMENT LABOR SVCS.

		G 101-21707	Union Dues	JUNE 2013	360.00
					<hr/>
					\$360.00

LEAGUE OF MN CITIES

05/16/2013	183025	E 101-41110-208	Training and Instruction	TRAINING	60.00
					<hr/>
					\$60.00

MCDONALD DIST CO.

05/16/2013	329537	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/16/2013	329537	E 609-49751-252	Beer For Resale	BEER	6,240.10
05/16/2013	329537	E 609-49751-255	N/A Products	N/A	50.35
05/17/2013	329683	E 609-49751-252	Beer For Resale	BEER	72.50
05/23/2013	330050	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/23/2013	330050	E 609-49751-252	Beer For Resale	BEER	9,696.85
05/23/2013	330050	E 609-49751-255	N/A Products	N/A	82.10
05/27/2013	329995	E 609-49751-252	Beer For Resale	BEER	4,400.00
					<hr/>
					\$20,547.90

METRO FIRE

05/14/2013	47263	E 101-42210-237	Small Equipment	TESTS	1,280.84
05/14/2013	47263	E 601-49440-237	Small Equipment	TESTS	640.42
05/14/2013	47263	E 602-49490-237	Small Equipment	TESTS	640.41
05/21/2013	47346	E 601-49440-237	Small Equipment	CODED CONFIGURATION	573.04
05/21/2013	47346	E 602-49490-237	Small Equipment	CODED CONFIGURATION	573.04
					<hr/>
					\$3,707.75

MIDWEST FENCE & MFG CO

05/21/2013	147603	E 402-43000-441	Miscellaneous	POLICE PW TURN LANE	1,725.00
------------	--------	-----------------	---------------	---------------------	----------

						\$1,725.00
MN NCPERS LIFE INSURANCE						
06/01/2013	.0613	G 101-21713	MN Life	JUNE		16.00
						\$16.00
MY ALARM CENTER						
06/14/2013	2148412	E 609-49750-445	Security	LIQUOR STORE ALARM		28.87
						\$28.87
NELSON ELECTRIC MOTOR REPAIR						
05/16/2013	6249	E 602-49490-228	Equipment Maintenance	WWTP		337.41
						\$337.41
NORTH ANOKA PLUMBING						
05/15/2013	8593	E 101-42210-401	Repairs/Maint Buildings	CHANGE WATER HEATER		945.00
						\$945.00
NORTH METRO TREE SERVICE INC.						
05/17/2013	.0517	E 101-45200-311	Contract	REMOVE 2 TREES		400.78
						\$400.78
NORTHERN LIGHTER PYROTECHNICS,						
05/28/2013	052813	E 101-45230-311	Contract	PIONEER DAYS FIREWORKS		3,500.00
						\$3,500.00
OLSON POWER AND EQUIPMENT, INC						
05/29/2013	95838	E 101-45200-218	Equipment Repair & Maintenance	FUEL PUMP		145.97
						\$145.97
OPUS 21						
05/18/2013	130444	E 601-49440-382	Utility Billing	APRIL 2013		1,448.89
05/18/2013	130444	E 602-49490-382	Utility Billing	APRIL 2013		1,448.89
						\$2,897.78
PACE ANALYTICAL SERVICES						
05/23/2013	131229353	E 602-49490-313	Sample Testing	TESTING		45.00
05/23/2013	131229359	E 601-49440-313	Sample Testing	TESTING		120.00
						\$165.00
PHILLIPS WINE & SPIRITS CO.						
05/15/2013	2423090	E 609-49751-206	Freight and Fuel Charges	FREIGHT		4.41
05/15/2013	2423090	E 609-49751-251	Liquor For Resale	LIQUOR		347.99
05/15/2013	2423091	E 609-49751-206	Freight and Fuel Charges	FREIGHT		1.47
05/15/2013	2423091	E 609-49751-253	Wine For Resale	WINE		88.00
05/15/2013	2423092	E 609-49751-206	Freight and Fuel Charges	FREIGHT		4.41
05/15/2013	2423092	E 609-49751-254	Miscellaneous Merchandise	MISC		125.85
05/22/2013	2426571	E 609-49751-206	Freight and Fuel Charges	FREIGHT		22.05
05/22/2013	2426571	E 609-49751-251	Liquor For Resale	LIQUOR		1,694.85
05/22/2013	2426572	E 609-49751-206	Freight and Fuel Charges	FREIGHT		2.94
05/22/2013	2426572	E 609-49751-253	Wine For Resale	WINE		56.00
						\$2,347.97
RAMSEY, CITY OF						
05/29/2013	052913	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES-MA'		666.00
						\$666.00

RANDYS SANITATION

05/17/2013	198344-1	E 101-43210-439	Recycling Days	LOOSE DOC DESTR	540.20
					<u>\$540.20</u>

RJM DISTRIBUTING INC.

05/16/2013	24080	E 609-49751-252	Beer For Resale	BEER	177.25
					<u>\$177.25</u>

RUSSELL SECURITY RESOURCE INC.

04/23/2013	a21462	E 101-42210-401	Repairs/Maint Buildings	ELECTRIC STRIKE	537.13
					<u>\$537.13</u>

SCHREDER, ANDY

05/20/2013	052013	E 101-42400-331	Travel Expenses	MILEAGE	12.43
					<u>\$12.43</u>

SKINNER, MARLINE

05/22/2013	052213	E 101-42700-311	Contract	CONTRACT	500.00
					<u>\$500.00</u>

SOUTHERN WINE & SPIRITS OF MN

05/16/2013	1033541	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.92
05/16/2013	1033541	E 609-49751-251	Liquor For Resale	LIQUOR	461.37
05/16/2013	1033542	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.99
05/16/2013	1033542	E 609-49751-253	Wine For Resale	WINE	336.00
05/23/2013	1035902	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
05/23/2013	1035902	E 609-49751-251	Liquor For Resale	LIQUOR	834.65
					<u>\$1,658.18</u>

ST. FRANCIS - PETTY CASH

		E 101-41400-322	Postage	REIMB PETTY CASH AND GET C	14.53
		E 101-42110-441	Miscellaneous	REIMB PETTY CASH AND GET C	100.00
					<u>\$114.53</u>

STRAUGHAN HARDWARE, INC

05/16/2013	225971	E 402-43000-441	Miscellaneous	CHANGE FUNCTION ON 2 LOCK	225.00
					<u>\$225.00</u>

THE AMERICAN BOTTLING COMPANY

05/20/2013	2449719017	E 609-49751-254	Miscellaneous Merchandise	MISC	130.82
					<u>\$130.82</u>

THORPE DISTRIBUTING COMPANY

05/17/2013	753122	E 609-49751-252	Beer For Resale	BEER	229.50
					<u>\$229.50</u>

WIRTZ BEVERAGE MN

04/15/2013	2080004938	E 609-49751-251	Liquor For Resale	LIQUOR	(96.64)
04/15/2013	2080004939	E 609-49751-251	Liquor For Resale	LIQUOR	(29.85)
05/10/2013	2080007232	E 609-49751-251	Liquor For Resale	LIQUOR	(301.40)
05/10/2013	2080007233	E 609-49751-251	Liquor For Resale	LIQUOR	(140.40)
05/10/2013	2080007234	E 609-49751-251	Liquor For Resale	LIQUOR	(414.75)
05/16/2013	1080039020	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.61
05/16/2013	1080039020	E 609-49751-251	Liquor For Resale	LIQUOR	714.86
05/23/2013	1080041738	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.20
05/23/2013	1080041738	E 609-49751-251	Liquor For Resale	LIQUOR	900.28

05/23/2013	1080041738	E 609-49751-253	Wine For Resale	WINE	310.00
05/23/2013	1080041738	E 609-49751-254	Miscellaneous Merchandise	MISC	60.71
					<u>\$1,033.62</u>

WONDERFUL WORLD OF WOODY, THE

05/29/2013	052913	E 101-45230-311	Contract	PIONEER DAYS	595.00
					<u>\$595.00</u>

\$98,776.32

FUND SUMMARY

101 GENERAL FUND	\$20,139.84
402 CAPITAL EQUIPMENT	\$1,950.00
601 WATER FUND	\$6,575.67
602 SEWER FUND	\$5,644.62
609 MUNICIPAL LIQUOR FUND	\$64,466.19
Total	<u>98,776.32</u>



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

To: Honorable Mayor Tveit
Members of the City Council
City of St. Francis

Date: June 3, 2013

From:  Jared Voge, P.E.
City Engineer

Subject: Rum River Bluffs Development Completion
St. Francis, Minnesota
BMI Project No. R18.106578

BACKGROUND

At the April 15, 2013 Council meeting, staff and Council discussed Emmerich Development's request to enter into a 429 Assessment Agreement for the purpose of completing the second phase of the Rum River Bluffs Development. Plans and specifications are required to be prepared for the project so that costs can be obtained for the improvements. An assessment agreement is currently being prepared for the project. The Developer desires that the improvements be constructed beginning in July 2013. As a result of this timeline, plans and specifications must be authorized through a resolution adopted by Council. The plans and specifications must also be approved and authorization for advertisement granted through a subsequent resolution. A public hearing is not required since an assessment agreement is being prepared. The project can be advertised while the 429 Agreement is being finalized. The agreement will be presented to Council for consideration prior to a contract being awarded.

RECOMMENDATION

We recommend that the City Council adopt the enclosed resolution which authorizes the preparation of plans and specifications for the project. Subsequently, we recommend that the City Council adopt a second resolution approving the plans and specifications and ordering advertisement for bids.

BUDGET IMPACT

The costs associated with the improvements will be borne by the City of St. Francis and reimbursed by Emmerich Development per the terms of the 429 Assessment Agreement which is currently being prepared.

If you have any questions, please call.

JAV/kg
Enclosure

H:\STFR\R18106578\1_Corres\Mayor-CnclRecProceedPlanSpec.mmo.doc

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD: June 3, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held in the Council Chambers in said City on the 3rd day of June, 2013, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION 2013-19**

WHEREAS, pursuant to a resolution passed by the council on June 3, 2013, the City Engineer (consulting engineer retained for the purpose) has prepared plans and specifications for the construction of Rum River Bluffs – Phase 2 and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made apart hereof, are hereby approved
2. The City Clerk shall prepare the cause to be inserted in the official paper and in Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall state that the bids will be received by the Clerk until 3:00 p.m. on July 1, 2013, at which time they will be publicly opened in the St. Francis Community Center of the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 6:00 p.m. on July 15, 2013, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bid will be given the opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, or certified check payable to the Clerk for five (5) percent of the amount of such bid.

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA CITY OF
ST. FRANCIS COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relates to a resolution approving plans and specifications and ordering advertisement for bids on _____ Improvements for said City.

WITNESS my hand and the seal of the said City this _____ day of _____, 2013.

City Clerk

(SEAL)

EXTRACT OF MINUTES OF MEETING OF THE
CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA

HELD: June 3, 2013

Pursuant to due call and notice thereof, a regular meeting of the City Council of City St. Francis, Minnesota, was duly called and held at the in said City on the 3rd day of June, 2013,

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT AND DIRECTING
PREPARATION OF FINAL PLANS AND SPECIFICATIONS
CITY OF ST. FRANCIS, MINNESOTA
RESOLUTION 2013-18**

WHEREAS, Emmerich Development has requested that a 429 Assessment Agreement be prepared for Phase 2 of the Rum River Bluffs Development.

AND WHEREAS, Phase 2 of the Rum River Bluffs Development consists of those portions of 235th Ave NW, Quay Street, and 235th Lane NW not previously constructed with public improvements consisting of street, walks, sanitary and storm sewer, and water main.

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

1. Such improvement is hereby ordered.
2. Bolton & Menk, Inc. is hereby designated as the engineer for this improvement. They shall prepare plans and specifications for the making of such improvement.

Adopted by the council this 3rd day of June, 2013.

Mayor

Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for _____ Improvements in said City.

WITNESS my hand and the seal of the said City this _____ day of _____, 2013.

City Clerk

(SEAL)

AGENDA REPORT

TO: City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Fire Station Painting
DATE: June 3, 2013

INTRODUCTION

Recommendation for contractor for painting of Fire Station

BACKGROUND

Reroofing and painting of the Fire Station has been discussed in the past year with the roof being replaced in 2012. Staff has received two quotes for the painting of the entire exterior of the Fire Station in the amounts of \$15,434 and \$18,500. The two quotes meet the state purchasing guidelines for purchases of this amount.

RECOMMENDATION

Council to authorize staff to enter into a contract with Steinbrecher Painting Inc. in the amount of \$15,434.

BUDGET IMPACT

The CIP Equipment Transfer Out account (E 101-42210-590) will be utilized for this expenditure

Attachments:

1. Copies of quotes

STEINBRECHER PAINTING INC.

P. O. Box 159, 1408 7th Street North
Princeton, MN 55371

(763) 389-3887 Office

(763) 389-9093 Fax

BID PROPOSAL

Date: May 24, 2013

Project: St. Francis Fire Department Exterior Repainting

Basis of Bid: Site visit

BASE BID: (Labor + Material and Equipment)

\$15,434.00

ADDITIONAL NOTES

This proposal includes the following scope of work:

- Power wash all exterior surfaces
- Caulk or fill voids in the concrete block at the top of the building where there is a gap in the block where the old flashing was. (About 14 locations)
- Apply 2 coats of Sherwin Williams Super Paint Exterior Finish to all exterior stucco and masonry surfaces.
- Paint the exterior side of all passage doors and frames.
- Paint the metal frame around all overhead doors.
- Paint all misc. mechanical and electrical piping adjacent to the building to match the building finish.
- Repaint paint all protective bollards in safety yellow.

If this proposal is accepted, full payment for the work will be due within 15 days of completion of the work.

Thank you for the opportunity to bid this project. Please call with any questions or concerns

Estimator: Lee Steinbrecher

2008 & 2011 PDCA National "PIPP" Award Winner



AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Wellhead Protection Plan
DATE: 6-3-2013

INTRODUCTION: Minnesota Department of Health (MDH) requires every community using ground water as their communities drinking water supply must have a wellhead protection plan.

BACKGROUND: The City of St Francis has this plan in place; however, these are 10 year plans that must be renewed. Our plan is in year 8, the renewal/modification process takes about 2 years to complete. As you are aware, we have begun this process. The packet should include the letter of intent that will be sent out to neighboring governmental units and also an evaluation of our current plan. The evaluation of the current plan also contains items that have been completed and items that we will need to complete over the next 2 years.

RECOMMENDATION: None, City Staff will continue to move forward with this project to make sure the City is in compliance with MDH.

BUDGET IMPACT: There will be cost associated with the renewal of the plan and implementation of the current plan and modified plan. The cost will be budgeted for in the water maintenance and operations budget as it becomes clearer what the costs may be.

Date: (Today's Date)

To: Local Government Boards

From: Paul Teicher, City of St. Francis Public Works Director

Re: City of St. Francis Wellhead Protection Program

The City of St. Francis is notifying neighboring and overlying units of government of its intent to amend its wellhead protection plan and to incorporate the new City Well #749387 (Well 4). The goal of the plan is to prevent human-caused contaminants from entering our water supply wells and to protect all who use our water supply from adverse health effects associated with groundwater contamination. This notice is required by the Minnesota Wellhead Protection Rule, part 4720.5300, subpart 3.

The entire amendment project will take approximately 2 years to complete. Public informational meetings will be held sometime in late 2013 or early 2014.

In accordance with the wellhead protection rule, the following information must be included in this notice:

1. Wellhead Protection Manager: Paul Teicher, Public Works Director
City of St. Francis
23340 Cree St. NW, St. Francis, MN 55070
Phone: (763)-235-2304
2. Unique Well Numbers: 209221 (Well 1), 622765 (Well 3), 749387 (Well 4)
3. Date Wellhead Protection Plan Must Be Completed: December 30, 2014
- 4.
5. General Project Work Plan: See attachment.
6. Missing Data Elements Needed for Wellhead Protection Plan:
If you have any of these data elements, please submit them to me.

Also, if available, please submit: 1) any existing water and related land resource plans and official controls; and 2) a description of conflicts, problems, or opportunities that you want examined and addressed in our wellhead protection plan. Thank you for your assistance in our wellhead protection efforts.

cc: Jamie Schurbon, Water Resources Specialist, Anoka SWCD
Chris Lord, Manager, Anoka SWCD
Matt Look, District #1 Anoka County Commissioner
Bart Biernat, Anoka County Environmental Services
Trudi Witkowski, Minnesota Department of Health
Robyn Hoerr, Groundwater Specialist, Minnesota Rural Water Association

CITY OF ST FRANCIS , MINNESOTA

**WELLHEAD PROTECTION PLAN
EVALUATION & WORK PLAN**

Date of Wellhead Plan Approval: March 30, 2005

Evaluation Completed By: Paul Teicher, Public Works Director

Date Evaluation Completed: April 10, 2013

Plan Evaluation Frequency: 1 year
(2.5 year minimum)

Copies of Evaluation Presented or Sent To:

- | | |
|---|---|
| <input type="checkbox"/> Trudi Witkowski
Minnesota Department of Health
Drinking Water Protection Section
Sourcewater Protection Unit
P.O. Box 64975
St. Paul, MN 55164-0975 | <input type="checkbox"/> Governing Body |
| | <input type="checkbox"/> Wellhead Protection File |
| | <input type="checkbox"/> MRWA Planner |

Signed: 

WHP Manager

Date: 5-28-13

I. Changes to Public Water System, Delineations, or Contaminant Sources

A. List any change in status of public water supply wells (new, placed on standby, sealed, etc) since WHP Plan approval or the last evaluation:

Well #	Unique #	Dates		
		Online	Deactivated	Sealed
#2	184885			2009 (H283076)
#4	749387	2007		

B. List any new facilities or changes in current facilities in the Drinking Water Supply Management Area (DWSMA) that may be of concern with regard to groundwater quality. List the facility name, and nature of concern:

Name of Facility Change Distance to Well Well # Date Change Made
 No new facilities at this time...

C. Have the MDH-approved delineations of the Wellhead Protection Area (WHPA) or DWSMA been altered in any way? If so, explain. (Example: a high-capacity well has been constructed near a city well resulting in a need to revise the WHPA/DWSMA boundaries.)

St. Francis East DWSMA should no longer exist because well #2 has been sealed. St. Francis West DWSMA may increase in size upon re-delineation during plan amendment due to the addition of Well #4 to the area. No treatment is occurring at the well house. All treatment is occurring at the water treatment plant. City water utility infrastructure has been added in the West DWSMA in areas where private wells served residences. The wells (if still existing) may be used for irrigation purposes only, but may also have been sealed.

II. Evaluation of WHP Plan Implementation Activities

This section provides the WHP manager an opportunity to briefly discuss implementation activities that have occurred since; 1) plan adoption, or 2) the last evaluation report. The major headings are intended as guideposts to discuss how the additional data collected or additional documentation has helped guide the management of the WHP plan based on the health risks that specific potential contaminant sources present to the public waster supply well(s). It would also be useful to discuss which activities or approaches have been successful and which have not.

A. Discuss briefly, the results of any groundwater sampling or monitoring (that you are aware of) conducted in the DWSMA. Include results from your own well(s).

St. Francis well water: Currently undergoes treatment for radium removal. No other water quality issues related to the raw water are present. MDH collected tritium samples for city well #4 in July of 2012. Analysis results are not available at this time.

Other public water supply systems in West DWSMA: None existing in DWSMA at this time from which data can be obtained.

B. Discuss how the Potential Contaminant Source Inventory is kept current. What changes have taken place since Plan adoption or the last Evaluation? What measures are being used to manage the actual contaminant sources identified within the DWSMA?

The City of St. Francis receive a SWP Implementation grant with work completed 2012 that reviewed previously identified wells within the DWSMA as part of the initial PCSI and verified status. The data was presented to MDH as part of the grant product submittal.

The city public works staff continues to monitor land use changes within the DWSMA, and well construction activities within the DWSMA would be highly unusual and require further review by the city building officials.

Some homes in the north eastern part of the West DWSMA (Ambassador Blvd.) were provided water utility services, and city staff went to the properties and verified that no cross connections to the city water supply were present. Residents wanting to continue to use the property's existing wells for irrigation purposes were required to obtain a plumbing permit and were inspected by city staff.

The City has provided a public information brochure (as part of the SWP Implementation Grant project) that supplied information to the public about the city's WHP program, water supply system, and ways that citizens can become involved in the water protection effort.

C. Please list wellhead protection measures implemented since Plan adoption or last Evaluation. Use the strategies and action portion of your WHP Management Plan as a guide.

A1-2: The City monitors set back distances within the IWMZ.

A1-3: The City does not have non-conforming potential contaminant sources within the DWSMA.

A1-4: No non-complying sources exist within the DWSMA.

A2-1: The city received a grant from the MDH SWP Implementation grant to review well locations and status within the DWSMA.

A2-2: As part of the WHP Implementation Grant, the city obtained data from Anoka County pertaining to property transfer and well disclosure information for properties located within the DWSMAs.

A3-1: The city located other wells not identified as part of the initial PCSI as part of the WHP implementation grant.

A3-3: The city has the sealed well data covered as a shape file that was received as part of technical assistance provided by MRWA.

A4-1: The city will work with the MDH and DNR if high-capacity wells are identified within or near the DWSMA.

A5-1: The city enforces its ordinance which regulates the drilling of new wells within the city boundaries.

B1-2: The city keeps copies of the MDH publication, "The Well Owner's Handbook" at city hall.

B1-3: The city developed and distributed a brochure about the city's WHP efforts.

B1-5: The city continues to publish the Consumer Confidence Report water quality results on the city's website and in the local newspaper for the public on an annual basis.

C1-1: The city performed a 25- hour pump test on well #4 when it was being constructed.

C1-2: The city constructed a database for well locations as part of the SWP Implementation grant project.

C1-4: The City of St. Francis had MDH test the city wells for the presence of tritium in the public water supply on a five-year basis with the assistance of the MDH.

C1-5: The city continues to monitor its water supply wells in compliance with the federal SDWA. No issues currently exist with water quality.

C1-6: City staff has participated in the Anoka County WHP Group meetings, on occasion.

D. Discuss briefly the involvement of partners in implementation activities of your WHP Management Plan.

Anoka County, Upper Rum River Watershed District, MDH, MRWA, Bolton & Menk, property owners, School District.

E. Itemize difficulties incurred during your plan implementation.

The city initially experienced a lack of financial resources (until the advent of the MDH SWP Implementation Grants), and the city has seen a good amount of staff turnover, also.

There is a county-wide group of public water supply systems in Anoka County that worked together to develop their WHP plans. They have formed a group that works to develop products related to WHP and groundwater protection issues. St. Francis was not included in this group until recently, and will try to work with this group in the future.

III. New Data and/or Issues

- A. List any new data/issues that relate to WHP delineations or drinking water source management that need to be considered and addressed in the near future, or that may be used during the next update of the WHP Plan. This could include topics such as storm water management, redevelopment, changes in agricultural activities, zoning changes in response to WHP implementation efforts, groundwater study results, water quality monitoring data, well construction logs, changes in land uses, new partners, new GIS capabilities, etc.

<u>Nature of Data/Issue</u>	<u>Source of Data</u>	<u>Outcome</u>
1. Well Construction Log And pump test results	Well #4 construction info.	Use for new delineation
2. More parcels connected to city water utility system and some wells were sealed	City records, SWP grant information	Alters the PCSI

- | | | |
|--------------------------------|---------------|-------------------------|
| 3. Drawdown data for all wells | SCADA system | Use for new delineation |
| 4. GIS capabilities | Bolton & Menk | Ability to track PCSI |

IV. Work Plan For Next WHP Reporting Period (1 to 2.5 Years)

A. Inner Wellhead Management Zone (IWMZ)

By rule, the public water supplier must maintain minimum isolation distances for any new contaminant sources, and monitor any existing potential contaminant sources that do not meet isolation distances within the IWMZ (200 foot radius around any public water supply well). Therefore, the following two items must be discussed:

- a. Review/Update IWMZ Form – Are the current IWMZ forms accurate? Include new forms if need be. The IWMZ forms for wells #1, 3, and #4 were updated 4/10/2013.
- b. Briefly discuss the implementation of IWMZ management strategies
There are no non-conforming or non-complying potential contaminant sources within the IWMZ.

B. Plan Management Strategies

The WHP Team has outlined the following management strategies, taken from the approved WHP Plan, for attention and effort over the next WHP reporting period:

A1-1: Monitor and update IWMZ forms.

A1-2: Monitor IWMZ for new sources of contamination.

A2-2: Obtain data from Anoka County pertaining to property transfer and well disclosure information for properties located within the DWSMAs.

A3-1: Locate any unused or abandoned wells located within the DWSMA that are not currently in the City's potential contaminant source inventory database.

A4-1: City staff, MDH Source Water Protection Unit staff, and the Anoka County will coordinate efforts to identify proposed high capacity wells in the City's wellhead protection area, and/or major changes to groundwater appropriations for existing high-capacity wells.

A5-1: Prevent the unauthorized construction of wells within the DWSMAs by enforcing the City's Ordinance prohibiting new wells drilled where the City's water system is accessible (A copy of the ordinance can be found in the Appendix of this Plan).

B1-1: The City will provide a news release pertaining to Wellhead Protection to the local newspapers.

B1-2: Distribute copies of the MDH publication, "Well Owner's Handbook" to

private well owners within the DWSMAs and maintain copies of the publication at the St. Francis City Hall.

B1-3: Develop and make an informational brochure about the City's Wellhead Protection efforts available to the general public at City Hall.

B1-4: The City will create an annual budget line item of \$2000 to fund Wellhead Protection activities identified in this Plan. The amount budgeted will be evaluated on an annual basis as part of the City's regular budgeting process as well as the Wellhead Protection Plan Evaluation Program.

B1-5: Continue providing (publish CCR in local newspaper and on City website) to all water system users, the annual City of St. Francis Consumer Confidence Report that provides information about the City's water system and water quality levels. Copies of the report are also made available at City Hall.

C1-2: Develop and maintain a database which tracks wells located within the DWSMAs.

C1-5: The City will work to improve knowledge of local groundwater and surface water characteristics by continuing monitoring of water resources within or near the DWSMA.

C1-6: Hold an annual meeting involving local units of government such as the county, surrounding townships, and the WHP team to review previous plan implementation results and to determine strategies for future plan implementation.

C. Contingency Plan

Was any component of the contingency plan implemented by your system at any time since the last program evaluation?

No.

List changes that have been done, or are needed in the contingency plan. **The contingency plan should be updated accordingly.**

1. Updated contact information.
2. Updated water supply characteristic information (added new well, sealed a well)

D. Data Collection Activities

- SCADA system collects well draw down information for all city wells,
- Received SWP Implementation grant to collect information about well information within the DWSMA (location, status, etc.).

- Tritium test was collected in July of 2012 by MDH—results not provided by MDH yet.
- Well #4 24-hour pumping test performed at the time of construction.
- Continue to collect SDWA data for the city's wells with the assistance of MDH.

V. Plan Implementation Administrative and Financial Concerns

F. Estimate the annual cost of plan implementation for each plan year including staff time and actual dollar amount spent.

Year 1-- \$3000 - \$5000 per year

Year 2-- \$3000 - \$5000 per year

G. Estimate full time equivalency (FTE) spent on WHP implementation in term of percentage of FTE.

FTE= Approximately 1%

H. Has the WHP budget been adequate to conduct WHP implementation activities during the last evaluation period?

Yes **No**

City will be including a \$2000 (or more) line item for WHP activities beginning in the 2014 fiscal year.

VI. Steering Committee

In an effort to provide continuity in the Source Water Protection effort, the following individuals have been appointed to the WHP Steering Committee. The Committee will have the responsibility of providing leadership and oversight to implementation of the Plan. The Committee will meet on a regularly scheduled basis, with additional meetings scheduled as needed.

Paul Teicher, Public Works Director

Parish Barten, Utility Operator

Robyn Hoerr, Groundwater Specialist, MN Rural Water Association

VII. Reference Materials

- **Wellhead Protection Plan**
- **Drinking Water Supply Management Area Map**
- **DNR Water Supply Plan**
- **Meeting Input**

Simplified Process Adopted for Organized Solid Waste Collection

The new law replaces the 180-day process for adopting organized collection with a 60-day negotiation period.

(Published May 13, 2013, League of MN Cities Bulletin)

League-supported legislation that simplifies the process for adopting organized solid waste collection became law effective May 8. The new law (**Chapter 45** ([Link to: https://www.revisor.mn.gov/laws/?id=45&doctype=Chapter&year=2013&type=0](https://www.revisor.mn.gov/laws/?id=45&doctype=Chapter&year=2013&type=0))) eliminates the cumbersome 180-day process for adopting organized collection, and replaces it with a 60-day negotiation period between a city and its licensed collectors.

The new process is designed to give the current collectors the first chance to develop a proposal for organized collection. If the 60-day negotiation period ends without an agreement, a city can continue the process by adopting a resolution to form a committee to study organized collection and make recommendations.

Cities that have already organized collection are exempt from the new law. Their current organized collection methods continue to govern.

Steps for organizing collection

The steps for adopting organized solid waste collection under the new law are as follows:

Notice to public and licensed collectors. Before forming a committee to study organized collection, a city with more than one licensed collector must notify the public and its licensed collectors that it is considering organizing collection. The new law does not specify how notice should be provided. The League recommends providing both published notice and individual mailed notice to each licensed collector.

Sixty-day negotiation period. After a city provides notice of its intent to consider organizing collection, it must provide a 60-day negotiation period that is exclusive between the city and its licensed collectors. A city is not required to reach an agreement during this period. The purpose of the negotiation period is to allow licensed collectors to develop a proposal in which they, as members of an organization of collectors, collect solid waste from designated sections of the city. The proposal must address specific issues set out in the new law. If an agreement is reached with a city's licensed collectors, it must be effective for three to seven years. The city must provide public notice and hold at least one public hearing before implementing the agreement. Organized collection cannot begin until at least six months after the effective date of the city's decision to implement organized collection.

Committee formation. If a city does not reach an agreement with its licensed collectors during the negotiation period, it can form—by resolution—an “organized collection options committee” to study various methods of organizing collection and issue a report. The city council appoints the committee members, and the committee is subject to the Open Meeting Law. The committee must examine different methods of organizing collection (two of which are specified in the law); establish a list of criteria for evaluating the different methods of collection; collect information from other cities and towns with organized collection; and seek input at a minimum from the city council, the local official responsible for solid waste issues, licensed solid waste and recycling collectors, and city residents.

Public notice, public hearing, and implementation. A city must provide public notice and hold at least one public hearing before deciding to implement organized collection. Organized collection cannot begin until at least six months after the effective date of the city’s decision to implement organized collection.

Susan Naughton

Staff Attorney

(651) 281-1232 or (800) 925-1122 snaughton@lmc.org *(Link to: <mailto:snaughton@lmc.org>)*

Contact Craig Johnson

IGR Representative

(651) 281-1259 or (800) 925-1122



STATE OF MINNESOTA

Office of Governor Mark Dayton

130 State Capitol ♦ 75 Rev. Dr. Martin Luther King Jr. Boulevard ♦ Saint Paul, MN 55155

TO: LOCAL GOVERNMENT OFFICIALS WITHIN THE SEVEN COUNTY METROPOLITAN AREA
FROM: OFFICE OF GOVERNOR MARK DAYTON
DATE: FRIDAY, MAY 24, 2013
RE: APPLICANTS FOR METROPOLITAN COUNCIL SEATS

Governor Dayton is seeking applicants to serve on the Metropolitan Council (Council), and invites you to participate in the appointment process.

Per state statute, the Minnesota Legislature passed, and the Governor signed, a redistricting bill modifying the Council's district boundaries. As a result, current Council members must re-apply to retain their seats, and applications for new members will be accepted as part of the open appointment process. Please provide any recommendations you may have, and encourage citizens who have an interest in the work of the Council to apply.

State statute requires applicants to be knowledgeable about urban and metropolitan affairs, and to reside in the district for which they are seeking appointment. A map of the Council's districts can be found on line at:

- <http://www.gis.leg.mn/redist2010/MetCouncil/mc20131A/openlayers/index.php?name=mc2013-1A>

Metropolitan Council appointments are governed under the Minnesota Open Appointments process, which is administered by the Minnesota Secretary of State. Interested individuals should contact the Secretary of State's office for an application by calling 651-556-0643. Applications are also available on the Secretary of State's website at:

- <http://www.sos.state.mn.us/index.aspx?page=308>

The Secretary of State published the notice of vacancies on Monday, May 20, 2013. Applications must be received by close of business on Monday, June 10, 2013, to be considered.

Applications will be forwarded to the Governor's office and will be reviewed by the Metropolitan Council Nominating Committee. Qualified applicants will be invited to appear for an interview with the Committee at a public hearing in late June 2013.

The Nominating Committee will make its recommendations to the Governor. Note: the Governor is not required to make appointments exclusively from the list of candidates recommended by the Nominating Committee.

If you have questions about the appointment process, please contact Mr. Judd Schetnan, Government Affairs Director, Metropolitan Council, at 651-602-2242, or via email at judd.schetnan@metc.state.mn.us.

Thank you for your contribution to this important process.