CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
September 7th, 2021
St. Francis Area Schools District Office
4115 Ambassador Blvd. NW
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – August 16, 2021
   B. Surplus Property Police - Resolution 2021-41
   C. Hire John Maki as a PW Operator contingent on passing pre-employment testing
   D. Approving Official Signatures for 2021 – Resolution 2021-42
   E. Approve Weber Inc – Pay Application #2
   F. Snow plow replacement
   G. October Domestic Violence Month Proclamation - Resolution 2021-43
   H. Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARING
8. OLD BUSINESS
9. NEW BUSINESS
   A. Rita Meadows 2nd Preliminary and Final Plat
      1) Resolution 2021-44 – Approve Preliminary and Final Plat for Rita Meadows to subdivide into one buildable lot and an outlot
   B. Final Plat Extension -Turtle Ponds
      1) Resolution 2021-45 – Extending deadline for final plat 4th Edition
      2) Resolution 2021-46 – Extending deadline for final plat 5th Edition
   C. Zoning Code Amendment; Interim Use Permit
      1) Ordinance 284, Second Series Amending City Code Sections 10-23-01, 10-44-02, and part 10-66-00 to include Agritourism and an Interim Use in the BPK District
      2) Resolution 2021-47 - Approving an Interim Use Permit to allow Agritourism uses on a site zoned BPK Business Park
   D. Resolution 2021-48 – Approving the Purchase of Properties and Granting Signatory Authority - 22708 Rum River Blvd
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
   A. Department Reports
   B. Council Member Reports
   C. Upcoming Events –
      September 6, 2021 – City offices will be closed
12. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

AUGUST 16, 2021
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Member Absent: Councilmember Joe Muehlbauer

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Community Development Director Kate Thunstrom, Public Works Direct Jason Windingstad and Finance Director Darcy Mulvihill.

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Feldman, Bauer, Robison
Nays: None
Absent: Muehlbauer
Motion carried 4-0

4. CONSENT AGENDA

A. Worksession Notes – July 26, 2021
B. City Council Minutes – August 2, 2021
C. Rivers Edge 5th Addition Financial Security Reduction
D. Park Grant Contract Approval – Siwek Park
E. Accept Police Officer Resignation – Kurt Green
F. Accept City Clerk Resignation
G. Payment of Claims

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE CONSENT AGENDA ITEMS A-G.

Ayes: Bauer, Udvig, Robinson, and Feldman

Nays: None
Absent: Muehlbauer
Motion carried 4-0

5. **MEETING OPEN TO THE PUBLIC**
City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

6. **SPECIAL BUSINESS – NONE**

7. **PUBLIC HEARINGS – NONE**

8. **OLD BUSINESS**
A. Dwelling, Single Unit Detached – Ordinance 283 Second Series (2nd Reading) Resolution 2021-XX Authorizing Summary Publication

City Planner Beth Richmond stated this item is for second reading of a Code amendment to address the request of Igor Dorosh to construct a single-family home with a flat roof on property located along Seelye Brook Drive as the request was not eligible for a variance. She explained Code currently requires that single-unit dwellings be constructed with a pitched roof of no less than 3:12 roof pitch.

Mayor Feldman referenced the revised verbiage indicating: "a flat roof must shed water, having some degree of slope." He stated he supports this revision as it protects the City and it will be up to the discretion of the Building Official related to the degree of slope.

Robinson stated he has no questions.

Bauer agreed the revised verbiage is good but he remains concerned with a flat roof being an option in St. Francis. However, with one member absent and knowing how the votes will come out on this item, he will push this along.

Udvig stated this had been discussed and the last meeting and she supports the Code amendment.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE NO. 283 SECOND SERIES AMENDING CITY CODE SECTION 10-61-01 AS PRESENTED BY STAFF.
Ayes: Bauer, Udvig, Robinson, and Feldman
Nays: None
Absent: Muehlbauer
Motion carried 4-0

MOTION BY: ROBINSON SECOND: BAUER TO ADOPT RESOLUTION 2021-XX AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 283, SECOND

SERIES AMENDING SECTION 10-61-01 OF THE CITY CODE REGARDING DWELLING, SINGLE UNIT DETACHED, OF THE CITY OF ST. FRANCIS

Ayes: Bauer, Udvig, Robinson, and Feldman
Nays: None
Absent: Muehlbauer
Motion carried 4-0

9. NEW BUSINESS

A. City Staffing Discussion

City Administrator Joe Kohlmann explained the item before the Council is a potential transition plan to address the vacant City Clerk position. Logistically, with the business coming up this fall with election training and open enrollment, he would like a smooth transition. He explained the quickest transition would be to appoint the Deputy Clerk/Accounting Tech to the City Clerk position. However, that would create a vacancy in the Deputy Clerk/Accounting Tech position that would need to be filled since it processes invoices and payroll.

Mayor Feldman stated he wanted to go on record and say whenever there are competent inhouse staff, we should always take that option first before going out of house. He cited several examples in the Public Works Department and Liquor Store that resulted in a smooth transition and no training because the employee was already familiar with the City. In the future, he suggested inhouse staff be looked at first, used on a trial basis, and then take it from there.

Mayor Feldman noted it was brought up that someone did not know the individual well but, for the record, it is not the responsibility of staff to get to know Council Members. It is the responsibility of Council Members to get to know the staff. He reviewed his familiarity with police officers and other staff members and encouraged the Council Members to take that step.

Mayor Feldman stated in this case, the employee has been with St. Francis for more than two years, done an exceptional job in her area, learns quickly, and is looking for a long-term position. He supported allowing inhouse staff to advance within the organization, which results in longevity.

Udvig stated support for the City Administrator’s recommendation, noting the employee who will be moving into this position has been performing very well, she will fit in perfectly, and things will run smoothly. She stated she is happy this staff person is getting a job she deserves.

MOTION BY: ROBINSON TO TABLE APPOINTMENT OF THE DEPUTY CLERK/ACCOUNTING TECH TO THE CITY CLERK POSITION AND ADVERTISEMENT TO FILL THE DEPUTY CLERK/ACCOUNTING TECH POSITION UNTIL A FULL COUNCIL IS PRESENT.

Robinson stated he has nothing against the staff member and was fortunate to be part of the vetting process. He has concerns with additional education, background, and lack of experience in the election process. He noted that using inside staff is the easy way but that does not make it the right way. He would like to discuss this further at a Worksession or when there is a full Council in attendance.

Mayor Feldman noted that Muehlbauer is absent tonight but had indicated he is in favor of staff's recommendation. Mayor Feldman stated he sees no reason to delay this appointment as the City is already three months or more behind. He noted we don't have time for any additional meetings and he supports moving forward as this employee is competent and if this action had been taken earlier, the City would not be in the situation it is in today.

Bauer stated he works for a very large county and would be appalled if all the powers that be said they want one person because they are a good employee. He said if we want to hire a City Clerk, it should be opened internally and there may be a handful of people internally who want this position. He did not support hand picking an employee. He noted that with the county he works for, there are ten times more employees so he has a different feel for how you handle promotions.

Bauer stated he does not support hiring a City Clerk based on no interviews and no experience and he does not want to set someone up for failure. He again stated his support to table and consider an interim City Clerk until the Council can vet it more.

Mayor Feldman noted the current job description is Assistant City Administrator and during the last three months, this employee has been doing that job.

Udvig noted all of the employees have already had the opportunity and chose not to apply for this position. But this employee applied and she thinks the employee interviewed well. She noted elections will be here soon and St. Francis does not want to be the city that screws up elections.

Mayor Feldman offered the compromise of a 60-day trial period for this employee, then receive staff feedback, and then consider whether or not to make it permanent. He noted that at this time, there is more on staff's plate than they can handle and we need to learn from our mistakes and go forward.

Udvig noted this is the employee's second shot at this position, she has done an excellent job, and also done the City Clerk's work this whole time. She was concerned that the Council's reluctance will reflect the Council does not value their employees or show good faith. Udvig stated she has no doubt this employee can do the job. She pointed out that the City did not argue about hiring the full-time employee and perhaps the Council should use an outside interview committee to do all of the interviews and make a recommendation.

Kohlmann stated most importantly, the City needs to process its business. He noted if the appointment is made on an interim 60-day basis, it delays backfilling her current job that does payroll, invoicing, etc. He stated any type of delay will get the City behind.

Mayor Feldman noted the City has a 60-day probation period. Kohlmann stated that is correct and it would start over for this particular staff person so it would be like hiring someone from the outside. Mayor Feldman commented on the need to avoid any problems when it comes to elections. He again stated his support for the appointment with a six-month probationary period, which would also allow the City to backfill her current position.

Assistant City Attorney Dave Schaps advised that procedurally, Robinson made a motion that has not yet been seconded.

Robinson stated he is not against the person who may potentially fill this position. He was part of the vetting process and had asked questions about payroll, there were concerns about financials, advancement of education, and certifications. He noted this employee did not get the job the first time because other candidates had better credentials.

Robinson stated he is all for compromise but then within 60 days, he would like to see this employee step up and indicate what she will fulfill. He stated he does not have a college education but has done well in life and with some, there are other things that are more important than their career. Robinson stated this is a big job and he wants it filled by someone with 'big feet to fill big shoes.'

Mayor Feldman noted this item is at a standstill because the person who filled the position claimed they could do all the things required but that did not work out. He stated since there is a six-month probation, it provides the City with a way out. But, he would again point out that this employee has been with the City for two plus years and this advancement means the City will be able to hang onto her longer. He reviewed his work history, starting at the bottom, and what he learned on the job. Mayor Feldman stated he has confidence in this employee and any delay places more burden on staff.

Bauer stated about three years ago, the Council talked about getting rid of the City Clerk position and having a City Administrator/City Clerk position instead. He asked why there is an opposite way of thinking about this position now. He suggested the Council make it the City Administrator/City Clerk position during the interim and then Kohlmann can delegate all City Clerk tasks to the Deputy City Clerk and if she can handle it, then in six months we review the appointment.

Kohlmann agreed the City Administrator/City Clerk option was talked about four years ago when development activity was much slower but now building activity and PUD developments have skyrocketed and consumed front office staff. Effectively, all in administration are consumed with processing building permits, code enforcement, and so forth until that is no longer a real possibility due to the work load. In addition, with elections and everything else, there is no question this position needs to be filled.

Kohlmann explained if this appointment is delayed, the job is posted, applications taken, and applicants interviewed, it will be a six-week process. The new person will then have to give a two-week notice so it may be October or November before the position is filled, which will set things back quite a bit. But, if the Council appoints this employee and then backfills her position, an accounting tech can be hired quickly while this employee does double duty (accounting and City Clerk).

Bauer asked if a City Clerk can't be hired to backfill those positions because whether Kohlmann is the City Clerk/City Administrator or not, the employee's work load will not change. If the City backfills, then the workload can be split and we can see if the employee can handle the workload. If not, then the appointment would not be made. Bauer stated it sounds like the City needs another employee but instead, the recommendation is to promote this employee and hire someone else.

Udvig asked if Kohlmann's salary would be increased for handling both positions. She stated that work can't be dropped on Kohlmann or any other employee because it is two different positions and one will suffer. She asked if the work goes to Kohlmann, who will he assign it to.

Mayor Feldman noted the Council does not know the inner workings of staff because they are not at City Hall on a daily basis so they need to rely on the expertise of staff to do the job. He reviewed City staff positions, noting they are already overburdened. He suggested the Council follow that expertise, put this recommendation in motion, and move on.

Robinson referenced the compromise offered by Mayor Feldman and stated he is not opposed to it. He noted the next meeting is September 7, and suggested the employee candidate bring something to the table, what education, background, and accreditation to fulfill the City Clerk position, which pays well. He is sure this employee is capable and competent but we can call into question some of the processes she uses.

Robinson acknowledged the employee has been here for two years and probably been a boon to the previous people who worked with her and she did more than the last City Clerk. But, he wants to see her commitment level.

Mayor Feldman stated he didn't go to school to become a mayor but sat in the audience for two years, every meeting, read 15 years' worth of meeting packets, and talked with staff every day to learn about government and St. Francis. He put the time into it and anyone with half a brain can learn anything. Mayor Feldman asked the Council to look at the bigger picture, noting staff has talked to the City Administrator and made this recommendation because it will help in the long run. Mayor Feldman stated five employees had to cover for the last City Clerk, noting the meeting minutes are now contracted to TimeSaver to remove that task from staff's plate.

Robinson stated his respect for City Administrator Kohlmann and asked if there is anything in the next year and half that this staff person should be better at, more proficient with, or educated. Kohlmann stated if he did not think this was a viable option, he would not present it here tonight. All things considered, he thinks this is the best option because we need to continue with our City business, which will become more busy, time consuming, and complicated this fall. He noted election training starts shortly and this employee has been through training and worked side-by-side with Barb Held during an election. Kohlmann stated he has no doubt this employee can do the job and keep the City move forward, noting she will still be on the six-month probationary period.

Robinson asked again which boxes can be checked off by this employee during the next year if this opportunity is given. He stated he is all for the appointment if Kohlmann says that in the next year, his expectations will be met. Kohlmann stated he will be explicit in the expectations going forward and he expects this employee to meet them. Robinson requested background information, the salary situation, steps that will be taken, expectations, etc.

Mayor Feldman asked how Barb felt about this individual moving into her position. Kohlmann stated Barb was amenable to whoever we considered and gave no indication otherwise. Mayor Feldman stated he did speak to Barb and she felt this employee was competent to handle the job and would grow into it. He agreed that more information is not a bad thing and as Robinson mentioned, City Clerks do get more education down the road. Mayor Feldman again stated his support for staff's recommendation.

Bauer noted when police officers are hired, they go through the FTO program and asked if the top candidate washes out, do they pick the next person in the reserve unit or the next candidate in the interview process if they are still available. He stated he does not know if this employee finished second and if any other candidates finished ahead of this employee. He explained that legally, he wants to ensure there are no issues with the hiring process.

Police Chief Todd Schwieger advised they have to go back to the eligibility list because there are certain eligibility requirements, there could be some reason, or they may not be eligible again.

Bauer asked if there would be repercussions if the City went outside of our interview panel list if she did not finish second. Kohlmann explained anyone can assert a claim but the eligibility list process that public safety goes through is different. Ultimately the Council has the decision-making authority.

Bauer asked Robinson if he was staying with his motion to table.

ROBINSON WITHDREW HIS MOTION TO TABLE.

Robinson stated after hearing from City Administrator Kohlmann, he is more at ease but would still like to know what this employee is coming in at, Kohlmann's expectation, how the employee will enhance the position, and rise up through the ranks.

Mayor Feldman commended Robinson for opening his mind and agreed the Council needs to trust the City Administrator to make decisions on a daily basis. He stated his opinion that this employee will want more education, do the job well, and knows what she needs to do to step up to it or she would not have applied and interviewed for this position.

Bauer stated he believes in City Administrator Kohlmann 100% and has conversations all the time about wanting the best for the City. He supports staff's recommendation but wished the recommendation indicated he had vetted with a call to the other applicants who finished higher to ask if they were available. He would like to see that in the future but for this one, will rely on Kohlmann's recommendation.

Mayor Feldman noted all applicants were asked to indicate what they earned from the cities they worked at. One applicant was asked that several times but did not comply and was adamant that she had to come in at the top wage on the salary scale with no steps up. Mayor Feldman stated he tracked what that applicant was making and it was no more than the employee the Council is considering moving up.

Bauer noted legally, that is not a viable interview question. Assistant City Attorney Schaps advised it is a consideration the City can ask. Bauer did not think that should be a question considered in ranking.

Bauer stated he will vote to support the appointment but, like Robinson, wants to know if we're staring at the bottom step for City Clerk.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING APPOINTMENT OF THE DEPUTY CLERK/ACCOUNTING TECH TO THE CITY CLERK POSITION AND DIRECTING STAFF TO ADVERTISE TO FILL THE DEPUTY CLERK/ACCOUNTING TECH POSITION.

Ayes: Bauer, Udvig, Robinson, and Feldman
Nays: None
Absent: Muehlbauer

Motion carried 4-0

10. <u>MEETING OPEN TO THE PUBLIC</u> – NONE

11. <u>REPORTS</u>

A. <u>Department Reports</u>

1. Fire Monthly Comparison Report

Fire Chief Dave Schmidt presented the July monthly comparison report in the standard format, noting they continue to capture and exceed their goals with response time, volumes continue to be high, staffing remains stable, and distribution between fire and EMTs runs continues to be at the 50% threshold. He reported in July, for the third month in a row, they had no COVID cases. They completed 11 fire inspections and noted no violations in the City's restaurants facilities.

Mayor Feldman commented on a recent EMT incident at the county market and stated he is confident in our public safety to save lives, noting this officer had been awarded for an earlier incident during which he was shot at. He commended the Fire Department for bringing EMTs to St. Francis, which has made us a strong community and more safety for our residents. He stated this is a good report and he liked seeing there were no COVID cases.

Robinson stated this is a good report and thanked Fire Chief Schmidt. He also thanked them for Night to Unite events, which were a hit.

Bauer stated this is a nice report, noting he was saving lives before he got here and wished his advice and expertise had been taken. He stated the fire inspections program looks good and he appreciates Fire Chief Schmidt for bringing the opportunity for EMTs and spending money wisely. He stated this shows great leadership and thanked Fire Chief Schmidt for bringing the Fire Department up to a level he can be proud of too. He also thanked Police Chief Schwieger and asked him to relay his appreciation to the EMTs and fire fighters.

The Council briefly discussed the low level of Fire Department EMTs in the past and lack of educational opportunities compared to the current situation.

Udvig stated this is an excellent report, thanked Fire Chief Schmidt, and commended fire fighters who attended Night to Unite. She stated inspections were one of the Council's big concerns and the Fire Chief is getting them done, and doing a great job. Also, Department morale is up and there is a thirst for new knowledge and opportunities she has not seen in years past, all due to Fire Chief Schmidt.

B. <u>Councilmember Reports</u>

Robinson – reported on a great turnout of about 65 people at his neighborhood's National Night Out that included a taco buffet and visit by a fire truck. He stated attendance has increased every year and they created a contract directory of members and also a map.

Udvig – reported on the Night to Unit event she attended at the park. She also attended the Medal of Valor ceremony at the Police Station and explained why she found it to be a very humbling experience. She stated this event reaffirmed how much our officers and fire fighters do for us every day without hesitation and she was thankful for the invite.

Bauer – stated he attended the Night to Unite and the park, which was full of people and the music was great. He stated it was good to see staff, walk around, talk to people, and get to know them. He announced he will miss the September 20, 2021 meeting as he will be out of town on his honeymoon.

Mayor Feldman – stated his respect for Police Officer Chris Bulera in how he reacted in a stressful situation with professionalism a level head. He noted Officer Bulera did not want recognition but there is a time when it steps up to that level of recognition and this is one of them.

Mayor Feldman noted that ambulances are not stationary and first responders and EMTs are the lifesaving balance until the arrival of the ambulances. He commented on the past lack of money, training, and desire that has changed with new leadership in the Department and Council, all of which better serves our residents.

Mayor Feldman stated he arrived at the Night to Unite park events late because he was doing demo at the Liquor Muni but did enjoy the food and talked with some people. He reviewed the estimated attendance and offered kudos to all who worked on the event to assure it was a success.

Mayor Feldman stated he likes the fact the Council can discuss and work things out together at the meeting and, at the end of the day, what is important is what is in the best interest of our residents. That is the bottom-line goal. Mayor Feldman relayed a Winston Churchill quote from the 1940s saying: *'If you can't change your mind, you can't change anything.'* He stated the Council has changed things by looking at things in a different way, which has been good for residents.

Mayor Feldman asked for an update on the Poppy Street assessment from Oak Grove. Kohlmann stated Oak Grove has agreed to pay $6,500 for the easements. Robinson asked whether the $165,000 is still in play plus Oak Gove is paying. The Council discussed the dollar amount and sewer line project.

Mayor Feldman asked for an update on Nowthen. Fire Chief Dave Schmidt stated it is going very well. They are on track and working through the process of purchasing new fire apparatus, which is significant equipment. He reviewed other activities and noted it has been a successful year.

Mayor Feldman announced the League of Minnesota Cities has training for newly elected and seasoned officials if anyone is interested.

Mayor Feldman provided an update on the Liquor Muni, noting things are a little slower than anticipated due to scheduling of the project manager, which they are staying on top of. He stated this is a quality building and the right people are keeping track of the project. He commended staff for their work on this project.

Robinson asked for an update on equipment delays and opportunity to backtrack the time spent. Mayor Feldman commented on the impact of labor shortages and material delays and explained they are looking into how the contractor can be pushed a little further. He stated he is impressed with how hard staff works, noting if asked a question, staff responds.

Mayor Feldman wished Darcy a good vacation and congratulated Bauer on his upcoming marriage.

C. Upcoming Events
August 17 – City Council Work Session Meeting – 5:30 p.m.
August 18 – Planning Commission Meeting – 7:00 p.m.
September 6 – City Council Meeting – 6:00 p.m., Zoom meeting
September 15 – Planning Commission Meeting – 7:00 p.m., Zoom Meeting
September 21– City Council Meeting – 6:00 p.m., Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:13 p.m.

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Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4B

TO: Joe Kohlmann, City Administrator

FROM: Todd Schwieger, Police Chief

SUBJECT: **Surplus Property**

DATE: September 7th, 2021

OVERVIEW:

On April 16th, 2021 a twenty dollar bill was located in the rear seating area of a St. Francis marked squad car. The bill has yet to be claimed by the owner and has been in possession of the City for more than 60 days as required by City Code 8-7-2.A.

ACTION TO BE CONSIDERED:

To approve resolution 2021-41 declaring the listed twenty dollar bill as surplus property to be placed into the general fund.

BUDGET IMPLICATION:

None

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

RESOLUTION 2021-41

A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled “Disposal of Excess Property” outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property:	**Estimated Value**
Money	**$20.00**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF SEPTEMBER, 2021.

APPROVED:

ATTEST:

____
Steven D. Feldman, Mayor

____
Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4C

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad, Public works Director

SUBJECT: **Vacant water/wastewater operator**

DATE: 9/7/2021

OVERVIEW: Staff has completed its interview process for the vacant Water/Wastewater position within the Public Works department. Staff is recommending hiring John Maki contingent upon successful completion of a background check and other criteria.

ACTION TO BE CONSIDERED: Motion to hire John Maki as a water / wastewater operator.

John will start at step one with in our City pay structure and be eligible for step two after completion of 6-month probation period.

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4D

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Official Signatures**

DATE: 08-18-2021

OVERVIEW:

With the hiring of the new city clerk, council needs to add her as an office signature on the bank accounts. Please see the attached resolution.

ACTION TO BE CONSIDERED:

Approved under consent agenda designate the official signatures.

BUDGET IMPLICATION:

None

Attachment:

Resolution #2021-42 Signatures

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

RESOLUTION 2021-42

A RESOLUTION APPROVING THE OFFICIAL SIGNATURES FOR 2021

Official Signatures	Steven D. Feldman, Mayor Joseph Muehlbauer Mayor Pro Tem Joseph Kohlmann, City Administrator Darcy Mulvihill, Finance Director Jennifer Wida, City Clerk (2 signatures required)

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

and the following voted against the same: None.

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 7th DAY OF SEPTEMBER, 2021.

APPROVED:

____
Steven D. Feldman, Mayor

ATTEST:

____
Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4E

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Weber Inc-Pay Application #2**

DATE: 08-18-2021

OVERVIEW:

Attached is pay estimate #2 to Weber Construction for the Liquor Store Remodeling. Amount to be paid is $105,711.69. There is a retainage of $8,898.32 at this time.

ACTION TO BE CONSIDERED:

Approve attached pay application

BUDGET IMPLICATION:

This is being paid out of the Liquor Fund.

Attachment:

-Pay Application #2-Weber, Inc-Liquor Store Remodel

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

TO OWNER: City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

PROJECT: St. Francis Bottle Shop Addition & A
23307 St. Francis Boulevard
St. Francis MN

APPLICATION NO: 00002
PERIOD TO: 7/31/2021
PROJECT NOS.: 2020.02

Distribution to:
☐ OWNER
☒ ARCHITECT
☐ CONTRACTOR
☐
☐

FROM CONTRACTOR: Weber, Inc.
2497 7th Avenue East
North St. Paul, MN 55109

VIA ARCHITECT: Pearl Architecture, LLC.
1158 6th Ave. South
South St. Paul, MN 55075

CONTRACT DATE: 5/5/2021

CONTRACT FOR: General Contracting/Construction Manager

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM $627,000.00

2. Net change by Change Orders $0.00

3. CONTRACT SUM TO DATE (Line 1 ± 2) $627,000.00

4. TOTAL COMPLETED & STORED TO DATE .... $177,966.46 ~~$180,646.46~~
(Column G on G703)

5. RETAINAGE:

a. 5.000 % of Completed Work ~~$9,032.32~~ $8,898.32
(Columns D + E on G703)

b. 5.000 % of Stored Material $0.00
(Columns F on G703)

Total Retainage (Line 5a + 5b or Total in Columns I on G703) .... $8,898.32 ~~$9,032.32~~

6. TOTAL EARNED LESS RETAINAGE .... $169,068.14 ~~$171,614.14~~
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) $63,356.45

8. CURRENT PAYMENT DUE .... ~~$108,257.69~~
$105,711.69
MDB

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) $455,385.86

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$0.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$0.00	$0.00
NET CHANGES by Change Order		$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Weber, Inc.

By: Date: 08/02/2021

State of: Minnesota
County of: Ramsey
Subscribed and sworn to before me this 2nd day of August, 2021
Notary Public:
My Commission expires: 01-31-2026

IVAN RICHARD WEISS JR
Notary Public-Minnesota
My Commission Expires Jan 31, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .... $105,711.69 ~~$108,257.69~~ MDB

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Pearl Architecture, LLC

By: Date: 8-6-2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,
containing Contractor's signed Certification, is attached.
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Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00002
APPLICATION DATE:
PERIOD TO: 7/31/2021
ARCHITECT'S PROJECT NO.: 2020.02

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE) RATE
010000	Mobilization	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.000	$0.00	$225.00
024119.13	Selective Demolition	$19,723.00	$0.00	$16,723.00	$0.00	$16,723.00	84.789	$3,000.00	$836.15
033000 - L	Cast-In-Place Concrete - Labor	$14,000.00	$5,560.00	$0.00	$0.00	$5,560.00	39.714	$8,440.00	$278.00
033000 - M	Cast-In-Place Concrete - Material	$23,000.00	$8,740.00	$0.00	$0.00	$8,740.00	38.000	$14,260.00	$437.00
040000 - L	Masonry - Labor	$5,000.00	$1,900.00	$0.00	$0.00	$1,900.00	38.000	$3,100.00	$0.00
040000 - M	Masonry - Material	$10,000.00	$3,800.00	$0.00	$0.00	$3,800.00	38.000	$6,200.00	$190.00
051200 - L	Structural Steel Framing - Labor	$4,779.00	$0.00	$0.00	$0.00	$0.00	0	$4,779.00	$0.00
051200 - M	Structural Steel Framing - Materia	$6,875.00	$6,875.00	$0.00	$0.00	$6,875.00	100.000	$0.00	$343.75
055000 - M	Metal Fabrications - Material	$525.00	$525.00	$0.00	$0.00	$525.00	100.000	$0.00	$26.25
061000 - L	Rough Carpentry - Labor	$38,200.00	$0.00	$31,723.66	$0.00	$31,723.66	83.046	$6,476.34	$1,586.18
061000 - M	Rough Carpentry - Materials	$72,175.00	$0.00	$0.00	$0.00	$0.00	0	$72,175.00	$0.00
062000	Finish Carpentry	$1,400.00	$0.00	$0.00	$0.00	$0.00	0	$1,400.00	$0.00
064023 - L	Interior Arch Woodwork - Labor	$6,468.00	$0.00	$0.00	$0.00	$0.00	0	$6,468.00	$0.00
064023 - M	Interior Arch Woodwork - Material	$12,991.00	$0.00	$0.00	$0.00	$0.00	0	$12,991.00	$0.00
071916 - L	Silane Water Repellent - Labor	$1,400.00	$0.00	$0.00	$0.00	$0.00	0	$1,400.00	$0.00
071916 - M	Silane Water Repellent - Mater	$700.00	$0.00	$0.00	$0.00	$0.00	0	$700.00	$0.00
072100 - L	Building Insulation - Labor	$1,280.00	$0.00	$0.00	$0.00	$0.00	0	$1,280.00	$0.00
072100 - M	Building Insulation - Material	$2,070.00	$0.00	$0.00	$0.00	$0.00	0	$2,070.00	$0.00
072119 - L	Foamed-In-Place Insulation - Lab	$4,773.90	$0.00	$0.00	$0.00	$0.00	0	$4,773.90	$0.00
072119 - M	Foamed In Place Insulation - Mat	$17,818.10	$0.00	$0.00	$0.00	$0.00	0	$17,818.10	$0.00
072419 - L	EFIS - Labor	$13,200.00	$0.00	$0.00	$0.00	$0.00	0	$13,200.00	$0.00
072419 - M	EFIS - Material	$4,800.00	$0.00	$0.00	$0.00	$0.00	0	$4,800.00	$0.00
072726 - L	Fluid Applied Air/Water Barrier - L	$8,800.00	$0.00	$0.00	$0.00	$0.00	0	$8,800.00	$0.00
072726 - M	Fluid Applied Air/Water Barrier - M	$3,200.00	$0.00	$0.00	$0.00	$0.00	0	$3,200.00	$0.00
075323.15	EPDM Roofing	$20,000.00	$0.00	$20,000.00	$0.00	$20,000.00	100.000	$0.00	$1,000.00
076200	Sheet Metal Flashing & Trim	$3,920.00	$0.00	$3,920.00	$0.00	$3,920.00	100.000	$0.00	$196.00
077113	Pre-Manufactured Roof Coping	$3,000.00	$0.00	$0.00	$0.00	$0.00	0	$3,000.00	$0.00
079200	Joint Sealants	$2,080.00	$0.00	$0.00	$0.00	$0.00	0	$2,080.00	$0.00
081113.13	Hollow Metal Doors & Frames - M	$10,000.00	$0.00	$0.00	$0.00	$0.00	0	$10,000.00	$0.00
081113.13	Hollow Metal Doors & Frames - L	$4,285.00	$0.00	$0.00	$0.00	$0.00	0	$4,285.00	$0.00
083819.16	Rigid Double-Acting Traffic Doors	$1,700.00	$0.00	$0.00	$0.00	$0.00	0	$1,700.00	$0.00
085413	Fiberglass Windows	$684.00	$0.00	$0.00	$0.00	$0.00	0	$684.00	$0.00
087100	Door Hardware	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
088000	Glazing	$2,900.00	$0.00	$0.00	$0.00	$0.00	0	$2,900.00	$0.00

CONTINUATION SHEET

AIA DOCUMENT G703

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PERIOD TO: 7/31/2021
ARCHITECT'S PROJECT NO.: 2020.02

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092116 - L	Gypsum Board Assemblies - Labo	$15,600.00	$0.00	$0.00	$0.00	$0.00	0	$15,600.00	$0.00
092116 - M	Gypsum Board Assemblies - Mate	$3,700.00	$0.00	$0.00 NOB	$0.00	$0.00	0	$3,700.00	$0.00
093000 - L	Tiling - Labor	$23,750.00	$0.00	~~$2,680.00~~ #0	$0.00	$2,680.00	11.284	$21,070.00	$134.00
093000 - M	Tiling - Material	$7,850.00	$0.00	$7,850.00	$0.00	$7,850.00	100.000	$0.00	$392.50
095113 - L	Ceiling Grid & Tile - Labor	$4,830.00	$0.00	$0.00	$0.00	$0.00	0	$4,830.00	$0.00
095113 - M	Ceiling Grid & Tile - Material	$3,860.00	$0.00	$0.00	$0.00	$0.00	0	$3,860.00	$0.00
096519 - L	Resilient Tile Floor & Acc - Labor	$900.00	$0.00	$0.00	$0.00	$0.00	0	$900.00	$0.00
096519 - M	Resilient Tile Floor & Acc - Mater	$900.00	$0.00	$0.00	$0.00	$0.00	0	$900.00	$0.00
096813 - L	Tile Carpeting - Labor	$500.00	$0.00	$0.00	$0.00	$0.00	0	$500.00	$0.00
096813 - M	Tile Carpeting - Material	$700.00	$0.00	$0.00	$0.00	$0.00	0	$700.00	$0.00
097733 - L	FRP Wall Paneling - Labor	$650.00	$0.00	$0.00	$0.00	$0.00	0	$650.00	$0.00
097733 - M	FRP Wall Paneling - Material	$400.00	$0.00	$0.00	$0.00	$0.00	0	$400.00	$0.00
098116	Acoustic Blanket Insulation	$1,000.00	$0.00	$0.00	$0.00	$0.00	0	$1,000.00	$0.00
099100 - L	Painting - Labor	$6,868.00	$0.00	$0.00	$0.00	$0.00	0	$6,868.00	$0.00
099100 - M	Painting - Material	$1,560.00	$0.00	$0.00	$0.00	$0.00	0	$1,560.00	$0.00
101423	Interior Panel Signage - Deisgn	$375.81	$0.00	$0.00	$0.00	$0.00	0	$375.81	$0.00
101423 - L	Interior Panel Signage - Labor	$1,059.79	$0.00	$0.00	$0.00	$0.00	0	$1,059.79	$0.00
101423 - M	Interior Panel Signage - Material	$1,338.40	$0.00	$0.00	$0.00	$0.00	0	$1,338.40	$0.00
102613	Corner Guards	$506.00	$0.00	$0.00	$0.00	$0.00	0	$506.00	$0.00
102800	Toilet Accessories	$696.00	$0.00	$0.00	$0.00	$0.00	0	$696.00	$0.00
102815	Diaper Changing Accessories	$597.00	$0.00	$0.00	$0.00	$0.00	0	$597.00	$0.00
104400	Fire Extinguishers, Cabinets	$446.00	$0.00	$0.00	$0.00	$0.00	0	$446.00	$0.00
123661 - L	Countertops - Labor	$2,539.00	$0.00	$0.00	$0.00	$0.00	0	$2,539.00	$0.00
123661 - M	Countertops - Material	$8,275.00	$0.00	$0.00	$0.00	$0.00	0	$8,275.00	$0.00
124813	Entrance Floor Mats & Frames	$1,161.00	$0.00	$0.00	$0.00	$0.00	0	$1,161.00	$0.00
220000 - L	Plumbing - Labor	$12,444.06	$0.00	$7,125.00	$0.00	$7,125.00	57.256	$5,319.06	$356.25
220000 - M	Plumbing - Material	$15,505.94	$2,700.00	$8,650.00	$0.00	$11,350.00	73.198	$4,155.94	$567.50
230000 - L	HVAC - Labor	$9,550.00	$0.00	$0.00	$0.00	$0.00	0	$9,550.00	$0.00
230000 - M	HVAC - Material	$16,550.00	$0.00	$0.00	$0.00	$0.00	0	$16,550.00	$0.00
260000 - L	Electrical - Labor	$23,000.00	$1,850.00	$1,640.00	$0.00	$3,490.00	15.174	$19,510.00	$174.50
260000 - M	Electrical - Material	$27,500.00	$850.00	$9,160.00	$0.00	$10,010.00	36.400	$17,490.00	$500.50
270000 - L	Communications - Labor	$2,200.00	$0.00	$0.00	$0.00	$0.00	0	$2,200.00	$0.00
270000 - M	Communications - Material	$1,300.00	$0.00	$0.00	$0.00	$0.00	0	$1,300.00	$0.00
311000	Site Clearing	$13,000.00	$13,000.00	$0.00	$0.00	$13,000.00	100.000	$0.00	$650.00

CONTINUATION SHEET

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312000	Earth Moving	$17,098.00	$0.00	$0.00	$0.00	$0.00	0	$17,098.00	$0.00
321216	Asphalt Paving	$11,714.00	$0.00	$0.00	$0.00	$0.00	0	$11,714.00	$0.00
321613 - L	Concrete Curbs & Gutters - Labor	$3,590.40	$0.00	$0.00	$0.00	$0.00	0	$3,590.40	$0.00
321613 - M	Concrete Curbs & Gutters - Mate	$2,393.60	$0.00	$0.00	$0.00	$0.00	0	$2,393.60	$0.00
321723	Pavement Markings	$500.00	$0.00	$0.00	$0.00	$0.00	0	$500.00	$0.00
323113	Chain Link Fences & Gates	$3,875.00	$0.00	$0.00	$0.00	$0.00	0	$3,875.00	$0.00
329000	Landscaping	$1,960.00	$0.00	$0.00	$0.00	$0.00	0	$1,960.00	$0.00
331417	Site Water Utility Service	$8,700.00	$0.00	$0.00	$0.00	$0.00	0	$8,700.00	$0.00
340000	General Conditions	$14,904.00	$1,490.40	$2,682.72	$0.00	$4,173.12	28.000	$10,730.88	$208.66
340001	Bond	$7,100.00	$7,100.00	$0.00	$0.00	$7,100.00	100.000	$0.00	$355.00
340002	Insurance	$6,800.00	$6,800.00	$0.00	$0.00	$6,800.00	100.000	$0.00	$340.00
340003	General Contractor Fee	$10,006.00	$1,000.60	$1,801.08	$0.00	$2,801.68	28.000	$7,204.32	$140.08
		$627,000.00	$66,691.00	$113,955.46	$0.00	$180,646.46	28.81%	$446,353.54	$8,937.32

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4F

TO: Joe Kohlmann, City Administrator

FROM: Jason Windingstad

SUBJECT: **Western Snow Plow**

DATE: 9/7/2021

OVERVIEW: Public Works purchased a new truck this past May and this truck is scheduled to be fitted with a snowplow. This truck will go out during regular snowplowing operations. The truck is used to clear parking lots, cul-da-sacs, lift stations, and assists the bigger plow equipment where it's needed such as tighter smaller areas where it is more difficult for the bigger equipment.

ACTION TO BE CONSIDERED: Authorize the purchase of the Western snow plow from Country Side Services in the amount of **$10,196.15**

BUDGET IMPLICATION: Funds are available for this purchase in the CIP. There was $68,000 budgeted for a new truck and plow. After the purchase of the new truck for $38,758.47 there is $29,041.53 remaining.

Attachments: Quote from Country Side Services

Work Order

Pool Construction & Excavation

Countryside Services
6228 US - 10
Ramsey, MN 55303

Page: 1
Order#: 1-104697
Ticket date: 8/18/21

Sold to:
City of St. Francis
4058 St. Francis Blvd
St. Francis, MN 55070
763.753.2630 A/P

Ship to:

Customer #: 101531
Sls rep: JEREMY

Work Order Status ON ORDER

Quantity	Item #	Description	Price	Selling unit	Ext prc
1	85850	BLADE ASSEMBLY WIDE OUT xl	5,246.80	EACH	5,246.80
1	31700	GM K2500/3500 SILVERADO/SIERRA	605.28	EACH	605.28
1	85900	BIG BOX ASSY WIDE-OUT	4,079.92	EACH	4,079.92
1	72525	LIGHT KIT LED COMPLETE	1,032.72	EACH	1,032.72
1	72199	PLUG-IN HARNESS KIT	262.08	EACH	262.08
1	29070	MODULE 3 PORT - DRL/NON-DRL	151.84	EACH	151.84
1	35500	Enforcer multifunction control	455.52	EACH	455.52
1	81989	WO XL DEFLECTOR KIT - 10"	378.56	EACH	378.56
1	INSTALL PLOW	Install Snow Plow	650.00	EACH	650.00
1	INSTALL SNOW FLAP	Install Snow Flap	100.00	EACH	100.00
1	DISCOUNT	Municipality Discount	-2,766.57	EACH	-2,766.57

User: JEREMY **Total line items:** 11

Order subtotal:	10,196.15
Tax amount:	0.00
Order total:	10,196.15
	0.00
Order amt due:	10,196.15

Phone: 763-780-2332
24-Hour Help Line/TTY: 763-780-2330
Fax: 763-780-9696
www.AlexandraHouse.org

10065 - 3rd Street NE
Blaine, MN 55434

Alexandra House

Working to end domestic and sexual violence.

August 3, 2021

Steve Feldman
Mayor
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Dear Mayor Steve Feldman,

Every year throughout the nation, October is recognized as Domestic Violence Awareness Month (DVAM). Counties and cities all over the United States take the opportunity to honor this month through an official proclamation. In choosing to proclaim October as DVAM locally, Anoka County recognizes the gravity of the problem and the importance of the ongoing work to create a violence-free community St. Francis's proclamation will add to the chorus of voices insisting that women, men, and children all have a right to seek peace and safety in their lives.

Alexandra House is proud of its partnerships with all the communities throughout Anoka County. In this spirit, we will post all proclamations on our social media sites, tagging each respective city throughout October. The proclamations will be one component of the many initiatives we have planned for Domestic Violence Awareness Month.

As you may be aware, Alexandra House hosts its annual HopeFest event the last weekend of September, as our lead into **October**, **Domestic Violence Awareness Month**. The core principles of the event are to raise awareness about domestic and sexual violence, remember those we have lost, and honor the many survivors. HopeFest will be held in Anoka, at City Hall Plaza, on September 25th. We have several initiatives that our community can participate in throughout October, Domestic Violence Awareness Month; such as:

- **Proclamation**
  - Declare October is Domestic Violence Awareness Month and invite an Alexandra House representative to speak at a City Council meeting (in person or virtually) during September or October. *(Sample proclamation is attached)*
- **#PurpleThursday** (Thursday, October 21st)
  - Join Alexandra House in observing #PurpleThursday by wearing purple to show support and awareness of domestic violence. Take a photograph of those wearing purple and post it to your social media platforms with the hashtags #PurpleThursday and #DVAM and tag us @AlexHouseMN.
- **Ask Me Why I Wear Purple Initiative**
  - We challenge our community to join us in wearing purple and sharing with those who ask, WHY they wear purple. Alexandra House will have our 'Ask Me Why I Wear PURPLE' buttons available.
  - We also have our printable signage '**I/We Wear Purple**' available for download and printing on our website.
- **Domestic Violence Awareness Month displays**
  - Place a display table with DVAM information and resources in common, high-traffic public spaces (courthouses, city halls, lobbies, community centers, etc.)
  - Place our '**Are You Safe**' posters in your employee break rooms, informational boards, and public/private restrooms.

- **Yard Sign Campaign**
    - Place our Domestic Violence Awareness yard signs in and around courthouses, city halls, community centers, libraries, police departments, etc.)
        - Would St. Francis consider being a yard sign pickup site? If yes, please reach out to communications@alexandrahouse.org or 763-795-5471, to make arrangements.
- **Purple Lights Campaign**
    - During October, change or mask the color of your porch lights, building's exterior lights, and/or public spaces to the color purple, recognizing domestic violence awareness while creating striking imagery.
    - Put out a social media posting, press release, and/or newsletter article about WHY you are illuminating your space in purple.
- **Social Media**
    - Share Alexandra House's social media posts about Domestic Violence and Domestic Violence Awareness Month on your social media platforms. We are on Facebook, Twitter, and Instagram.

More information on these initiatives is available on our website at https://www.alexandrahouse.org/get-involved/events/domestic-violence-awareness-month/. Please contact Tina Bronson, Director of Mission Advancement, at 763-656-1363 or tbronson@alexandrahouse.org if you have any questions regarding our proclamation request.

Thank you for your consideration and support of this vital cause.

Sincerely,

Connie Moore

Connie Moore
Executive Director

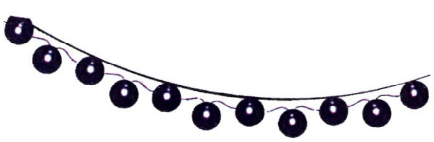
Enclosure

OCTOBER IS NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

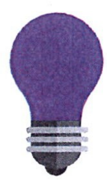
Light up our community with purple lights to raise awareness about domestic violence.

Purple lights and awareness signs available for purchase here.
Proceeds support victims/survivors at Alexandra House, Inc.

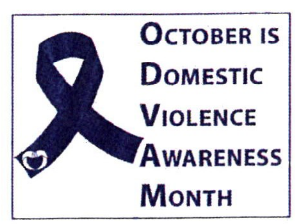
DVAM SUPPLIES



STRING LIGHTS



LIGHT BULB



YARD SIGN

Alexandra House

763-780-2330 | www.alexandrahouse.org

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

RESOLUTION 2021-43

A RESOLUTION PROCLAIMING OCTOBER AS
DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is ***National Domestic Violence Awareness Month***; and

WHEREAS, during ***National Domestic Violence Awareness Month***, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community can do to eliminate its existence.

NOW, THEREFORE, BE IT RESOLVED AND KNOWN TO ALL that the City of St. Francis proclaims October to be Domestic Violence Awareness Month on this 7th day of September 2021.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF SEPTEMBER 2021.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor of St. Francis

Jennifer Wida, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
4H

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: **Bill List to be considered by Council**

DATE: 09-02-2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $184,709.26 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - None
Direct Transfers from Previous Month – None
Credit Card Payment- None
Manual Checks- $1,000.00

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 09-07-2021 Packet List
- 09-07-2021 Manual Checks

CITY OF ST. FRANCIS

*Claim Register©

AP 09-07-2021

September 2021

Claim Type

Claim# 11709 *A. MORRELL TRUCKING INC*

Cash Payment	E 603-49490-311 Contract	RETENTION POND CLEAN UP	$850.00
Invoice 573240			
Cash Payment	E 240-41910-311 Contract	3772 BRIDGE ST	$9,631.00
Invoice 573234			

Transaction Date 9/2/2021 Due 10/2/2021 CASH 10100 **Total** $10,481.00

Claim Type

Claim# 11683 *ARTISAN BEER COMPANY*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$144.55
Invoice 3493050			

Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $144.55

Claim Type

Claim# 11623 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS	$501.34
Invoice 278938			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS	-$125.70
Invoice 078943-B			

Transaction Date 8/19/2021 Due 9/18/2021 CASH 10100 **Total** $375.64

Claim Type

Claim# 11630 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$27.60
Invoice 245944			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$576.05
Invoice 245945			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$1,257.25
Invoice 248235			
Cash Payment	E 609-49751-255 N/A Products	N/A	$71.20
Invoice 248235			

Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $1,932.10

Claim Type

Claim# 11685 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$13.77
Invoice 340796185			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$122.75
Invoice 340711817			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$36.25
Invoice 340711816			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,589.56
Invoice 340711816			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,106.76
Invoice 340796185			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$658.70
Invoice 340711816			

Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $4,527.79

Claim Type

Claim# 11686 *BUSKEY, CRYSTAL*

Cash Payment	E 609-49750-200 Office Supplies	CUSHIIONED FLOOR MATS	$141.72
Invoice .0821			

Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $141.72

September 2021

Claim Type
Claim# 11687 *C. EMERY NELSON, INC*
Cash Payment E 602-49490-229 Project Repair & Maintena OIL SEAL $304.61
Invoice 37551
Cash Payment E 602-49490-229 Project Repair & Maintena OIL $916.92
Invoice 37878
Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $1,221.53

Claim Type
Claim# 11668 *CRAWFORD EQUIPMENT*
Cash Payment E 101-45200-218 Equipment Repair & Maint MAINTENANCE $449.11
Invoice 01-53550
Cash Payment E 101-45200-218 Equipment Repair & Maint MAINTENANCE $464.74
Invoice 01-53909
Cash Payment E 101-45200-218 Equipment Repair & Maint EQUIPMENT MAINTENANCE $649.12
Invoice 01-54280
Transaction Date 8/25/2021 Due 9/24/2021 CASH 10100 **Total** $1,562.97

Claim Type
Claim# 11634 *CRYSTAL SPRINGS ICE*
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC -$29.00
Invoice 1002787
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** -$29.00

Claim Type
Claim# 11693 *DAHLHEIMER DIST. CO. INC.*
Cash Payment E 609-49751-252 Beer For Resale BEER $11,044.25
Invoice 1451513
Cash Payment E 609-49751-252 Beer For Resale BEER -$54.30
Invoice 1451517
Cash Payment E 609-49751-252 Beer For Resale BEER $10,771.15
Invoice 1445037
Cash Payment E 609-49751-255 N/A Products N/A $28.90
Invoice 1451513
Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $21,790.00

Claim Type
Claim# 11636 *DRIVER & VEHICLE SERVICES*
Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2014 DODGE CPO $105.75
Invoice
Cash Payment E 101-42210-221 Vehicle Repair & Maintena 2020 DODGE JNY $276.25
Invoice
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $382.00

Claim Type
Claim# 11711 *DUSTY S DRAIN CLEANING*
Cash Payment G 609-16500 Construction in Progress BOTTLE SHOP $8,750.00
Invoice D21-110
Transaction Date 9/2/2021 Due 10/2/2021 CASH 10100 **Total** $8,750.00

Claim Type
Claim# 11706 *EAGLE GARAGE DOOR CO.*
Cash Payment E 101-43100-401 Repairs/Maint Buildings GARAGE DOOR REPAIR $247.52
Invoice 7215
Cash Payment E 101-45200-401 Repairs/Maint Buildings GARAGE DOOR REPAIR $247.52
Invoice 7215

September 2021

Cash Payment E 101-42110-401 Repairs/Maint Buildings GARAGE DOOR REPAIR $247.52
Invoice 7215
Cash Payment E 601-49440-401 Repairs/Maint Buildings GARAGE DOOR REPAIR $247.52
Invoice 7215
Cash Payment E 602-49490-401 Repairs/Maint Buildings GARAGE DOOR REPAIR $247.52
Invoice 7215
Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $1,237.60

Claim Type
Claim# 11638 *ECM PUBLISHERS, INC.*
Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2021-40 $89.88
Invoice 849792
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $89.88

Claim Type
Claim# 11688 *ELITE SANITATION*
Cash Payment E 101-45200-402 Janitorial Service RENTAL $972.50
Invoice 28041
Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $972.50

Claim Type
Claim# 11626 *EMERGENCY MEDICAL PRODUCT*
Cash Payment E 101-42210-217 Other Operating Supplies EQUIPMENT $159.98
Invoice 2273223
Transaction Date 8/19/2021 Due 9/18/2021 CASH 10100 **Total** $159.98

Claim Type
Claim# 11677 *ESS BROTHERS & SONS INC.*
Cash Payment E 603-49490-414 Storm Sewers SEWER GRATES $5,171.10
Invoice BB6732
Transaction Date 8/30/2021 Due 9/29/2021 CASH 10100 **Total** $5,171.10

Claim Type
Claim# 11678 *FELDMAN, STEVEN*
Cash Payment E 101-41400-441 Miscellaneous WALL BRACKET REIMBURSEMENT $26.23
Invoice .0821
Transaction Date 8/30/2021 Due 9/29/2021 CASH 10100 **Total** $26.23

Claim Type
Claim# 11671 *FERGUS POWER PUMP, INC*
Cash Payment E 602-49490-229 Project Repair & Maintena BELT PRESS DIGESTER CLEANING $7,012.50
Invoice 46065
Cash Payment E 602-49490-311 Contract CONTRACT $58,624.61
Invoice 46047
Cash Payment E 602-49490-311 Contract BELT PRESS DIGESTER CLEANING $7,012.50
Invoice 46065
Transaction Date 8/25/2021 Due 9/24/2021 CASH 10100 **Total** $72,649.61

Claim Type
Claim# 11639 *FIRE SAFETY USA, INC.*
Cash Payment E 101-42210-221 Vehicle Repair & Maintena TANKER 1 MAINTENANCE $865.00
Invoice 150507
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $865.00

Claim Type
Claim# 11689 *GRANITE CITY JOBBING CO.*

Cash Payment E 609-49750-210 Operating Supplies OPERATING SUPPLIES $46.40
Invoice 245991
Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $6.85
Invoice 245991
Cash Payment E 609-49751-206 Freight and Fuel Charges FREIGHT $4.25
Invoice 245991
Cash Payment E 609-49751-256 Tobacco Products For Res TOBACCO $2,515.48
Invoice 245991
Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $2,572.98

Claim Type

Claim# 11640 *HAKANSON ANDERSON ASSOC., I*
Cash Payment G 803-22043 Esc-Laketown (Rivers Edge) RIVERS EDGE 5TH EDITION $1,175.50
Invoice 46525
Cash Payment G 803-22180 Carpenter-Minor Subdivision CARPENTERS LANDING $687.95
Invoice 46526
Cash Payment E 101-42400-303 Engineering Fees BUILDING PERMIT REVIEWS $996.00
Invoice 46531
Cash Payment E 405-43100-806 2021 Street Improvements 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVMENTS $4,980.40
Invoice 46527
Cash Payment E 405-43100-806 2021 Street Improvements 20210 STREET REHAB $1,020.50
Invoice 46528
Cash Payment E 101-43100-303 Engineering Fees GENERAL ENGINEERING $412.00
Invoice 46529
Cash Payment E 101-41910-303 Engineering Fees ROUTINE SERVICES $133.28
Invoice 46530
Cash Payment E 101-43100-303 Engineering Fees ROUTINE SERVICES $133.28
Invoice 46530
Cash Payment E 101-45200-303 Engineering Fees ROUTINE SERVICES $133.36
Invoice 46530
Cash Payment E 601-49440-303 Engineering Fees ROUTINE SERVICES $133.36
Invoice 46530
Cash Payment E 602-49490-303 Engineering Fees ROUTINE SERVICES $133.36
Invoice 46530
Cash Payment E 603-49490-303 Engineering Fees ROUTINE SERVICES $133.36
Invoice 46530
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $10,072.35

Claim Type

Claim# 11649 *INNOVATIVE OFFICE SOLUTIONS,*
Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES $164.29
Invoice IN3447983
Cash Payment E 101-41400-200 Office Supplies OFFICE SUPPLIES $67.68
Invoice IN3447914
Cash Payment E 101-43210-200 Office Supplies OFFICE SUPPLIES $30.61
Invoice IN3452927
Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $262.58

Claim Type

Claim# 11672 *ISD #15*
Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2020 DODGE DURANGO $61.37
Invoice 7933
Cash Payment E 101-42110-221 Vehicle Repair & Maintena 2019 DODGE CHARGER $48.62
Invoice 7928

CITY OF ST. FRANCIS

*Claim Register©

AP 09-07-2021

September 2021

Transaction Date	8/25/2021	Due 9/24/2021	CASH	10100	**Total**	$109.99

Claim Type

Claim# 11690 *JOHNSON BROS WHLSE LIQUOR*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$30.77
Invoice 1875266			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$4.19
Invoice 1870547			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$28.26
Invoice 1870546			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$1.57
Invoice 1875267			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$2,073.32
Invoice 1870546			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$100.00
Invoice 1870547			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$42.00
Invoice 1875267			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,702.48
Invoice 1875266			

Transaction Date	9/1/2021	Due 10/1/2021	CASH	10100	**Total**	$3,982.59

Claim Type

Claim# 11679 *LAW ENFORCEMENT LABOR SVC*

Cash Payment	G 101-21707 Union Dues	UNION DUES	$508.00
Invoice .0921			
Cash Payment	G 101-21707 Union Dues	SERGEANT UNION DUES	$63.50
Invoice .092021			

Transaction Date	8/30/2021	Due 9/29/2021	CASH	10100	**Total**	$571.50

Claim Type

Claim# 11673 *MACQUEEN EMERGENCY*

Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS	$261.74
Invoice P00848			
Cash Payment	E 101-42210-437 Uniform Allowance	UNIFORMS	$193.34
Invoice P00890			

Transaction Date	8/25/2021	Due 9/24/2021	CASH	10100	**Total**	$455.08

Claim Type

Claim# 11694 *MCDONALD DIST CO.*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$5,783.00
Invoice 595302			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$131.50
Invoice 595399			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$65.60
Invoice 4870001			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$617.36
Invoice 592291-			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	$7,930.90
Invoice 594268			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$120.95
Invoice 594278			
Cash Payment	E 609-49751-255 N/A Products	N/A	$47.15
Invoice 595302			

Cash Payment E 609-49751-255 N/A Products N/A $124.80
Invoice 594268

Transaction Date 9/1/2021 Due 10/1/2021 CASH 10100 **Total** $14,185.16

Claim Type

Claim# 11655 *METRO SALES, INC.*

Cash Payment	E 101-41400-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 101-42400-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 101-42110-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 101-43100-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 101-45200-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 601-49440-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 602-49490-200 Office Supplies	COPIES	$1.43
Invoice INV1868924			
Cash Payment	E 609-49750-200 Office Supplies	COPIES	$1.46
Invoice INV1868924			
Cash Payment	E 101-41400-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 101-42400-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 101-42110-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 101-43100-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 101-45200-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 601-49440-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 602-49490-200 Office Supplies	COPIES	$112.12
Invoice INV1877577			
Cash Payment	E 609-49750-200 Office Supplies	COPIES	$112.10
Invoice INV1877577			

Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $908.41

Claim Type

Claim# 11681 *MN MUNICIPAL BEVERAGE ASSN.*

Cash Payment E 609-49750-433 Dues and Subscriptions ANNUAL DUES $1,700.00
Invoice

Transaction Date 8/30/2021 Due 9/29/2021 CASH 10100 **Total** $1,700.00

Claim Type

Claim# 11667 *MN NCPERS LIFE INSURANCE*

Cash Payment G 101-21713 MN Life INSURANCE $96.00
Invoice 733400092021

Transaction Date 8/24/2021 Due 9/23/2021 CASH 10100 **Total** $96.00

Claim Type

Claim# 11656 *NORTH METRO TREE SERVICE IN*

Cash Payment	E 101-43100-311 Contract		TREE REMOVAL			$1,437.50
Invoice .0821						
Cash Payment	E 101-45200-311 Contract		TREE REMOVAL			$1,437.50
Invoice .0821						
Transaction Date	8/24/2021	Due 9/23/2021	CASH	10100	**Total**	$2,875.00

Claim Type

Claim# 11628 *PACE ANALYTICAL SERVICES*

Cash Payment	E 602-49490-313 Sample Testing		TESTING			$152.50
Invoice 21100344726						
Cash Payment	E 602-49490-313 Sample Testing		TESTING			$338.50
Invoice 21100344410						
Cash Payment	E 602-49490-313 Sample Testing		TESTING			$182.50
Invoice 21100345442						
Cash Payment	E 602-49490-313 Sample Testing		TESTING			$182.50
Invoice 21100345844						
Transaction Date	8/19/2021	Due 9/18/2021	CASH	10100	**Total**	$856.00

Claim Type

Claim# 11659 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$20.00
Invoice 6242236-						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$10.99
Invoice 6257263						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$6.28
Invoice 6260984						
Cash Payment	E 609-49751-206 Freight and Fuel Charges		FREIGHT			$26.69
Invoice 6260983						
Cash Payment	E 609-49751-253 Wine For Resale		WINE			$172.00
Invoice 6260984						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$1,251.00
Invoice 6257263						
Cash Payment	E 609-49751-251 Liquor For Resale		LIQUOR			$2,230.19
Invoice 6260983						
Transaction Date	8/24/2021	Due 9/23/2021	CASH	10100	**Total**	$3,717.15

Claim Type

Claim# 11629 *PONDS GOLF COURSE, THE*

Cash Payment	E 609-49750-340 Advertising		ADVERTISING			$100.00
Invoice .082021						
Transaction Date	8/19/2021	Due 9/18/2021	CASH	10100	**Total**	$100.00

Claim Type

Claim# 11674 *ROYAL SUPPLY*

Cash Payment	E 101-41940-210 Operating Supplies		SUPPLIES			$184.20
Invoice 2303						
Cash Payment	E 101-42110-217 Other Operating Supplies		SUPPLIES			$92.10
Invoice 2303						
Cash Payment	E 101-43100-217 Other Operating Supplies		SUPPLIES			$46.05
Invoice 2303						
Cash Payment	E 101-45200-217 Other Operating Supplies		SUPPLIES			$46.05
Invoice 2303						
Cash Payment	E 601-49440-217 Other Operating Supplies		SUPPLIES			$46.05
Invoice 2303						

Cash Payment	E 602-49490-217 Other Operating Supplies	SUPPLIES			$46.05
Invoice 2303					
Transaction Date	8/25/2021	Due 9/24/2021 CASH	10100	**Total**	$460.50

Claim Type

Claim# 11701 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$23.04
Invoice 2118947					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$15.36
Invoice 2118948					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$2.56
Invoice 2116874					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$25.60
Invoice 2116873					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$544.00
Invoice 2118948					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$140.00
Invoice 2116874					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$2,046.12
Invoice 2116873					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$1,946.79
Invoice 2118947					
Transaction Date	9/1/2021	Due 10/1/2021 CASH	10100	**Total**	$4,743.47

Claim Type

Claim# 11675 *ST. FRANCIS AREA SCHOOLS*

Cash Payment	E 101-41400-441 Miscellaneous	FALL NEWSLETTER			$144.00
Invoice 107282					
Transaction Date	8/26/2021	Due 9/25/2021 CASH	10100	**Total**	$144.00

Claim Type

Claim# 11662 *STATPACKS, INC*

Cash Payment	E 101-42210-237 Small Equipment	SUPPLIES			$1,410.38
Invoice 29034					
Transaction Date	8/24/2021	Due 9/23/2021 CASH	10100	**Total**	$1,410.38

Claim Type

Claim# 11712 *STREICHER S*

Cash Payment	E 208-42110-210 Operating Supplies	CHEST PROTECTOR			$98.00
Invoice I1521416					
Transaction Date	9/2/2021	Due 10/2/2021 CASH	10100	**Total**	$98.00

Claim Type

Claim# 11664 *TOM LYNCH ELECTRIC*

Cash Payment	E 101-41940-401 Repairs/Maint Buildings	LIGHTING MAINTENANCE-CITY HALL	$375.00
Invoice .08-2			
Cash Payment	E 101-42110-401 Repairs/Maint Buildings	REPLACE LIGHTS	$90.00
Invoice .08-3			
Cash Payment	E 602-49490-311 Contract	WASTE WATER	$675.00
Invoice .08-4			
Cash Payment	E 101-43100-311 Contract	REWIRE & INSTALL STREET LIGHT	$1,375.00
Invoice .08-1			
Cash Payment	E 101-43100-401 Repairs/Maint Buildings	REPLACE LIGHTS	$90.00
Invoice .08-3			

Cash Payment	E 101-45200-401 Repairs/Maint Buildings		REPLACE LIGHTS			$90.00
Invoice .08-3						
Cash Payment	E 601-49440-401 Repairs/Maint Buildings		REPLACE LIGHTS			$90.00
Invoice .08-3						
Cash Payment	E 602-49490-401 Repairs/Maint Buildings		REPLACE LIGHTS			$90.00
Invoice .08-3						
Transaction Date	8/24/2021	Due 9/23/2021	CASH	10100	**Total**	$2,875.00

Claim Type

Claim#	11707 *ZIEGLER, INC.*					
Cash Payment	E 101-43100-218 Equipment Repair & Maint		PARTS			$60.92
Invoice IN000223906						
Transaction Date	9/1/2021	Due 10/1/2021	CASH	10100	**Total**	$60.92

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$184,709.26
Total	$184,709.26

CITY OF ST. FRANCIS

*Claim Register©

P-MAN 08-21

August 2021

Claim Type

Claim# 11682	*EXECUTIVE TITLE*		Ck# 079459 8/31/2021			
Cash Payment	E 101-45200-441 Miscellaneous		EARNEST MONEY 22708 RUM RIVER BLVD			$1,000.00
Invoice .0821						
Transaction Date	8/31/2021	Due 9/30/2021	CASH	10100	**Total**	$1,000.00

Pre-Written Checks	$1,000.00
Checks to be Generated by the Compute	$0.00
Total	$1,000.00

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	September 1, 2021
SUBJECT:	Rita Meadows 2nd; Preliminary and Final Plat
APPLICANT:	Steve Orttel
LOCATION:	Rita Meadows (PIN 32-34-24-44-0024)
MEETING DATE:	September 7, 2021
COMP PLAN:	Medium Density Residential
ZONING:	R-2 Medium Density Detached and Attached Residential

OVERVIEW

Steve Orttel has submitted an application for a preliminary and final plat to subdivide the property located between Poppy St and Lake George Blvd south of Bridge St (PIN 32-34-24-44-0024). This 6.7-acre site is located on the border of St. Francis and Oak Grove and was originally platted as part of the Rita Meadows subdivision in 2007. The property is vacant, with a large wetland on the east side.

The applicant is proposing to split the westernmost portion of the property into one buildable lot along Poppy St, leaving the remaining land undeveloped in an outlot. The proposed lot meets all requirements found within the City's zoning and subdivision codes and is consistent with the City's Comprehensive Plan.

The City Council is requested to review both the preliminary and final plats concurrently.

PLANNING COMMISSION

The Planning Commission reviewed the request at their August 18th meeting. Aside from the applicant, one member of the public attended the public hearing. The member of the public owns land adjacent the subject property and inquired about potential impacts and future subdivision processes. There was no opposition expressed.

Following the public hearing and discussion, the Planning Commission unanimously recommended approval of the request. Given Planning Commission and Staff recommendation for approval of the request, a draft resolution has been prepared for your consideration.

SUGGESTED MOTIONS

1. Move to approve Resolution 2021-44 approving the preliminary and final plats of the Rita Meadows 2nd Addition subdivision with conditions and findings of fact as presented by Staff.

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

ATTACHMENTS

- Draft Resolution – Preliminary and Final Plats
- August 18, 2021 Planning Packet

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

RESOLUTION 2021-44

A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR BLOCK 1 LOT 2 RITA MEADOWS TO SUBDIVIDE THE PROPERTY INTO ONE BUILDABLE LOT AND AN OUTLOT

WHEREAS, the applicant, Steve Orttel, has requested a preliminary and final plat to subdivide the 6.7-acre property into one buildable lot and one outlot; and

WHEREAS, the property is legally described as Lot 2, Block 1 Rita Meadows, Anoka County, Minnesota; and

WHEREAS, the proposed lot meets all Zoning and Subdivision Code requirements; and

WHEREAS, on August 18, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 18, 2021, the Planning Commission unanimously recommended approval of the requested preliminary plat subject to conditions; and

WHEREAS, the final plat is in substantial conformance with the preliminary plat; and

WHEREAS, the City Council of the City of St. Francis, on September 7, 2021, considered the requested subdivision and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested preliminary and final plats to subdivide the property identified as Block 1 Lot 2 Rita Meadows into one buildable lot and one outlot based on the following findings of fact:

1. The proposed subdivision is consistent with the City's Comprehensive Plan.
2. The proposed subdivision is consistent with the City's Zoning and Subdivision Ordinances.

BE IT FURTHER RESOLVED that approval of the subdivision of Block 1 Lot 2 Rita Meadows shall be subject to the following conditions:

1. Applicant shall revise the preliminary plat to include the following:
    a. Date of application, name, address, phone numbers and applicable license or registration number of the owner, developer, agent, applicant, engineer, surveyor, planner, attorney or other principal involved in the development of the plat.
    b. Provide proof of ownership or legal interest in the property.
    c. For properties abutting the subject site, label zoning designations and property owner names. Show general outlines of existing buildings, wetlands, wooded areas, roads, driveways, property boundaries on the subject site and within 300'.
    d. Existing topography (2' contours) within the parcel and within 100 feet outside the boundaries of the subject parcel.
    e. Provide area of existing wetland.

2. Applicant shall provide proof of ownership or legal interest in the property.

3. The overall density for the entire 6.7-acre site is 3-7 units per net acre. When development of the outlot is proposed, the Commission and Council should review the proposed density in accordance with the density allowed for Parcel A to ensure that the overall net density within this development meets the standards of the Comprehensive Plan's Medium Density Residential land use category.

4. The applicant shall comply with all comments in Anoka County's comment letter dated August 18, 2021 and included as Exhibit A.

5. Park dedication requirements shall be resolved in accordance with City standards.

6. Reference monuments shall be placed in the subdivision as required by state law.

7. The applicant is responsible for all fees related to the review of this application.

8. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.

9. The applicant shall record the subdivision documents with the County Recorder in accordance with Section 11-36-05 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of September, 2021.

____
Steven D. Feldman, Mayor

____
Attest: Jennifer Wida, City Clerk

____
Dated

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

Anoka County
TRANSPORTATION DIVISION
Highway

Beth Richmond
City of St. Francis
23340 Cree St. NW
St. Francis, MN 55070

August 18, 2021

RE: Preliminary Plat – Rita Meadows

Dear Beth,

We have reviewed the Preliminary Plat for Rita Meadows, to be located west of CSAH 9 (Lake George Boulevard NW) and south of CSAH 24 (Bridge Street NW) within the City of St. Francis, and I offer the following comments:

The existing right of way along CSAH 9 is 60 feet west of centerline which should be adequate for future reconstruction purposes. As proposed, the plat will not introduce any new residential access points onto CSAH 9, and all lots will gain access via the local roadway system. No access points onto CSAH 9 will be permitted, and the right of access along CSAH 9 should be dedicated to Anoka County. Any existing driveways and field entrances along CSAH 9 are to be removed and the ditch section restored to match existing depth, slope, and grades. Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 9.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 9 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located directly adjacent to CSAH 9 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ www.anokacounty.us/highway

If there will be any grading within or affecting the county right of way, the ACHD Engineering Plan Review process will apply to this site. Calculations must be submitted along with a grading and erosion control plan that delineates the drainage areas for this development. The post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year critical design storm. Contact Michelle Pritchard, Engineer II, via phone at 763.324.3162 or via email at Michelle.Pritchard@co.anoka.mn.us for further information and to coordinate the ACHD Engineering Plan Review Process. Please submit the drainage calculations, grading and erosion control plans, ACHD Design Requirements Checklist for County Highway Modifications (copy available via our website), and the applicable engineering plan review fee (estimated at $150.00 if applicable) to Ms. Pritchard for her review and approval.

If any work will be performed in the County Right of Way, a Permit for Work within the County Right of Way ($150.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier of the ACHD Permit Office at 763.324.3142 or via email at Susan.Burgmeier@co.anoka.mn.us for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,

Logan Keehr
Traffic Engineering Technician

xc: CSAH 9/Plats+Developments/2021
Jerry Auge, Assistant County Engineer
Jane Rose, Traffic Engineering Manager
David Zieglmeier, County Surveyor
Sean Thiel, Graduate Engineer
Sue Burgmeier, Traffic Engineering Technician

Hoisington Koegler Group Inc.
Creating Places that Enrich People's Lives

PLANNING REPORT

TO:	City of St. Francis Planning Commission
FROM:	Beth Richmond, Consulting Planner
DATE:	August 11, 2021
SUBJECT:	Preliminary Plat
APPLICANT:	Steve Orttel
LOCATION:	Rita Meadows (PIN 32-34-24-44-0024)
MEETING DATE:	August 18, 2021
COMP PLAN:	Medium Density Residential
ZONING:	R-2 Medium Density Detached and Attached Residential

OVERVIEW

Steve Orttel has submitted an application for a preliminary and final plat for his property located between Poppy St and Lake George Blvd south of Bridge St (PIN 32-34-24-44-0024). This site is located on the border of St. Francis and Oak Grove. The roughly 6.7-acre site was originally platted as part of the Rita Meadows subdivision in 2007. The site is currently vacant, with a large wetland on the east side.

The applicant is proposing to split off the westernmost portion of the site and construct a four-unit dwelling on the new parcel, leaving the remaining land undeveloped in an outlot.

REVIEW PROCEDURE

The proposed subdivision would split the property into two. However, the eastern portion of the site does not have direct access to an improved public street. All lots in the City must have public access. Therefore, the City would require that this split be platted, with the eastern portion of the site included in an outlot to remain undevelopable until such time as direct public access is provided to the site.

Hoisington Koegler Group Inc.
123 North Third Street, Suite 100
Minneapolis, Minnesota 55401
(612) 338-0800 Fax (612) 338-6838 www.hkgi.com

A public hearing and review by the Planning Commission is required for preliminary plats. The applicant has indicated that they would like the preliminary and final plats reviewed concurrently. This will be done at the City Council level once the Planning Commission has reviewed the preliminary plat and provided a recommendation.

120-Day Subdivision Review Process

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests within 120 days. The 120-day timeline for the requested subdivision expires on October 14, 2021. An extension of the review period can occur if agreed to by the applicant.

SUBDIVISION REVIEW

Comprehensive Plan

The site is currently guided for Medium Density Residential use (3-7 units per net acre). This category is intended for lower density attached housing and more moderate density single-family detached housing. There are roughly 2.81 acres of buildable land on the entire site. The applicant is proposing a four-unit dwelling on Parcel A for a density of 7.8 units per acre, which is slightly over the allowable density for the site.

However, 12 additional units are shown on the outlot as part of a future build-out plan. Including the outlot and the proposed future units lowers the site density to roughly 5.8, which meets the requirements for the Medium Density Residential land use guidance. While the outlot will remain vacant for future development at this time, it is expected that when development occurs on that site, that the entire site as a whole will meet density requirements.

Zoning

The site is zoned R-2 Medium Density Detached and Attached Residential. Four-unit dwellings are a permitted use in this district. The proposed parcel meets the dimensional standards for a lot in the R-2 district.

Dwelling, two- to four-unit	**Required R-2**	**Proposed Parcel A**
Lot Area	5,000 per unit	22,236 SF
Lot Width	80 ft.	102.5 ft.

Access

Parcel A has direct access to Poppy St on the west.

The outlot has frontage on Lake George Blvd to the east as well as access to a 33-foot wide undeveloped right-of-way (229th Lane NW) along the northern property border. Because Lake George Blvd is a County road, this application was submitted to Anoka County for review. No comments have been received at this time. The undeveloped right-of-way was platted as part of the Rita Meadows subdivision. No additional right-of-way is requested from this property as part of the proposed subdivision.

With the location of the wetland on the site, it is unlikely that there would be enough buildable area to place a structure on the east side of the site, accessing Lake George Blvd. Therefore, access for the outlot would more likely come from the 229th Lane right-of-way to the north. The build-out plan provided shows the outlot accessing Poppy St through the existing 229th Lane right-of-way. This is logical as the large wetland on site makes constructing a roadway from 229th Lane to Lake George Blvd costly. The outlot will remain undevelopable until such time as direct access is provided to the site and the area is platted.

Utilities/Easements

The site will be served by public utilities.

The perimeter drainage and utility and wetland easements for this property were provided when the property was platted as Rita Meadows in 2007. The applicant is proposing an additional drainage and utility easement along the property line splitting Parcel A and the outlot as part of this subdivision. This easement meets Code requirements.

Build-out Plan

The applicant has provided a future build-out plan for the portion of the site within the outlot. This plan shows 3 additional four-unit dwellings with a future roadway access from 229th Lane west to Poppy St. along the north side of the property.

RECOMMENDATION

Staff has reviewed the request and recommends approval of the proposed preliminary plat.

Suggested Motion

1. Move to recommend approval of the preliminary plat splitting the property located at Block 1 Lot 2 of the Rita Meadows subdivision into two parcels with conditions and findings of fact as presented by Staff.

Proposed Conditions of Approval

1. Applicant shall submit preliminary and final plats for City Staff review before this request will be reviewed by the City Council.
2. The overall density for the entire 6.7-acre site is 3-7 units per net acre. When development of the outlot is proposed, the Commission and Council should review the proposed density in accordance with the density allowed for Parcel A to ensure that the overall net density within this development meets the standards of the Comprehensive Plan's Medium Density Residential land use category.
3. The applicant shall comply with all comments from Anoka County regarding access.

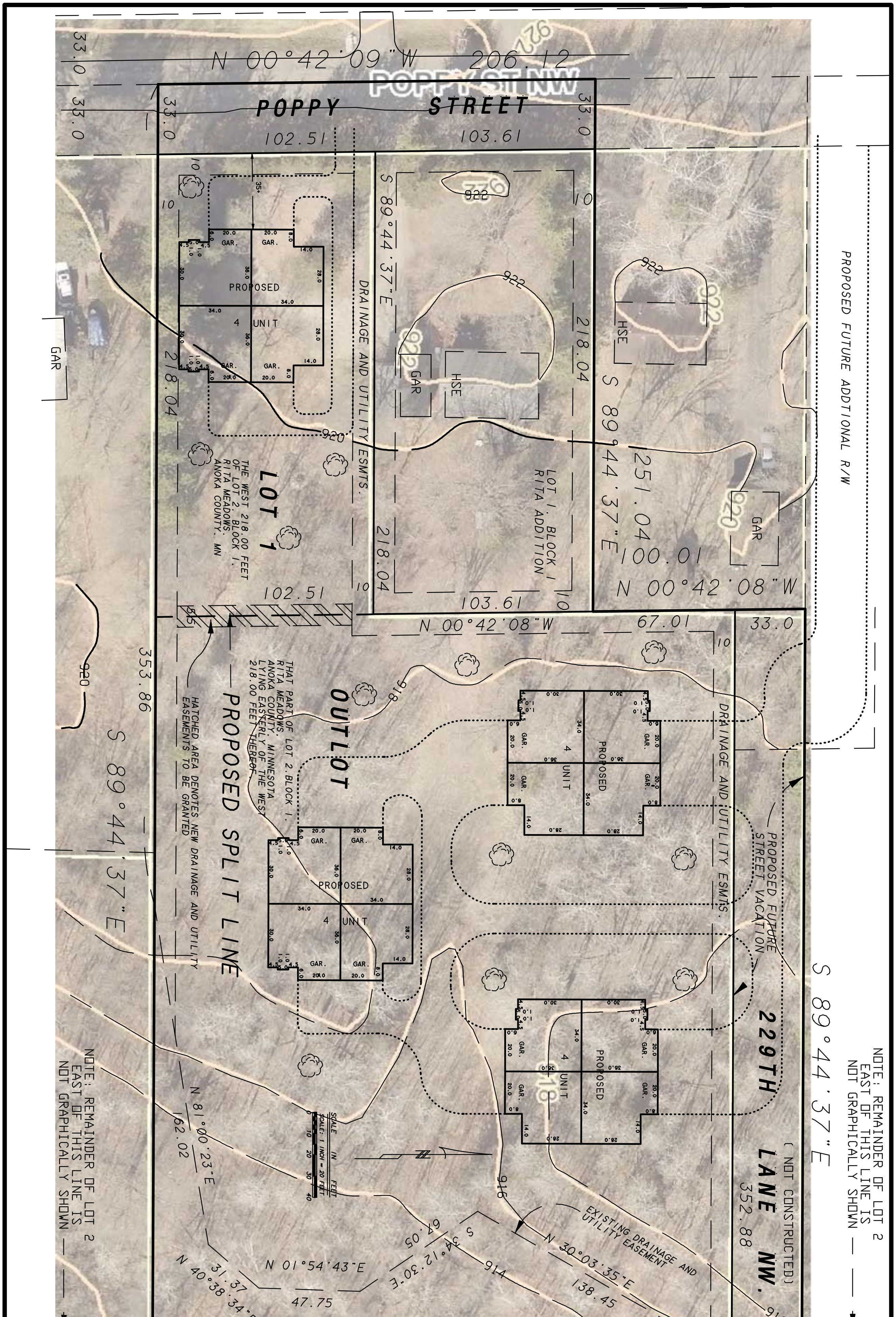
4. Park dedication requirements shall be resolved in accordance with City standards.
5. Reference monuments shall be placed in the subdivision as required by state law.
6. The applicant is responsible for all fees related to the review of this application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.
8. Other conditions identified by Staff, the Planning Commission, or the City Council during the review process.

Proposed Findings of Fact

1. The proposed subdivision is consistent with the City's Comprehensive Plan.
2. The proposed subdivision is consistent with the City's Zoning and Subdivision Ordinances.

ATTACHMENTS

- Applicant Submittals



KURTH SURVEYING, INC.
4002 JEFFERSON ST. N.E.
COLUMBIA HEIGHTS, MN 55421
PHONE: (763) 788-9769 FAX: (763) 788-7602
E-MAIL: KURTHSURVEY@AOL.COM

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Randy L. Kurth, RLS. No. 20270
Russell J. Kurth, RLS. No. 16113

CLIENT: STEVE ORTTEL

PROJECT: RITA MEADOWS

SHEET DESCRIPTION: PRELIMINARY PLAT (GHOST)

DATE: JUNE 10, 2021
REV 1 6/16/21 SITE 4 UNIT
7/06/21 ADJ LAYOUT

SHEET 1 OF SHEETS

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	September 1, 2021
SUBJECT:	Final Plat Recording Extension
APPLICANT:	Marc Schulte
LOCATION:	Turtle Ponds subdivision (PINs: 33-34-24-43-0046; 33-34-24-44-0005)
MEETING DATE:	September 7, 2021

OVERVIEW

Staff has received a request from Marc Schulte to extend the deadlines for the Turtle Ponds 4th and 5th Addition final plats for an additional 6 months to March 7, 2022. At the time of approval, the deadlines to record these plats were April 1, 2020 and November 4, 2020, respectively. Neither final plat has been recorded, and the deadlines have now expired.

Staff recognizes the difficulties faced by developers during 2020 and 2021 to meet these types of deadlines. The global pandemic, civil unrest, and natural disasters have interrupted supply chains, increased costs, and extended construction timelines for virtually all types of development across the country.

The applicant has notified Staff that he has secured financing and is looking to begin construction in Fall 2021. Mr. Schulte is requesting the extension so that the final plats may be recorded and building permits secured.

This extension request follows the process dictated by the recently-adopted Subdivision Code (Section 11-36-05), which now allows the applicant one year following Council approval to submit final mylars addressing any conditions of approval to the City. Within 60 days of signing the mylar plats and the development agreement, the final plat must be recorded with the County. An applicant may request an extension in writing for a project from the City Council.

RECOMMENDATION

Staff finds the deadline extension request to be reasonable and has prepared a draft resolution for your consideration.

Recommended Motion:

Move to approve Resolutions 2021-45 and 2021-46 extending the final plat deadline for Turtle Ponds 4th and 5th Additions to March 7, 2022.

ATTACHMENTS

- Draft Resolution
- Applicant's Extension Request
- 4th Addition Final Plat Resolution 2020-13
- 5th Addition Final Plat Resolution 2020-37

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

RESOLUTION NO. 2021-45

A RESOLUTION EXTENDING THE DEADLINE FOR THE FINAL PLAT OF TURTLE PONDS 4TH ADDITION

WHEREAS, on March 2, 2020, the City of St. Francis passed Resolution No. 2020-13, approving the final plat for the 4th Addition of Turtle Ponds ("Final Plat Resolution"); and

WHEREAS, Condition 8 of the Final Plat Resolution requires the applicant to record the final plat with the County Recorded within 30 days after plat approval; and

WHEREAS, the Final Plat Resolution has not yet been recorded with the County; and

WHEREAS, City Code Section 11-36-05 allows applicants to request a timeline extension from the City Council; and

WHEREAS, the developer has been working to meet all of the conditions in the Final Plat Resolution but has not yet done so; and

WHEREAS, developer submitted a written extension request on August 26, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. Condition 8 of the Final Plat Resolution shall be amended as follows:

    8. The approval granted by this Resolution shall expire on March 7, 2022, unless all conditions of this Resolution have been met and the plat has been filed with the Anoka County Recorder. The applicant shall provide proof of County recording to the City. In the event this Resolution expires, all approvals granted herein shall terminate and it will be necessary for the Developer to file a new application.

2. All other terms of the Final Plat Resolution No. 2020-13 shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 17th day of October, 2019.

____
Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk

Dated

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

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

RESOLUTION NO. 2021-46

A RESOLUTION EXTENDING THE DEADLINE FOR THE FINAL PLAT OF TURTLE PONDS 5TH ADDITION

WHEREAS, on March 2, 2020, the City of St. Francis passed Resolution No. 2020-14, approving the final plat for the 5th Addition of Turtle Ponds; and

WHEREAS, on October 5, 2021, the City of St. Francis passed Resolution No. 2020-37, amending the final plat for the 5th Addition of Turtle Ponds ("Final Plat Resolution"); and

WHEREAS, Condition 8 of the Final Plat Resolution requires the applicant to record the final plat with the County Recorded within 30 days after plat approval; and

WHEREAS, the Final Plat Resolution has not yet been recorded with the County; and

WHEREAS, City Code Section 11-36-05 allows applicants to request a timeline extension from the City Council; and

WHEREAS, the developer has been working to meet all of the conditions in the Final Plat Resolution but has not yet done so; and

WHEREAS, developer submitted a written extension request on August 26, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, that:

1. Condition 8 of the Final Plat Resolution shall be amended as follows:

   8. The approval granted by this Resolution shall expire on March 7, 2022, unless all conditions of this Resolution have been met and the plat has been filed with the Anoka County Recorder. The applicant shall provide proof of County recording to the City. In the event this Resolution expires, all approvals granted herein shall terminate and it will be necessary for the Developer to file a new application.

2. All other terms of the Final Plat Resolution No. 2020-37 shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of the City of St. Francis, Minnesota this 7th day of September, 2021.

Steven D. Feldman, Mayor

Attest: Jenni Wida, City Clerk

Dated

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

Marc Schulte
Mobile: (952) 687-9590
Marcschulte911@gmail.com

8/26/2021

Beth Richmond
City of St. Francis
23340 Cree St. NW
St. Francis, MN, 55070

Subject: Plat extension Request

Dear Beth,

I would like to request an extension on the Plat that was created for the Turtle Ponds 4th and 5th additions. The last year has created some unforeseen challenges limiting our ability to complete these additions in the originally planned time frame. We have financing secured and are in a position to get these developments going here in 2021.

Sincerely,

Marc Schulte

Marc Schulte

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

RESOLUTION 2020-13

A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 4th ADDITION OF THE TURTLE RUN SUBDIVISION IN THE TURTLE RUN PLANNED UNIT DEVELOPMENT

WHEREAS, the applicant, Marc Schulte, on behalf of Dave Schulte, has requested final plat approval for property legally described as Outlot D of the Turtle Ponds subdivision; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 7, 2019; and

WHEREAS, the final plat and final plans are in conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the St. Francis 2040 Comprehensive Plan was adopted on March 2, 2020 by the City Council of the City of St. Francis; and

WHEREAS, the final plat and final plans are in conformance with the 2040 Comprehensive Plan; and

WHEREAS, the City Council of the City of St. Francis on March 2, 2020, considered the final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat, final PUD plan, and associated documents for the 4th Addition of the Turtle Ponds subdivision in the Turtle Run Planned Unit Development based on the following findings of fact:

1. The final plat and plans for the 4th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat.
2. A developer’s agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards.
3. The approving of the developers agreement is subject to the approval of the City attorney as to form;
4. The developer will be providing letters of credit to ensure the completion of street and utility improvements.

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 4th Addition of Turtle Ponds shall be subject to the following conditions:

1. All technical changes or modifications required by the City Engineer in the memo dated February 17, 2020 shall be addressed to the satisfaction of the City Engineer prior to recording of the final plat.
2. Applicant shall adhere to the requirements listed in the Anoka County Highway Department letter dated January 31, 2020.
3. The applicant shall provide legal proof of ownership of the property.
4. Applicant shall provide all necessary Homeowner Association documentation establishing an association to maintain the common elements of the plat.
5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
6. The applicant shall be responsible for all costs associated with the final plat application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.
9. Proof of preliminary plat submittal to the Anoka County Highway Department shall be filed with the County Recorder of Deeds along with the final plat. City Staff shall provide proof of submittal to the applicant.

Approved and adopted by the City Council of the City of St. Francis on the 2nd day of March, 2020.

____
Steven D. Feldman, Mayor

____
Attest: Barbara I. Held, City Clerk

____
Dated

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

RESOLUTION 2020-37

A RESOLUTION RESCINDING RESOLUTION 2020-14 AND APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 5th ADDITION OF THE TURTLE RUN SUBDIVISION IN THE TURTLE RUN PLANNED UNIT DEVELOPMENT

WHEREAS, the applicant, Marc Schulte, on behalf of Dave Schulte, has requested final plat approval for property legally described as Outlot B of Turtle Ponds 3rd Addition; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 7, 2019; and

WHEREAS, the final plat and final plans are in substantial conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on March 2, 2020, considered the final plat and final plan documentation; and

WHEREAS, Resolution 2020-14 was never filed with the County; and

WHEREAS, the applicant has requested to revise the final plat to include only one single-family lot and has provided updated plans; and

WHEREAS, the City Council of the City of St. Francis on October 5, 2020, considered the revised final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby rescinds Resolution 2020-14 and approves the final plat, final PUD plan, and associated documents for the 5th Addition of the Turtle Ponds subdivision in the Turtle Run Planned Unit Development based on the following findings of fact:

1. The final plat and plans for the 5th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat;
2. The final plat and plans for the 5th Addition comply with both the St. Francis 2040 Comprehensive Plan and the City Code;
3. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards;

4. The approving of the developers agreement is subject to the approval of the City attorney as to form;

5. The developer will be providing letters of credit to ensure the completion of utility and erosion control improvements;

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 5th Addition of Turtle Ponds shall be subject to the following conditions:

1. Applicant shall adhere to the requirements listed in the Anoka County Highway Department letter dated January 31, 2020.

2. A minimum area of 10,800 square feet per lot shall be located outside the floodplain.

3. The applicant shall provide legal proof of ownership of the property.

4. Resolution 2019-44 vacating the existing drainage and utility easement on the property shall be recorded with the final plat. A new drainage and utility easement is established by the approved final plat.

5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.

6. The applicant shall be responsible for all costs associated with the final plat application.

7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.

8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.

9. Proof of preliminary plat submittal to the Anoka County Highway Department shall be filed with the County Recorder of Deeds along with the final plat. City Staff shall provide proof of submittal to the applicant.

Approved and adopted by the City Council of the City of St. Francis on the 5th day of October, 2020.

____

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

Dated

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

RESOLUTION 2020-13

A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 4th ADDITION OF THE TURTLE RUN SUBDIVISION IN THE TURTLE RUN PLANNED UNIT DEVELOPMENT

WHEREAS, the applicant, Marc Schulte, on behalf of Dave Schulte, has requested final plat approval for property legally described as Outlot D of the Turtle Ponds subdivision; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 7, 2019; and

WHEREAS, the final plat and final plans are in conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the St. Francis 2040 Comprehensive Plan was adopted on March 2, 2020 by the City Council of the City of St. Francis; and

WHEREAS, the final plat and final plans are in conformance with the 2040 Comprehensive Plan; and

WHEREAS, the City Council of the City of St. Francis on March 2, 2020, considered the final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat, final PUD plan, and associated documents for the 4th Addition of the Turtle Ponds subdivision in the Turtle Run Planned Unit Development based on the following findings of fact:

1. The final plat and plans for the 4th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat.
2. A developer's agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards.
3. The approving of the developers agreement is subject to the approval of the City attorney as to form;
4. The developer will be providing letters of credit to ensure the completion of street and utility improvements.

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 4th Addition of Turtle Ponds shall be subject to the following conditions:

1. All technical changes or modifications required by the City Engineer in the memo dated February 17, 2020 shall be addressed to the satisfaction of the City Engineer prior to recording of the final plat.
2. Applicant shall adhere to the requirements listed in the Anoka County Highway Department letter dated January 31, 2020.
3. The applicant shall provide legal proof of ownership of the property.
4. Applicant shall provide all necessary Homeowner Association documentation establishing an association to maintain the common elements of the plat.
5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
6. The applicant shall be responsible for all costs associated with the final plat application.
7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.
9. Proof of preliminary plat submittal to the Anoka County Highway Department shall be filed with the County Recorder of Deeds along with the final plat. City Staff shall provide proof of submittal to the applicant.

Approved and adopted by the City Council of the City of St. Francis on the 2nd day of March, 2020.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

3/4/20
Dated

CITY OF ST. FRANCIS
L'ETOILE DU NORD
MINNESOTA

City of St. Francis City Council Agenda Item
Executive Summary

Title of Item:	**FINAL PLAT: Turtle Ponds 4th Addition:** A resolution to approve the final plat and final plan for the 4th Addition of the Turtle Run Planned Unit Development.
Meeting Date:	3-2-20
Staff Reporting:	Beth Richmond, City Planner

Summary:

Staff, Engineering, and Legal have reviewed the final plat/plan application for the 4th Addition of the Turtle Ponds subdivision, located within the Turtle Run Planned Unit Development and find the documents to be complete, substantially conforming to the approved PUD Development Plan, and ready for approval.

Key items of note include:

- The applicant is requesting final approval for thirteen detached townhome lots along 229th Ave NW.
- Outlot B has been extended to the northern property boundary to provide the opportunity for future street connection, if needed.
- Anoka County has reviewed the plans and has provided comments (attached). No changes are required.
- A draft developer's agreement (to be provided by the City Attorney) for the 4th Addition has been created for Council's review.
- Proposed conditions of final plat approval are listed in the draft resolution provided for Council review and approval.

Recommendations:

Staff recommends approval of the final plat and final plans for the 4th Addition of the Turtle Ponds subdivision via the following motion:

"Move to adopt Resolution 2020-13 approving the final plat and final plans for the 4th Addition of the Turtle Ponds subdivision within the Turtle Run Planned Unit Development."

List of Attachments:

A) Draft Resolution
B) Engineering Memo dated February 17, 2020
C) Anoka County Highway Department Memo dated January 31, 2020
D) Final Plat and Plans
E) Developers Agreement

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

RESOLUTION 2020-37

A RESOLUTION RESCINDING RESOLUTION 2020-14 AND APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 5th ADDITION OF THE TURTLE RUN SUBDIVISION IN THE TURTLE RUN PLANNED UNIT DEVELOPMENT

WHEREAS, the applicant, Marc Schulte, on behalf of Dave Schulte, has requested final plat approval for property legally described as Outlot B of Turtle Ponds 3rd Addition; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 7, 2019; and

WHEREAS, the final plat and final plans are in substantial conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on March 2, 2020, considered the final plat and final plan documentation; and

WHEREAS, Resolution 2020-14 was never filed with the County; and

WHEREAS, the applicant has requested to revise the final plat to include only one single-family lot and has provided updated plans; and

WHEREAS, the City Council of the City of St. Francis on October 5, 2020, considered the revised final plat and final plan documentation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby rescinds Resolution 2020-14 and approves the final plat, final PUD plan, and associated documents for the 5th Addition of the Turtle Ponds subdivision in the Turtle Run Planned Unit Development based on the following findings of fact:

1. The final plat and plans for the 5th Addition are in substantial compliance with the approved PUD development stage plan and preliminary plat;
2. The final plat and plans for the 5th Addition comply with both the St. Francis 2040 Comprehensive Plan and the City Code;
3. A developers agreement has been drafted by the City and negotiated with the developer to ensure completion of the development in accordance with City standards;
4. The approving of the developers agreement is subject to the approval of the City attorney as to form;

5. The developer will be providing letters of credit to ensure the completion of utility and erosion control improvements;

BE IT FURTHER RESOLVED that approval of the final plat and final PUD plan for the 5th Addition of Turtle Ponds shall be subject to the following conditions:

1. Applicant shall adhere to the requirements listed in the Anoka County Highway Department letter dated January 31, 2020.

2. A minimum area of 10,800 square feet per lot shall be located outside the floodplain.

3. The applicant shall provide legal proof of ownership of the property.

4. Resolution 2019-44 vacating the existing drainage and utility easement on the property shall be recorded with the final plat. A new drainage and utility easement is established by the approved final plat.

5. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.

6. The applicant shall be responsible for all costs associated with the final plat application.

7. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.

8. The applicant shall record the final plat with the County Recorder within 30 days after the plat is approved. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date the plat of approval or the approval shall be null and void.

9. Proof of preliminary plat submittal to the Anoka County Highway Department shall be filed with the County Recorder of Deeds along with the final plat. City Staff shall provide proof of submittal to the applicant.

Approved and adopted by the City Council of the City of St. Francis on the 5th day of October, 2020.

Steven D. Feldman, Mayor

Attest: Barbara I. Held, City Clerk

10/8/20

Dated

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	September 1, 2021
SUBJECT:	Zoning Code Amendment; Interim Use Permit (IUP)
APPLICANT:	Ryan Sunram
LOCATION:	West of Hwy 47 and south of 241st Ave NW (PINs 30-34-24-41-0001 and 30-34-24-43-0001)
MEETING DATE:	September 7, 2021
COMP PLAN:	Business Park/Light Industrial
ZONING:	BPK Business Park

OVERVIEW

Ryan Sunram has submitted a zoning code amendment and Interim Use Permit (IUP) application to allow the eastern ~30 acres of the site (3 parcels) located north of the school district building, south of 241st Ave NW and east of Highway 47 to be used for agritourism. The proposed agritourism use is intended by the applicant to be a temporary use as a way of earning revenue on a portion of the property while it is being marketed for and developed as a more permanent business park use(s).

As agritourism is not a use that is currently clearly permitted within the City, the applicant has requested a zoning code amendment to allow the use as an interim use in the BPK district.

PLANNING COMMISSION

The Planning Commission reviewed the IUP request at a public hearing on July 21, 2021 and its regular meeting on August 18, 2021. Members of the public were present at both meetings to provide comment on the proposed request. Concerns were raised about traffic and related dust from additional vehicle use of 241st, noise, odor from portable restrooms, and other potential impacts.

Commissioners tabled the request at the July 21 meeting and requested additional information regarding landscaping and screening along 241st and portable restroom operation. Commissioners also noted that MnDOT comments related to this request should be received prior to their second review.

After gathering the information requested by the Planning Commissioners, the application was reviewed for a second time on August 18, 2021. Concerns from the July 21 public hearing were again emphasized in addition to other potential impacts. After discussion, the Planning Commission recommended for approval of the IUP request with conditions as stipulated in the Planning Commission report and an additional condition that requires the applicant to work with staff to prepare a rapid response plan aimed at responding to resident complaints in an effective and timely manner.

TIMELINE

As noted, this application requires approval of a zoning code amendment prior to action on the Interim Use. The September 7, 2021 City Council meeting is the 1st reading of the zoning code amendment. If Council is supportive, the following timeline will apply:

September 7 – 1st Reading
September 20 – 2nd Reading
September 24 – Publish for Comment
October 24 - Effective

ACTION

Given Planning Commission's recommendation of approval for the request, a draft ordinance and resolution have been prepared for your consideration. Action on the zoning code amendment is necessary prior to action on the Interim Use.

Suggested Motions:

1. *Move to approve the 1st reading of Ordinance 284 allowing agritourism uses as an interim use in the BPK zoning district.*
2. *Move to adopt Resolution 2021-47 approving an Interim Use Permit to allow the a property zoned BPK Business Park to be used on an interim basis for agritourism subject to the conditions and findings of fact as identified by Staff.*

   **Note that this Resolution includes a condition making it contingent upon the Ordinance taking effect.*

ATTACHMENTS

- Draft Ordinance 284
- Draft Resolution 2021-47
- Draft Interim Use Permit
- July 21, 2021 Planning Commission Packet
- August 18, 2021 Planning Commission Packet

ORDINANCE NO. 284, SECOND SERIES

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

AN ORDINANCE AMENDING CITY CODE SECTIONS 10-23-01, 10-44-02, AND PART 10-66-00 TO INCLUDE AGRITOURISM AS AN INTERIM USE IN THE BPK DISTRICT

WHEREAS, the Planning Commission on July 21, 2021, opened and closed a duly noticed public hearing; and

WHEREAS, the Planning Commission on July 21, 2021 and August 18, 2021 considered the ordinance, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, the City Council on September 7, 2021 and September 20, 2021, has considered the recommendations of Staff and the Planning Commission, the ordinance, the contents of the staff report, public testimony, and other evidence available to the Council.

THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS ORDAINS:

Section 1. City Code Section 10-23-01 of the St. Francis Code of Ordinances is hereby amended by adding the underlined language as follows:

Agritourism: Activities conducted seasonally for profit associated with an agriculture-related or themed use and offered to the public or to invited groups for the purpose of visitation, recreation, enjoyment, or active involvement in an agriculture-related or themed use. Seasonal activities may include, but are not limited to corn mazes, pumpkin patches, and hayrides.

Section 2. City Code Section 10-44-02 of the St. Francis Code of Ordinances is hereby amended by adding the underlined language as follows:

10-44-02 - Uses

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Natural Resources or Agriculture					
Agritourism			I		
General agricultural uses	I	I	I	I	P

Section 3. City Code Part 10-66-00 of the St. Francis Code of Ordinances is hereby amended by adding the underlined language and deleting the strikethrough language as follows:

10-66-00 Principal Uses – Agriculture
10-66-01 Agritourism

A. If the owner of the agritourism use is not the owner of the property on which it is operated, then the owner of the property shall have a letter on file with the City of St. Francis stating her/his permission for the use to occur and her/his acknowledgement of the standards required for the use.

B. The responsible road authority and law enforcement agency shall be notified of such use at the proposed location.

C. A plan for seasonal directional signs shall be administratively approved.

D. All structures and portions of the parcel used for agritourism, including temporary structures, shall meet the minimum setback requirements of the district in which it is located.

E. Adequate parking for employees and customers shall be provided on site and approved by the Zoning Administrator.

F. Adequate restroom facilities shall be provided either through permanent facilities or seasonal, portable toilets.

G. Local and state health and liquor regulations shall be met if food or beverages are served.

H. Hours of operation shall be limited to 8 a.m. to 10 p.m.

I. Any outdoor lighting shall be arranged so as to reflect the light away from adjoining property and right-of-way.

J. Dust and noise shall be adequately controlled consistent with state statutes and shall not become a nuisance to neighboring residential uses.

K. The use shall be adequately managed for traffic, particularly during high traffic/high usage periods.

10-11-0~~1~~2 – Commercial Animal Feedlots

A. All feedlots shall adhere to Minnesota Rules, Ch. 7020 as may be amended.

B. All facilities and structures included in this use shall be located at least 500 feet from all property lines, including the road right-of-way. The first 100 feet adjacent to the road right-of-way and any residential dwelling shall be vegetation.

10-11-0~~2~~3 – Commercial Horse Stables

A. The provisions of Section 8-3, Animals of the City Code are considered and determined to be satisfied.

B. No more than 10 horses shall be boarded on the site at any time.

C. The use accesses an arterial or collector road, as shown within the Comprehensive Plan.

D. All animal waste shall be disposed of in conformance with local, state, and federal laws.

10-11-0~~3~~4 – Forestry, Nurseries, Greenhouses, and Tree Farms, including Retail Sales

A. The use shall be screened from all abutting residential districts in accordance with Part 10-73-00. All structures shall be set back at least 100 feet from any residential property line.

B. On-site storage and use of pesticides and fertilizers shall meet the standards of the Minnesota Department of Agriculture.

C. Loading areas shall be fully screened from adjacent residential districts.

D. Hours for retail sail of product to customers shall be limited to 7:00am to 10:00pm unless extended by the City Council.

Section 4. This Ordinance shall take effect and be enforced thirty days after publication.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 20TH DAY OF SEPTEMBER, 2021.

APPROVED:

____

Steven D. Feldman, Mayor

ATTEST:

____

Jennifer Wida, City Clerk

Published in the Anoka County Herald _____________, 2021.

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

RESOLUTION 2021-47

A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW AGRITOURISM USES ON A SITE ZONED BPK BUSINESS PARK

WHEREAS, the applicant, Ryan Sunram, has requested an Interim Use Permit to allow agricultural uses on the property; and

WHEREAS, the property is legally described in Exhibit A; and

WHEREAS, the site is guided for Business Park/Light Industrial use; and

WHEREAS, the site is zoned BPK Business Park; and

WHEREAS, agritourism is an interim use within the BPK District; and

WHEREAS, on July 21, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 18, 2021, the Planning Commission recommended approval of the requested Interim Use Permit; and

WHEREAS, the City Council of the City of St. Francis, on September 7, 2021, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Interim Use Permit for agritourism uses on a lot zoned BPK Business Park based on the following findings of fact:

1) The proposed agritourism use is an interim, or temporary, use in the BPK district until the site can be developed for a higher, better use in accordance with the City Zoning Code and the Comprehensive Plan.
2) The proposed land use request is consistent with the City's Comprehensive Plan.
3) The proposed land use request is consistent with the City's amended Zoning ordinance upon its approval and publication.
4) The traffic generated by the proposed use can be accommodated by the existing street network.
5) The proposed use will not be served by City services.

6) The proposed use will not impose additional unreasonable costs on the public.

BE IT FURTHER RESOLVED that approval of the Interim Use Permit for agritourism uses on a lot zoned BPK Business Park shall be subject to the following conditions:

1) Ordinance 284 amending the zoning code to allow agritourism as an interim use in BPK districts shall be effective prior to the recording of this document.
2) The Interim Use Permit shall lapse 5 years from the date of approval of the IUP or when the property is sold, whichever occurs first. If the property has not been sold within 5 years, the applicant may apply to renew this IUP through a public hearing process.
3) Hours of operation shall be limited to Friday-Sunday from 8am – 8pm from April through Thanksgiving and from 4pm – 10pm daily for the winter light show from Thanksgiving to New Year's Eve.
4) A turnaround large enough to accommodate emergency vehicles should be provided at the end of the gravel driveway.
5) All vehicle parking should be accommodated internally – no parking along 241st Ave NW is permitted.
6) The proposed use shall not negatively affect traffic flow on 241stAve NW. If it does, the applicant shall address the issue immediately to the City's satisfaction.
7) The responsible road authority and law enforcement agency shall be notified of such use at the proposed location. If traffic congestion occurs as a result of the use, the applicant shall coordinate with the responsible road authority and law enforcement agency and shall pay for additional traffic management as warranted.
8) Dust and noise shall be adequately controlled consistent with state statutes and shall not become a nuisance to neighboring residential uses.
9) Outdoor lighting serving the site shall be dark sky compliant and shall comply with the regulations listed in Section 10-71-04 Exterior Lighting.
10) Adequate restroom facilities shall be provided either through permanent facilities or seasonal, portable toilets.
11) Local and state health and liquor regulations shall be met if food or beverages are served.
12) The operator shall remove waste and litter and dispose of gray water regularly so as to not become a nuisance. Public trash cans shall not be used to dispose of waste generated by the operation. Gray water shall not be disposed of onto the ground or in City stormwater drains.
13) Applicant shall actively market the site for uses consistent with the Comprehensive Plan's designation of the area as business park.
14) Food trucks on the site shall follow requirements for mobile food units in Code Section 10-68-12.
15) The applicant shall provide legal proof of ownership of the property.
16) Applicant shall provide the full legal description of the subject properties in Word format.
17) The applicant shall comply with any comments regarding access or roadway status from MnDOT.
18) A plan for seasonal directional signs shall be administratively approved.
19) The permanent porta potty remaining on the site shall be serviced at least once per week.
20) The office shall be no larger than 1,000 square feet.

21) The applicant shall establish a plan to have on file with the IUP that provides for a proactive response to nuisance-related complaints.
22) Applicant shall be responsible for obtaining all required permits from city, county, state, and federal agencies.
23) The applicant is responsible for all fees related to the review of this application.
24) All fees and financial obligations shall be received by the City prior to the releasing of the Interim Use Permit for recording.
25) The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of September, 2021.

____
Steven D. Feldman, Mayor

____
Attest: Jennifer Wida, City Clerk

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

EXHIBIT A

Legal Description

< Insert legal description >

(Reserved for Recording Data)

CITY OF ST. FRANCIS

ANOKA COUNTY, MINNESOTA

INTERIM USE PERMIT AT PINs 30-34-24-41-0001 AND 30-34-24-43-0001

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow the following use: agritourism.

2. **PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:

   < Insert legal description >

3. **CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:

   1. Ordinance 284 amending the zoning code to allow agritourism as an interim use in BPK districts shall be effective prior to the recording of this document.
   2. Hours of operation shall be limited to Friday-Sunday from 8am – 8pm from April through Thanksgiving and from 4pm – 10pm daily for the winter light show from Thanksgiving to New Year's Eve.
   3. A turnaround large enough to accommodate emergency vehicles should be provided at the end of the gravel driveway.
   4. All vehicle parking should be accommodated internally – no parking along 241st Ave NW is permitted.
   5. The proposed use shall not negatively affect traffic flow on 241stAve NW. If it does, the applicant shall address the issue immediately to the City's satisfaction.

6. The responsible road authority and law enforcement agency shall be notified of such use at the proposed location. If traffic congestion occurs as a result of the use, the applicant shall coordinate with the responsible road authority and law enforcement agency and shall pay for additional traffic management as warranted.
7. Dust and noise shall be adequately controlled consistent with state statutes and shall not become a nuisance to neighboring residential uses.
8. Outdoor lighting serving the site shall be dark sky compliant and shall comply with the regulations listed in Section 10-71-04 Exterior Lighting.
9. Adequate restroom facilities shall be provided either through permanent facilities or seasonal, portable toilets.
10. Local and state health and liquor regulations shall be met if food or beverages are served.
11. The operator shall remove waste and litter and dispose of gray water regularly so as to not become a nuisance. Public trash cans shall not be used to dispose of waste generated by the operation. Gray water shall not be disposed of onto the ground or in City stormwater drains.
12. Applicant shall actively market the site for uses consistent with the Comprehensive Plan's designation of the area as business park.
13. Food trucks on the site shall follow requirements for mobile food units in Code Section 10-68-12.
14. A plan for seasonal directional signs shall be administratively approved.
15. The permanent porta potty remaining on the site shall be serviced at least once per week.
16. The office shall be no larger than 1,000 square feet.
17. The applicant shall establish a plan to have on file with the IUP that provides for a proactive response to nuisance-related complaints.

4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.

5. **LAPSE.** The Interim Use Permit shall lapse 5 years from the date of approval of the IUP or when the property is sold, whichever occurs first. If the property has not been sold within 5 years, the applicant may apply to renew this IUP through a public hearing process.

6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.

7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

Dated: September 7, 2021

CITY OF ST. FRANCIS

BY: ________________________________

Steven D. Feldman, Mayor

(SEAL)

AND ______________________________

Joe Kohlmann, City Administrator

STATE OF MINNESOTA)

: ss

COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 7th day of September, 2021, by **Steven D. Feldman**, Mayor, and by **Joe Kohlmann**, City Administrator, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

____

Notary Public

[Notary Seal]

This Instrument Drafted By:
Hoisington Koegler Group, Inc.
123 North Third Street Suite 100
Minneapolis, MN 55401
(612) 338-0800

Hoisington Koegler Group Inc.

Creating Places that Enrich People's Lives

PLANNING REPORT

TO:	City of St. Francis Planning Commission
FROM:	Beth Richmond, Consulting Planner
DATE:	August 11, 2021
SUBJECT:	Sunram IUP – tabled from July 21st Meeting
MEETING DATE:	August 18, 2021

Overview

Ryan Sunram has submitted a zoning code amendment and Interim Use Permit (IUP) application to allow the eastern ~30 acres of the site (3 parcels) located north of the school district building, south of 241st Ave NW and east of Highway 47 to be used for agritourism. The proposed agritourism use is intended by the applicant to be a temporary use as a way of earning revenue on a portion of the property while it is being marketed for and developed as a more permanent business park use(s).

As agritourism is not a use that is currently clearly permitted within the City, the applicant has requested a zoning code amendment to allow the use as an interim use in the BPK district. The Planning Commission is requested to review the zoning code amendment and associated interim use permit application, hold a public hearing, and make a recommendation to the City Council.

July 21st Planning Commission Meeting

A public hearing was held regarding this application on July 21, 2021. A number of property owners attended the July 21st public hearing and voiced questions and concerns in regards to the proposed agritourism use. Concerns were raised about traffic and related dust from additional vehicle use of 241st, noise, and odor from portable restrooms.

The Planning Commission closed the public hearing and discussed the request. Commissioners tabled the application and requested that additional information regarding landscaping/screening along 241st, portable restroom operation be provided by the applicant, along with comments from MnDOT regarding traffic at the 241st and Hwy 47 intersection.

Landscaping/Screening

The site is located adjacent to and across the street from single-family homes. City Code requires that whenever a non-residential interim use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided.

Originally, the applicant had provided a landscaping plan showing a 40' wide landscape buffer of apple trees along the northern property line to screen the parking area from the residential properties to the north. Commissioners requested revisions to the plan that would include a berm and coniferous trees to provide year-round screening.

In response, the applicant revised the screening along 241st to include two offset rows of evergreen trees to create a 60' deep landscaping screen with a four foot high berm centered in the middle of the screening buffer. The evergreens proposed to be included in the landscaping screen are Norway Spruce, Black Hills Spruce, and Austrian Pine. These trees are considered hardy and are compatible with the area's Hardiness Zone (Zone 4).

Restrooms

The applicant had indicated that no permanent restroom facilities would be located on site. Instead, the agritourism use would be accommodated by portable restrooms as needed. At the July meeting, Commissioners requested additional detail from the applicant regarding how the portable restrooms would be serviced and stored.

The applicant revised the operating plans to specify that temporary porta-pottys and washing stations will be brought in to serve the agritourism use. At least three of these restrooms will be handicap accessible. The restrooms will be serviced regularly in order to control odor and will be removed from the site when not in use. One permanent porta-potty will stay onsite full time for use by staff or personnel working on the site. The applicant is proposing a gate on the agritourism site between the parking area and the driveway to the south. This "permanent" restroom will be located on the interior side of the locked gate and will be serviced according to OSHA requirements. Staff recommends adding a condition that states that the permanent porta potty will be serviced at least once per week.

MnDOT Comments

MnDOT reviewed the proposed request and provided the following comment:
MnDOT "has no comments to make on the Sunram IUP. The estimated traffic levels should not substantially affect MN 47."

Action

The public hearing for these requests was held at the Planning Commission meeting on July 21, 2021. No additional public hearing is needed.

The Planning Commission is requested to provide two recommendations to the City Council in relation to this application:

1. Whether or not the zoning code should be amended to allow agritourism as an interim use in the BPK district.
2. If agritourism is determined to be an acceptable interim use, then the Planning Commission should provide a recommendation to Council regarding the specific IUP application for the agritourism use on the subject site. If the IUP is recommended for approval, Staff suggests the following conditions of approval and findings of fact:

Suggested Conditions of Approval:

1) The Interim Use Permit shall lapse 5 years from the date of approval of the IUP or when the property is sold, whichever occurs first. If the property has not been sold within 5 years, the applicant may apply to renew this IUP through a public hearing process.
2) Hours of operation shall be limited to Friday-Sunday from 8am – 8pm from April through Thanksgiving and from 4pm – 10pm daily for the winter light show from Thanksgiving to New Year's Eve.

3) A turnaround large enough to accommodate emergency vehicles should be provided at the end of the gravel driveway.
4) All vehicle parking should be accommodated internally – no parking along 241st Ave NW is permitted.
5) The proposed use shall not negatively affect traffic flow on 241stAve NW. If it does, the applicant shall address the issue immediately to the City's satisfaction.
6) The responsible road authority and law enforcement agency shall be notified of such use at the proposed location. If traffic congestion occurs as a result of the use, the applicant shall coordinate with the responsible road authority and law enforcement agency and shall pay for additional traffic management as warranted.
7) Dust and noise shall be adequately controlled consistent with state statutes and shall not become a nuisance to neighboring residential uses.
8) Outdoor lighting serving the site shall be dark sky compliant and shall comply with the regulations listed in Section 10-71-04 Exterior Lighting.
9) Adequate restroom facilities shall be provided either through permanent facilities or seasonal, portable toilets.
10) Local and state health and liquor regulations shall be met if food or beverages are served.
11) The operator shall remove waste and litter and dispose of gray water regularly so as to not become a nuisance. Public trash cans shall not be used to dispose of waste generated by the operation. Gray water shall not be disposed of onto the ground or in City stormwater drains.
12) Applicant shall actively market the site for uses consistent with the Comprehensive Plan's designation of the area as business park.
13) Food trucks on the site shall follow requirements for mobile food units in Code Section 10-68-12.
14) The applicant shall provide legal proof of ownership of the property.
15) The applicant shall comply with any comments regarding access or roadway status from MnDOT.
16) A plan for seasonal directional signs shall be administratively approved.
17) The permanent porta potty remaining on the site shall be serviced at least once per week.
18) Applicant shall be responsible for obtaining all required permits from city, county, state, and federal agencies.
19) The applicant is responsible for all fees related to the review of this application.
20) All fees and financial obligations shall be received by the City prior to the releasing of the Interim Use Permit for recording.
21) The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
22) Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Suggested Findings of Fact:

1) The proposed agritourism use is an interim, or temporary, use in the BPK district until the site can be developed for a higher, better use in accordance with the City Zoning Code and the Comprehensive Plan.
2) The proposed land use request is consistent with the City's Comprehensive Plan.
3) The proposed land use request is consistent with the City's Zoning ordinance.
4) The traffic generated by the proposed use can be accommodated by the existing street network.
5) The proposed use will not be served by City services.
6) The proposed use will not impose additional unreasonable costs on the public.

Possible Motions are provided below:

1. Move to recommend approval/denial of the zoning code amendment allowing agritourism as an interim use in the BPK district with findings determined by the Planning Commission.
    a. If the Planning Commission recommends denial of the zoning code amendment they should still review the IUP request to provide a recommendation to Council.
2. Interim Use Permit
    a. Move to recommend approval of the interim use permit for agritourism on property zoned BPK with conditions and findings of fact as presented by Staff.
    b. Move to recommend denial of the interim use permit for agritourism on property zoned BPK with Commissioners' findings of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

Attachments

- Updated applicant submittals
- Planning Commission Packet for July 21, 2021

Ryan Sunram
ryan@sunramconstructioninc.com
612-282-3952

RS

ST. FRANCIS INTERIM USE PERMIT PROPOSAL

DATE CREATED:
June 11th, 2021
DATE REVISED:
July 29, 2021

CREATED FOR:
St. Francis Community Development Department – July 2021 Meeting

PROJECT DESCRIPTION

PROJECT DETAILS

St. Francis Property Phased Development

PARCELS:
303424410001, 303424420001, 30343430001

PROPOSAL BRIEF

Proposed phased development of St. Francis Parcels 303424410001, 303424420001, 30343430001.

- **Phase 1**: Interim use of Parcels 303424410001, 303424420001 as a family activity center by the name of Wisteria Farm Festivals for temporary seasonal outdoor sales. Parcel 30343430001 to be maintained as agricultural land.
- **Phase 2**: Partial property development. Maintain Parcels 303424410001, 303424420001 as Wisteria Farm Festivals; Parcel 30343430001 developed to 26 lots for business park and light industrial use.
- **Phase 3**: Exit of Wisteria Farm Festivals. Full property development of all parcels (303424410001, 303424420001, 30343430001) into 53 lots. Mixed use of business park and light industrial

PHASE 1 AND 2 - UTILITIES NARRATIVE

UTILITY	DESCRIPTION
PARKING	35 PARKING STALLS ON IMPROVED SURFACE; OVERFLOW AVAILABLE IN GRASS
RESTROOMS	HANDICAP ACCESSIBLE RESTROOMS (3) – WISTERIA FARM FESTIVALS WILL UTILIZE PORTA-POTTYS AND WASHING STATIONS NO PERMANENT FIXTURES NOR UTILITY HOOK UPS WILL BE INSTALLED. THESE RESTROOMS WILL BE SERVICED REGULARLY TO HELP CONTROL ORDOR AND WILL BE REMOVED FROM THE SITE WHEN NOT IN USE. ONE PERMENENT PORTA-POTTY WILL STAY ONSITE FULL TIME FOR STAFF AND PERSONEL WORKING ON SITE. THIS RESTROOM WILL BE LOCATED ON THE FESTIVAL SIDE OF THE LOCKED GATE AND WILL BE SERVICED PER OSHA REQUIREMENTS.
LIGHTING	ELECTRICAL POWER WILL BE ESTABLISHED TO THE SITE AS WISTERIA FARM FESTIVALS WORK WITH THE LOCAL PROVIDER
SHELTERS	OFFICE – PREFABRICATED WOOD SHELTER PARK SHELTERS (2) – GONDOLA STYLE, OPEN SIDED

SSSITE SAFETY AND SECURITY

ACTIVITY SPACE 1 & 2 NARRATIVE – WISTERIA FARM FESTIVALS

SPR/SUMMER ACTIVITIES

- TEMPORARY SEASONAL OUTDOOR SALES
- FOOD TRUCK CONCESSIONS
- FARMER'S MARKET
- CRAFT FAIR
- PETTING ZOO
- CORN PIT
- HAY RIDE
- POTATO LAUNCHER
- MISC THEMED FESTIVALS

FALL ACTIVITIES

- TEMPORARY SEASONAL OUTDOOR SALES
- FOOD TRUCK CONCESSIONS
- FARMER'S MARKET
- CRAFT FAIR
- CORN MAZE
- CORN PIT
- HAY RIDE
- POTATO LAUNCHER
- SUNFLOWER PATCH
- PUMPKIN PATCH

WINTER ACTIVITIES

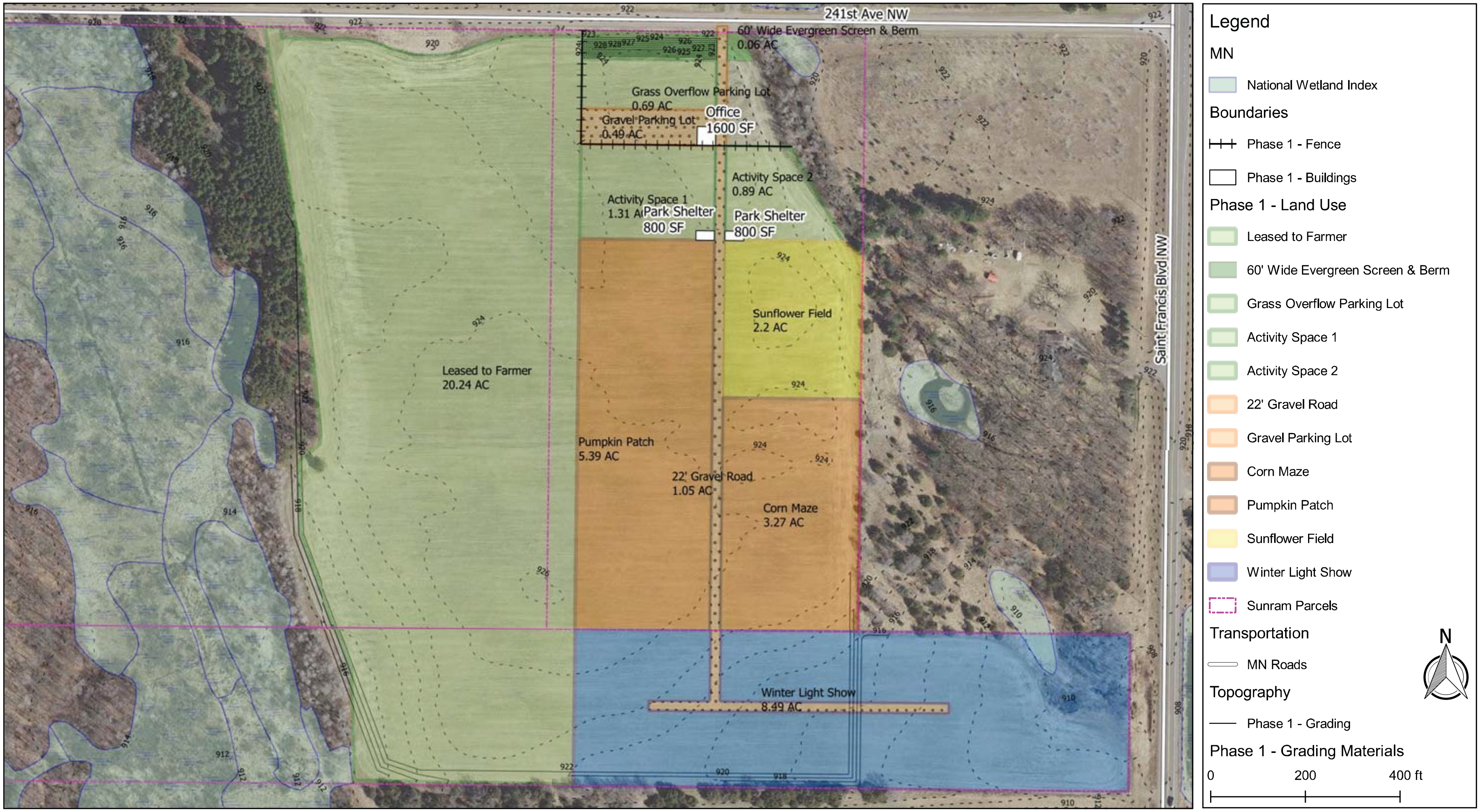
- TEMPORARY SEASONAL OUTDOOR SALES
- FOOD TRUCK CONCESSIONS
- DRIVE THROUGH LIGHT SHOW

TRAFFIC PHASE 1 AND 2 - UTILITIES NARRATIVE

- **SPRING, SUMMER, AND FALL ACTIVITIES:**
  - All vehicular traffic will enter/exit from 241st Ave NW
  - No vehicular traffic allowed past parking lot
  - All pedestrian traffic shall enter through proposed office
- **WINTER ACTIVITIES**:
  - All vehicular traffic will enter/exit from 241st Ave NW
  - No pedestrian traffic will be allowed past vehicular gate

INTERIM USE INFORMATION

- **SPRING, SUMMER, AND FALL ACTIVITIES:**
  - All vehicular traffic will enter/exit from 241st Ave NW
  - No vehicular traffic allowed past parking lot
  - All pedestrian traffic shall enter through proposed office
- **WINTER ACTIVITIES**:
  - All vehicular traffic will enter/exit from 241st Ave NW
  - No pedestrian traffic will be allowed past vehicular gate
- **SITE SAFETY:**
  - The Wisteria Farm Festivals parking lot and overflow parking will be fenced off from the site.
  - Pedestrian traffic will access the site through the building and vehicular traffic will access the site through gates in the fence.
  - All gates and doors will be locked when not in use.
  - The office will also be equipped with an outdoor security light.
- **PUBLIC SAFETY:**
  - A 4' tall berm will be constructed along 241st Ave. to block headlights from shining on the road and neighbouring properties from the festival site and parking lot.
  - The berm will have 2 rows of evergreen trees to provide additional screening as shown on the plans.
  - Dust and increased traffic will be closely monitored and addressed quickly if needed.



Ryan Sunram

St. Francis Property - Phase 1 Land Use
(Revision #1 - Planning Commission Comments)

July 29, 2021

Figure #10

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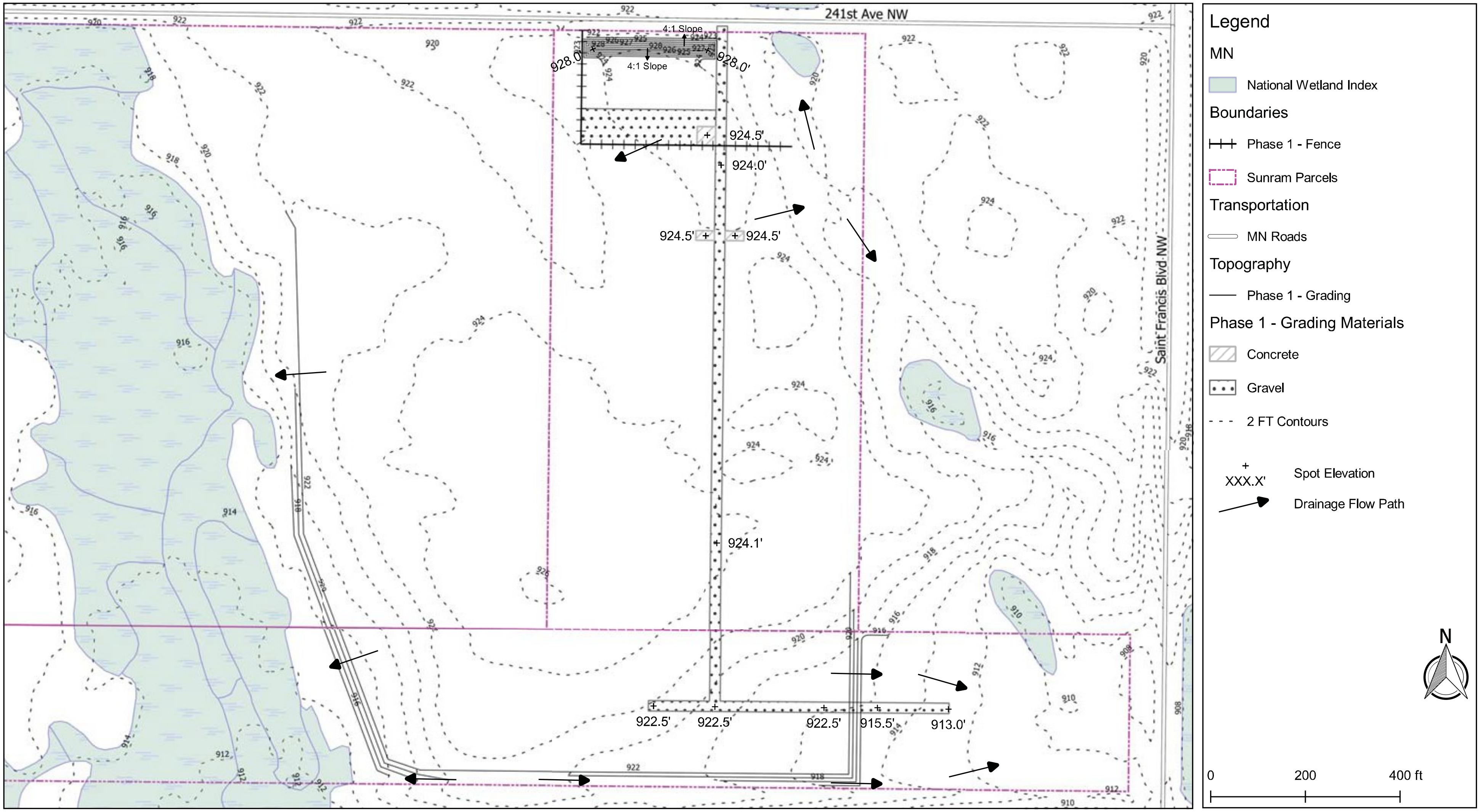
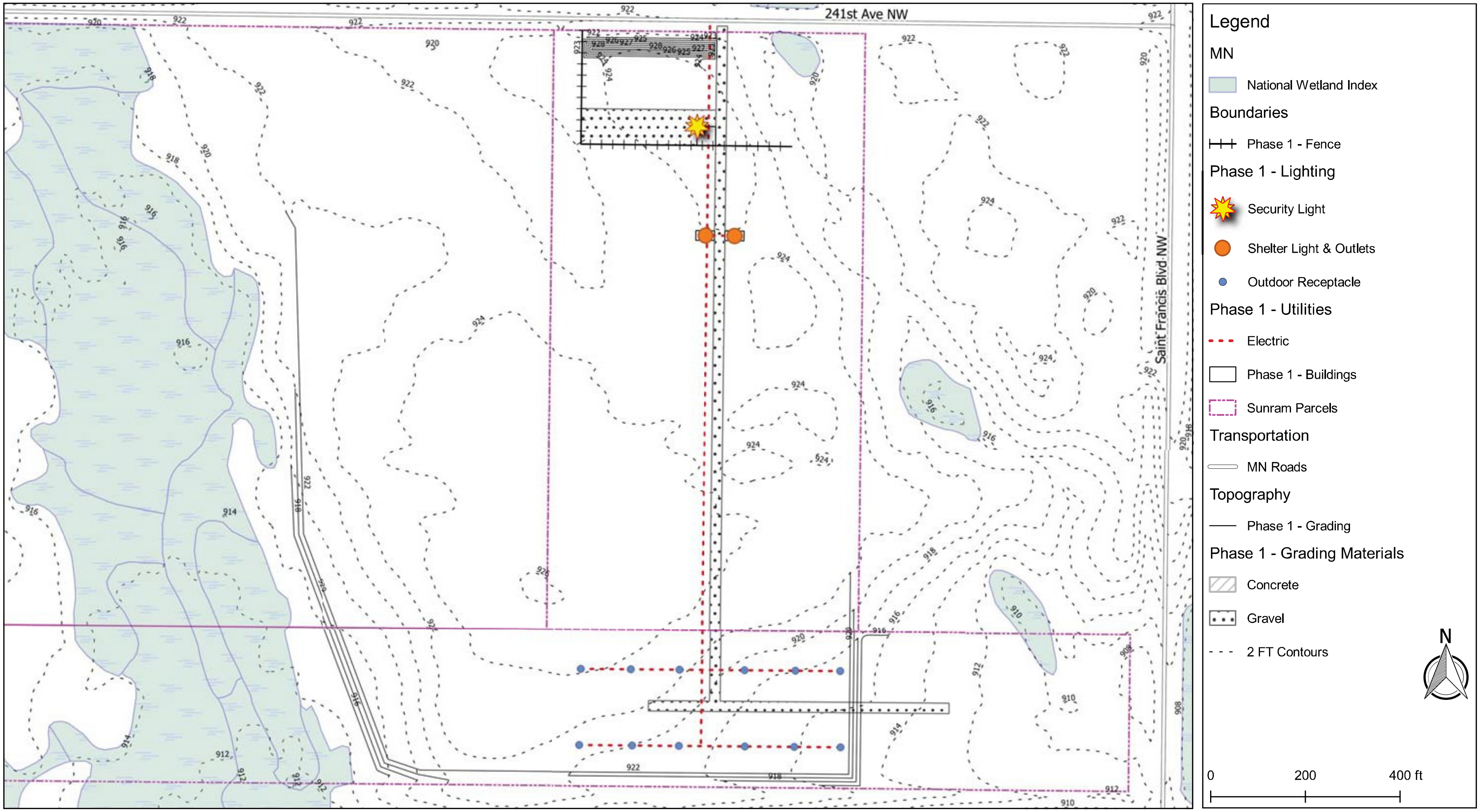


Ryan Sunram

July 29, 2021

St. Francis Property - Phase 1 Grading & Drainage
(Revision # 1 - Planning Commission Comments)

Figure #11



Ryan Sunram

July 29, 2021

St. Francis Property - Phase 1 Utility & Lighting
(Revision # 1 - Planning Commission Comments)

Figure #12

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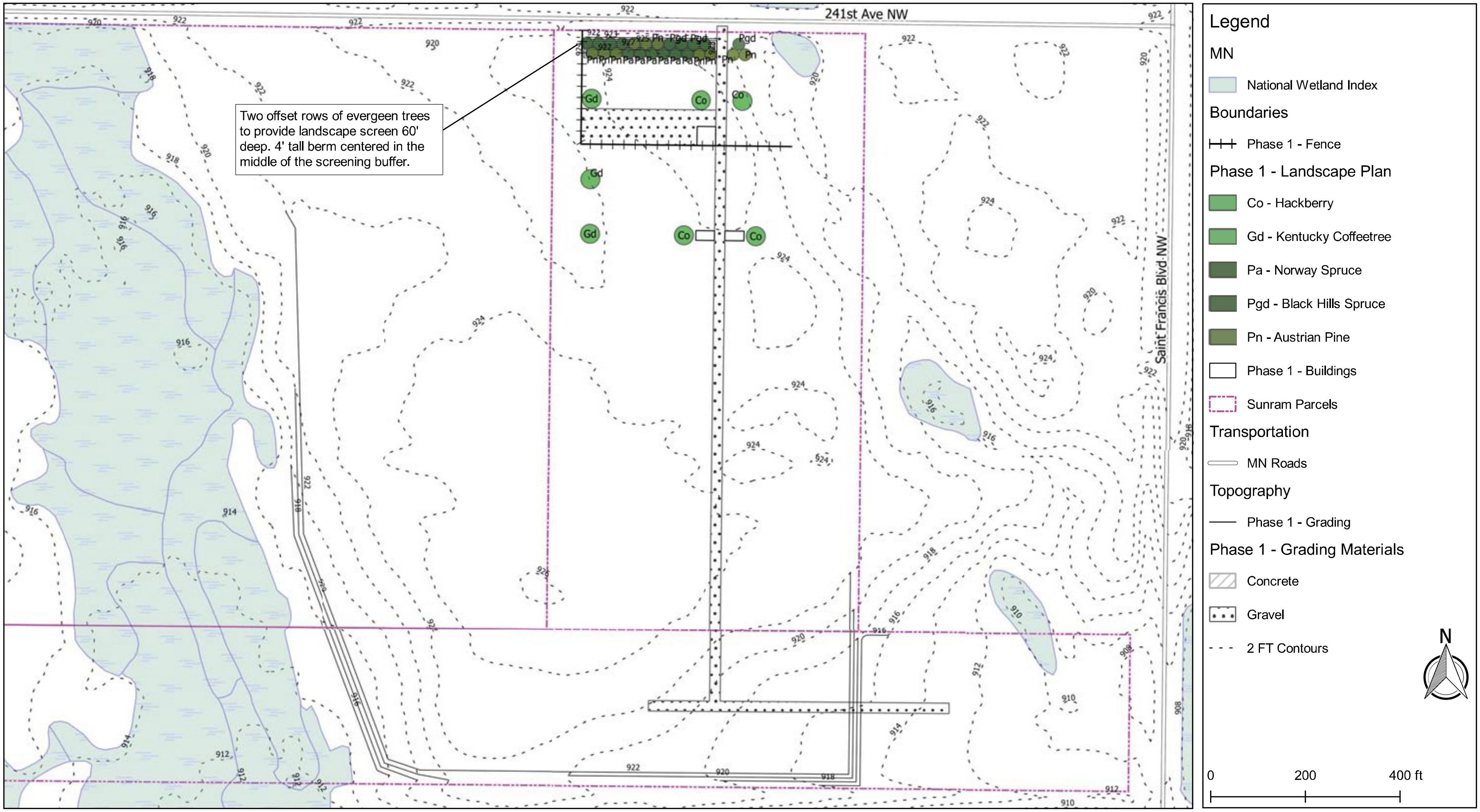

Ryan Sunram

July 29, 2021

St. Francis Property - Phase 1 Landscape Plan
(Revision # 1 - Planning Commission Comments)

Figure #13

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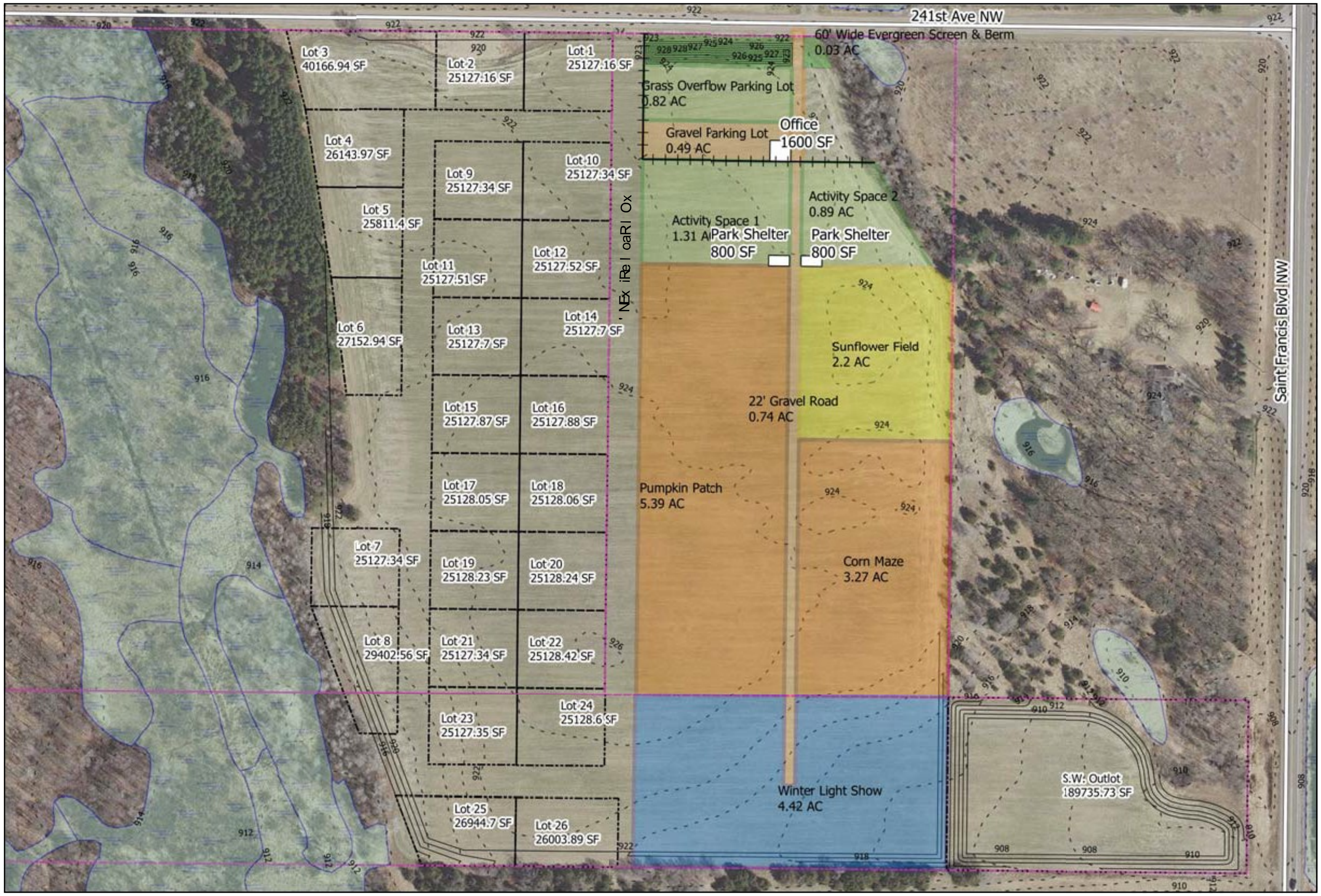

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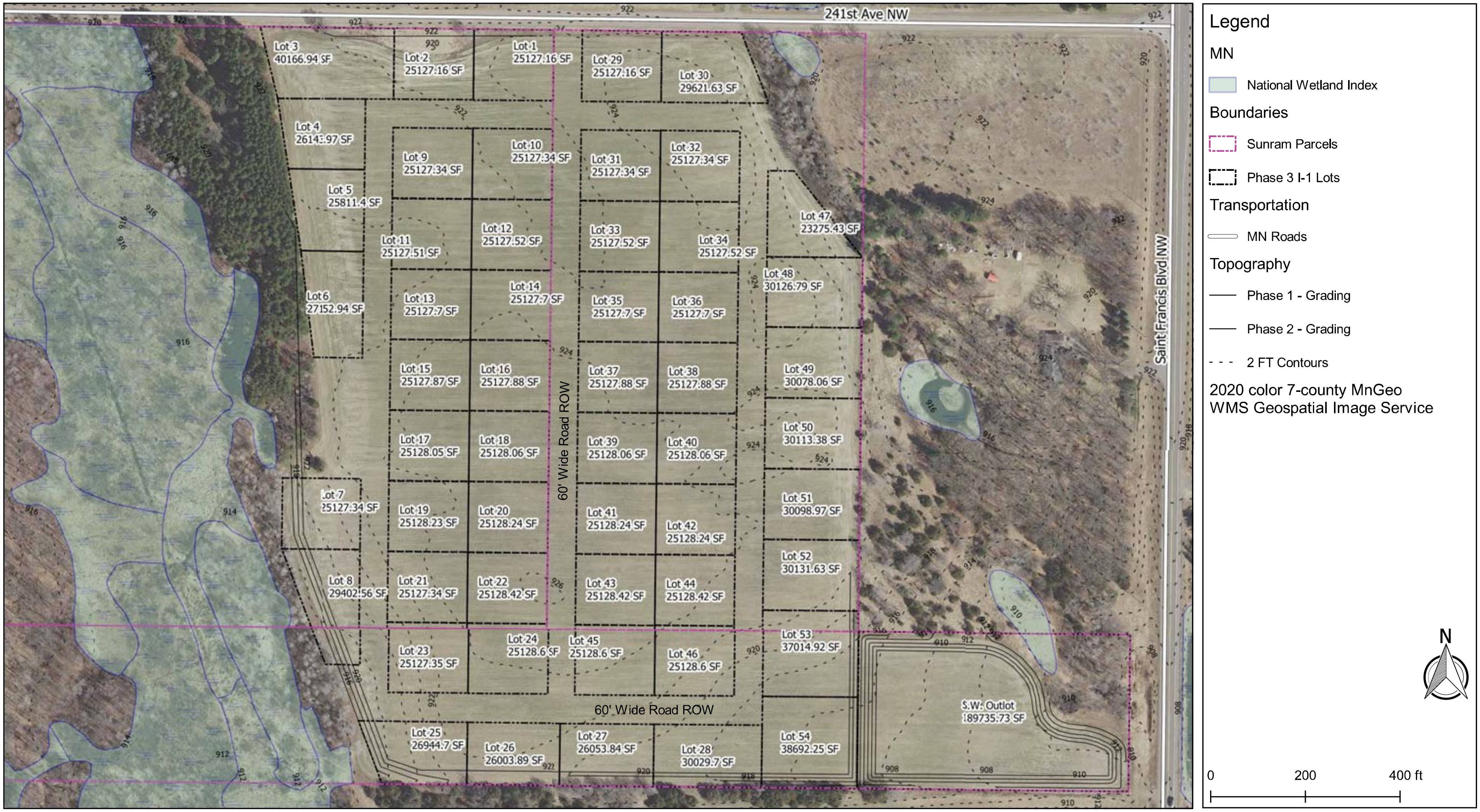

Ryan Sunram	July 29, 2021
St. Francis Property - Phase 3 I-1 or I-2 Lots (Revision #1 - Planning Commission Comments)	Figure #30

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City of St. Francis

City Council
AGENDA REPORT
Agenda Item #
9D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Acquisition of Real Property at 05-33-24-22-0013 and 05-33-24-22-0012

DATE: September 7, 2021

OVERVIEW

The City has an opportunity to acquire property that is contiguous to *Community Park* for the purposes of a future expansion of park amenities. The property is currently vacant land along the southeast corner of the park. The property is completely buildable and does not have any wetland constraints. This property was discussed at a work session and it was decided that if the price was reasonable Council would consider this property for future park expansion.

This property was identified on the open market and staff has worked with a local Realtor to put a Purchase Agreement in place contingent on Council Approval. The Purchase Agreement was agreed upon by the Seller and waiting for an update after tonight's meeting.

If the City does not end up using the property for a park expansion in the future it would have the ability to sell it. However, if it was sold to a developer/builder, it would lose its ability to ever be reasonable to acquire for additional park space.

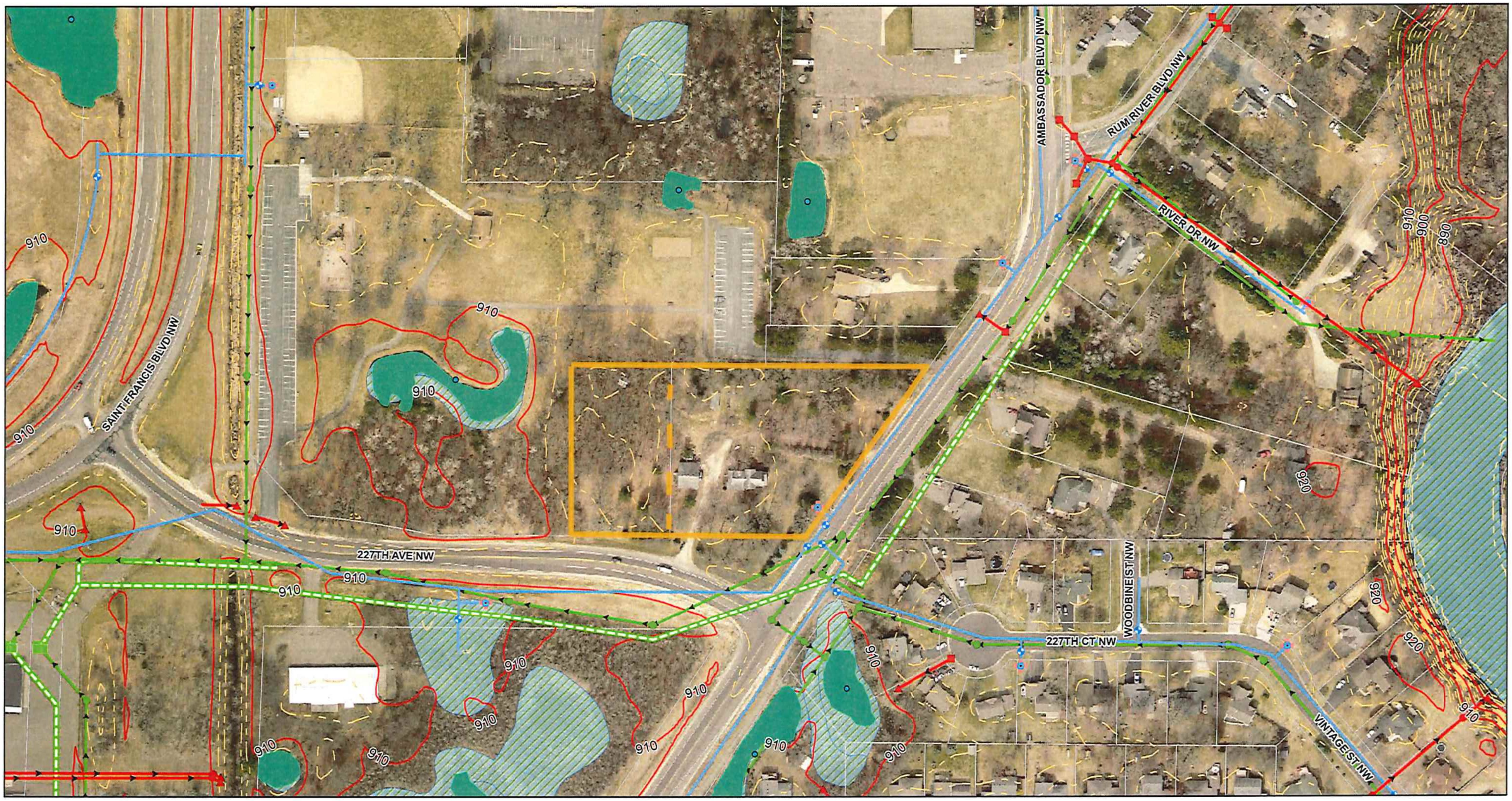
ITEMS TO BE DISCUSSED:

Council to consider the acquisition of property as identified above and approve staff with the Signatory authority to execute documents.

ATTACHMENTS:

- Site Map of parcel including utilities, wetlands and contours
- Resolution 2021-48 Approving the Purchase of Properties and Granting Signatory Authority

City of St Francis, MN



September 1, 2021

1:1,829

0 125 250 500 ft

0 35 70 140 m

Road Labels	Storm Discharge	Hydrant	Lift Station	2ft Contours
Storm Pond Point	Storm Gravity Mains	Water Valve	Sanitary Gravity Main	Parcels
Storm Manholes	Detention Pond	Watermain	Sanitary Pressurized Main	National Wetland Inventory
Storm Inlets	Storm Pond	Sanitary Manhole	Contours	St. Francis City Boundary
			10ft Contours	

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2021-48

Resolution Approving the Purchase of Properties
and Granting Signatory Authority

WHEREAS, the City of St. Francis (the "City") authorized pursuant to Minn. Stat. § 412.211 to acquire such real property as its interests require; and

WHEREAS, the real properties for available for purchase (the "Properties") in the City of St. Francis are located at:

- 22708 Rum River Blvd NW, St. Francis, Property ID 05-33-24-22-0013, Legal Description: OUTLOT 3 VILLAGE OF ST FRANCIS, EX W 158 FT THEREOF (AS MEAS ALG S LINE THEREOF) EX RD SUBJECT TO EASE OF REC

  and

- Property ID 05-33-24-22-0012, Legal description: W 158 FT OF OUTLOT 3 (AS MEAS ALG S LINE THEREOF) VILLAGE OF ST FRANCIS SUBJ TO EASE OF REC

and,

WHEREAS, the City has followed applicable statutory provisions and the City finds that the purchase of the Properties will fulfill the objectives, goals and mission of the City; and,

WHEREAS, the City has prepared a Purchase Agreement (the "Agreement") providing for the terms of the conveyance of the Properties from the Seller to the City, with such Agreement being as set forth in Exhibit A and incorporated into and made a part of this Resolution.

NOW, THEREFORE BE IT RESOLVED, that the recitals set forth above in this Resolution are incorporated into and made a part of this Resolution.

ALSO, BE IT RESOLVED, that the purchase of the Properties by the City is hereby approved in the amount of $129,900.00 pursuant to the terms of the Agreement, which is also approved in substantially the form presented to the City Council on this date, subject to modifications that do not materially alter the City's rights and obligations under the Agreement.

ALSO, BE IT RESOLVED, that the City Council for the City of St. Francis, Minnesota hereby authorizes Jenni Wida, City Clerk for the City of St. Francis or Kate Thunstrom, Community Development Director for the City of St. Francis, Minnesota, to execute any and all necessary and reasonable documents to effectuate the purchase of the above referenced real property, including but not limited to a purchase agreement, amendment of the purchase agreement, if necessary or beneficial, closing documents and any other necessary or beneficial documents which are reasonable and customary regarding the purchase of real property and do not materially alter the terms of the Agreement, and are approved by the City Attorney as to form.

ALSO, BE IT RESOLVED, that the Mayor, City Clerk, the City Attorney, staff and consultants are hereby authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this Resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th DAY OF SEPTEMBER, 2021.

APPROVED:

____
Steven D. Feldman, Mayor

ATTEST:

____
Jennifer Wida, City Clerk

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