CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
DATE
Virtual Meeting via Zoom
July 6th, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
   A. City Council Minutes – June 21st, 2021
   B. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
   A. None
7. PUBLIC HEARINGS
   A. Vacation the Drainage and Utility Easements Over Outlot C 2nd Addition, and Outlot A 4th Additions, of the Rivers Edge Subdivision.
      1) Resolution 2021-34 A Resolution Vacating the Drainage and Utility Easements Over Outlot C 2nd Addition, and Outlot A 4th Addition, of the Rivers Edge Subdivision
8. OLD BUSINESS
   A. None
9. NEW BUSINESS
   A. Variance - 23008 Navajo Street NW (PIDs 31-34-24-33-0003 and 31-34-24-33-0002)
      1) Resolution 2021-35 A Resolution Approving A Lot Frontage Variance for the property located at 23008 Navajo St. NW
   B. Ordinance 267, Second Series: Amending Fee Schedule (First Reading)
   C. Schedule a Worksession
   D. City Council Meetings
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
    A. Fire – May Monthly Comparison - 2021
12. ADJOURNMENT

*For individuals who wish to address the City Council on subjects which are not a part of the meeting agenda. Typically, the Council will not take action on items presented at this time but will refer them to staff for review, action and/or recommendation for future Council action.

CITY OF ST. FRANCIS
ST. FRANCIS MN

CITY COUNCIL
MINUTES
Virtual Meeting via Zoom
JUNE 21, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through virtual setting via Zoom.

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Kevin Robinson, Sarah Udvig, and Robert Bauer (arrived at 6:22 p.m.)

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Public Works Director Jason Windingstad, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Community Development Director Kate Thunstrom, and City Clerk Diana Saenger.

3. APPROVAL OF AGENDA

MOTION BY: Bauer SECOND: Muehlbauer APPROVING THE REGULAR CITY COUCIL AGENDA

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

4. CONSENT AGENDA

A. City Council Minutes – June 7, 2021
B. Peddlers License – Chili Lime Truck, LLC
C. Police Officer Eligibility List
D. Accept Resignation from Deedee Goral
D. Claims

Mayor Feldman asked to pulled item B for questions and clarification.

MOTION BY: Udvig SECOND: Muehlbauer APPROVING THE CONSENT AGENDA ITEMS A, C, D, and E.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman

Nays: None
Motion carried 4-0

Mayor Feldman noted that there is a map shown on page 15 and asked if the “x” marks where he has been and whether the intent was to go into the neighborhoods to solicit for the food truck.

City Clerk Diana Saenger explained that the owner of the food truck wanted to leave it open to other locations because he has had a number of residents contact him about the possibility of having him in the neighborhood. She noted that he does not have anything on the books, but wanted to obtain his permit so he would have that option.

Mayor Feldman asked Community Development Director Kate Thunstrom how that would work.

Community Development Director Kate Thunstrom stated that they can go into the neighborhoods, but there are some zoning requirements that they do take a look at and have to have permission from the property owner. For example, if it is in the street, they have to have permission from the City, if it is in a driveway, they must have permission from the property owner. She stated that going into neighborhoods is very common in many cities right now.

Mayor Feldman asked if any of the Councilmembers had additional questions or comments.

Muehlbauer stated that he sees this as a ‘no harm-no foul’ situation if that is how this individual would like to do business.

Robinson stated that he does not see a problem with it as long as the neighborhood is allowing it. He stated that at the very least, it will be an interesting experiment.

MOTION BY: Robinson SECOND: Udvig APPROVING CONSENT AGENDA ITEMS B.
Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 4-0

Mayor Feldman noted that he had neglected to lead the Council in the Pledge of Allegiance because it was not listed on the agenda. He asked that it be added into the next agenda following Call to Order.

The Council recited the Pledge of Allegiance.

5. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

6. **SPECIAL BUSINESS**
   A. None

7. **PUBLIC HEARINGS**
   A. None

8. **OLD BUSINESS**
   A. None

9. **NEW BUSINESS**
   A. City Hall Security

City Administrator Joe Kohlmann gave a presentation on City Hall security and reminded the Council that this had been discussed at the work session last Tuesday. He stated that the discussion ended with 2 in favor and 2 unsure about doing the project, so the consensus was to bring it to tonight's meeting for an official vote because they anticipated that all 5 members of the Council would be present, however, that is not the case.

Mayor Feldman stated that the Council already knows that, per the workshop discussion, Councilmember Bauer will be a nay vote on this item. He noted that he had Webber reduce the estimate down by $1,699 so it is down to $16,630 because there were some unnecessary things that had been included. He explained that the City had allocated $22,000 to replace the HVAC systems, however, when they had the existing units efficiency tested they were found to still be efficient. He stated that he is asking that the $22,000 be re-allocated towards the change in City Hall security. He stated that there is a total of $320,384 that has been set aside for maintenance to the building. He explained a possible issue with the door system being proprietary and noted that there is still 1 year left on the contract. He stated that right now he is going with the number from the vendor the City had dealt with for the Fire Station, which he thinks is a bit high for 5 doors at $16,874.35. He stated that he does have another subcontractor taking a look and should have numbers from him within the next few days. He explained that the worst-case scenario is that this job would cost the City $33,504.35 or 10.4566% of the total of $320,384 set aside for maintenance. He stated that he suspects they will be in the existing building for 2-3 years, if not longer, and he believes that security is an issue. He stated that the City has security at the Fire Station and the Police/Public Works building, but does not have security at City Hall, which he feels is a mistake. He stated that he thinks this is the right thing to do and he would rather be safe than sorry.

Udvig stated that she is in favor of this because nowadays safety is very important and mental health issues and crimes are on the rise. She stated that she would feel horrible saying that they had set aside money for the HVAC system but cannot spend money to protect the City workers. She understands that the City is planning to move out of the building in a few years, but she would feel horrible if it was put off for that reason and then something happened.

Robinson stated that it does seem like a lot of money right now, but over a period of time it will break down to “x” amount of dollars per year. He stated that he likes that during the work session the Police Chief Schwieger stated that he would do some instructional education with the staff, similar to what schools do in lockdown situations, to keep everyone safe. He stated that he thinks the City needs to do what is right, right now, and protect the staff as best as they can. He stated that $35,000 is a lot of money but when you put a price tag on what this can potentially prevent, it will be well worth it.

Muehlbauer stated that he does care about the staff and does think they should be safe, he does not see putting the money into the existing building. He would like to take this moment to commend the police for doing their job and keeping everyone safe during the incident at Kwik Trip. He stated that he would like to plan for the future and put this money towards the building that they will moving into.

Mayor Feldman clarified that the City is planning to building a City Hall/Fire Station in the next 3-5 years. He explained that the designs are there and ready to go, but nobody knows what the economy will be like, so it could be longer than 5 years before it is a reality. He stated that he is not willing to take a risk on the City’s employees not being safe, especially when the other City buildings have security measures in place. He noted that sometimes you just have to do the right thing and he feels this is one of those right things.

Udvig asked what it would cost to have security staff at the building rather than the proposed secure door system.

Police Chief Todd Schwieger stated that if he compared it to the School Resource Officer contract, that would be 8 hours/day for 171 days to cover the school year, which cost $74,000 and for this you would need to add another 3 months.

Mayor Feldmann explained that he would like to salvage everything possible out of the existing building and bring it to the new building, including these doors. He stated that the concern about safety has been raised by a few staff members and the City has the money to do this. He stated that his opinion would be different if the City didn’t have the money or if taxes had to be raised in order to do it.

MOTION BY: Robinson SECOND: Udvig APPROVING THE CITY HALL SECURITY UPGRADES.

Ayes: Udvig, Robinson, and Feldman
Nays: Muehlbauer
Motion carried 3-1

Mayor Feldman noted that, for the record, Councilmember Bauer voted 'Nay'.

B. Ordinance 281, Second Series – Adding Chapter 6 "Bed and Breakfast Facility License" (2nd Reading)

1. Ordinance 281 Second Series
2. Resolution 2021-32 Authorizing Summary Publication

Community Development Director Kate Thunstrom noted that this is the 2nd reading for the Bed and Breakfast facility licensing. She stated that this is an update as it was added as a new permitted use and zoning and will create business licensing that keeps them in a condition that are safe and healthy.

Councilmember Bauer joined the meeting at 6:22 p.m.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING ORDINANCE 281 SECOND SERIES – ADDING CHAPTER 6 "BED AND BREAKFAST FACILITY LICENSE".

Ayes: Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Abstain: Bauer
Motion carried 4-0-1

MOTION BY: ROBINSON SECOND: MUEHLBAUER ADOPTING RESOLUTION 2021-32 AUTHORIZING SUMMARY PUBLICATION

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

C. Rivers Edge Final Plat Approval

1. Resolution 2021-33 A Resolution Approving Final Plat and Plats for the 5th Addition of Rivers Edge
2. Approval of Development Agreement for 5th Addition

City Planner Beth Richmond gave a presentation on the Rivers Edge Final Plat. The applicant is seeking approval of 45 lots in the Rivers Edge subdivision which are a mix of traditional single-family and villa lots. She gave background history on the overall development for Rivers Edge which was originally brought to the City in January of 2018 and since that time the developer has been slowly platting off different sections of the development. She reviewed the first 4 phases of this subdivision and outlined the locations of the 5th Addition lots, street extensions, and drainage easements. This conforms to the approved Phase I and Phase II Preliminary Plat and will create Outlots A, B, and C. Staff recommends approval of the Final Plat, subject to conditions as well as the draft Developer's Agreement.

Mayor Feldman stated that he feels this is a good development and he supports it.

Robinson stated that as long as the stormwater calculations satisfy the City Engineer, he is happy to move forward with this project. He asked how Siewick Park got its name.

Richmond stated that she believes that is the name of the former property owner of this entire parcel.

MOTION BY: BAUER SECOND: MUEHLBAUER ADOPTING RESOLUTION 2021-33 APPROVING THE FINAL PLAT AND PLANS OF THE 5TH ADDITION OF RIVERS EDGE SUBDIVISION WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

MOTION BY: Muehlbauer SECOND: Udvig APPROVING THE DEVELOPMENT AGREEMENT FOR THE 5TH ADDITION OF RIVERS EDGE SUBDIVISION.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

D. GPS Locators

Public Works Director Jason Windingstad explained that Public Works is considering replacing an outdated locator that is about 20 years old. They would like to replace it with a GPS locator all in one unit that uses software called MnCORS that is run by MnDot. He gave an overview of how this type of GPS locator would be used in the City and uploaded with the GIS system.

Mayor Feldman stated that he is a firm believer that whenever the City can do something in-house, they should. He stated that he thinks the City will get a lot of use out of this equipment.

Muehlbauer asked about the current equipment being out of date and if the City has the wires already run and in place and that is how they are found.

Windingstad stated that the City Ordinance states that any water line or service line that runs into the City has a tracer wire ran with it. He explained that when they originally started running tracer lines with the water lines, they were not being hooked up correctly. He stated that if they are put in correctly, you can take the locator and hook it onto the source, such as a water meter, and there will be constant continuity running through it. For the ones that do not have tracer wires, this locator will also allow them to stick a ground rod in and hone in on the location. He stated that having this available will allow them to do much more than they have been able to do and his goal is to locate all the curb stops in the City. He shared the example of the delay with the Bottle Shop project of at least a week, because he couldn't get a contractor out to do just what could be done with this locator.

Muehlbauer confirmed that this is already accounted for in their budget.

Mayor Feldman noted that he had spoken with Finance Director Darcy Mulvihill earlier today and she explained that the funding for this equipment would come from the two Enterprise funds and is from money that has been set aside for maintenance.

Bauer stated that he thinks this will be a wise way to spend money because it will help the City do things that they would otherwise have to contract out for, so he will support it.

Robinson asked if the City had to pay any annual licensing fees for the software.

Windingstad stated that MnCORS is the software that is used and is provided by MnDot so there is no cost to it. He stated that the only cost will be a data charge because it is hooked up through satellite for the GPS, which means there will be a monthly Verizon bill. He noted that he does not know the amount, but it should be less than is used on a personal phone because it won't be in constant use.

Robinson asked if there would be any updates and calibration needed down the road that the City would have to pay for.

Windingstad stated based on his research there will be no charge for updates. He stated that the GPS calibrates itself and for the locator, you can usually tell if they are not working.

Robinson asked what type of training would be necessary to use this equipment.

Windingstad stated that to be a good locator there is training, but is free, and is put on by Minnesota Rural Water who also uses the same unit he is recommending for the City. He stated that he will probably send 2 employees at a time to the training.

MOTION BY: Robinson SECOND: Bauer AUTHORIZING THE PURCHASE OF A METROTECH GPS LINE LOCATOR FROM UTILITY LOGIC IN THE AMOUNT OF $10,459.00.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

E. Bottle Shop Full-Time Liquor Store Clerk

City Administrator Joe Kohlmann stated that the Council had discussed this at their last work session and stated that the majority of the Council were in favor of moving forward with this position. He noted that he had sent additional information to the

Council that was not available at the work session via e-mail. He stated that the position is proposed to be a Grade 4, Step 1, which would equate to $22.56/hour.

Mayor Feldman reminded the Council that discussion of the part-time position has been tabled. He stated that the liquor store is self-sustaining and pays for itself and also contributes $60,000/year to the City. He does not like that the State comes in and makes strong recommendations for how this should be run when it is something that is good for them. He stated that this is our City and he feels the Council and citizens should be able to choose what they would like to do for the good of its residents. He stated that he does not think Liquor Store Manager John Schmidt would come to the City and ask for a full-time employee if he did not need it. He asked Assistant City Attorney Dave Schaps the legalities of why the City would be pushed to do this one way over the other.

Assistant City Attorney Dave Schaps explained the Minnesota Pay Equity Law that will look at gender classification and the City's pay plan. The State will do some testing of the different positions and who is in those positions and provide feedback to the City. He stated that there is always a concern out there about hiring decisions, gender, and pay scale and noted that it has a lot of moving parts. He stated that he believes that is why staff has come with the recommendation that they have presented. He clarified that the Minnesota Pay Equity report would not just look at this one position but would look at all the positions in the City.

Mayor Feldman stated that he does not think gender should matter when it comes to pay scale and the only concern should be whether they can do the job or not. He stated that he doesn't think the Council thought about gender at all when discussing this position, but only thought about what they felt would be a fair wage. He asked what the ramifications would be if they went with the pay rate as discussed at the work session.

Schaps explained that the State will be looking at the structure of the pay plan and whether the classes in there are either male or female dominated and see if there are any compliance issues. If the State were to flag something, they would come back to the City who would then have the ability to take a look at it and potentially make some type of remedial action. If the City did not do that, the State could impose a fine.

Mayor Feldman stated that there is a full-time employee that has worked there for about 20 years and this proposed salary is just about equal to that salary. He stated that he has to wonder how she would feel if someone new came in and made the same amount that she is making that took her 20 years to reach. He reiterated his disagreement with the gender issue and feels this should just be about the person and whether or not they can do the job.

Muehlbauer stated that he agreed with Mayor Feldman that gender is irrelevant to this position and should just be whether or not they are qualified to do the job. He stated that because the City decided to go all in with the liquor store expansion, he thinks it is important to provide the staffing necessary. He stated that he is not very happy with the pay scale being what is proposed or the thought of having to deal with the extra gender issues. He stated that, in his opinion, the City cannot move forward with the lower starting rate that was discussed at the work session without creating more problems.

Udvig agreed and would like to give the Liquor Store Manager Schmidt the employees that he needs. She noted that she was unable to attend the work session but Mayor Feldman got her up to speed on the discussion that took place. She stated that she also has concerns about the pay rate and noted that it is a very sensitive topic right now and can be very hard on the morale of the employees but she does not want the City to get into legal troubles. She stated that she is in favor of hiring for this position.

Robinson stated that he is also disappointed with the State meddling into what the City can and cannot do because it should not be any of their concern and, in his opinion, is an overreach on their part. He stated that he thinks that 6 months of retail expertise in the position profile is kind of low and would like to see a year or more. He suggested that perhaps a future discussion may be about doing away with part-time employees entirely and only having full-time employees. He stated that his major concern is the expense of $7,000 P.E.R.A on top of the salary as well as the $15,000, on the high end, for health care. He noted that this means that there is another $22,000 on top of the $22.56/hour salary, but noted that this position will take away one part-time position so there will be some trade-off. He reiterated his disappointed that the State can mandate what the City can and cannot do. He stated that he would support doing whatever the City has to do without getting in trouble and being flagged. He stated that he has faith in Liquor Store Manager Schmidt to get the right people in position and thinks the City should move forward with this action.

Mayor Feldman asked for an explanation of the duties of this full-time position.

City Administrator Joe Kohlmann gave a brief overview of the job duties and responsibilities for this position.

Mayor Feldman asked if it would be possible to start this position at $20/hour and then after a 6-month probation period raise it to the Step without being crucified by the State. He stated that he is old fashioned and would like to see somebody have to work to earn something.

Schaps stated that he believes that the City would have some flexibility in that situation. He reminded the Council that the report is submitted to the State every three years.

Robinson asked if there would be a background check and drug testing.

Kohlmann stated that they will most likely do a background check but does not think there has been regular drug testing other than for Public Works employees in order to be MnDot compliant. He stated that he has not looked into that but is possibly something that could be done.

Bauer stated that he just cannot get there with the salary. He stated that if you look at the environment in and around St. Francis, other liquor store employees are not even getting close to that amount. He stated that he would like to draw a line in the sand and have the State prove to him that somebody in St. Francis, as a liquor store employee, should be making $22.56/hour. He stated that he feels the City employees should be making the same relative amount as what their constituents make. He noted that he has worked with County employees that do not make that much and they have a much larger load of tasks and responsibilities than this position will have. He stated that he is baffled that the leadership of the City will not do a reclassification study and would like to know where Grade 1, Step 1 is in this process. He stated that this position is being proposed as a Grade 4 and reiterated that he just cannot get on board with just continuing to say the City has to go along with the State and that this was not about gender. He reiterated that he cannot get to $22.56/hour for this position. He stated that this new employee will start making the same money as the person who has been at the liquor store for 20 years and will surpass them, which means that person will probably walk away. He stated that the starting salaries are outrageous and thinks the City leadership needs to sit down and re-evaluate this point system thing that has the City paying way more than what the residents are making. He stated that he hates to 'throw Joe on the sword', but he cannot support this. He gave the example of Educational Assistants at the school and noted that they are only making $12-$13/hour and they are doing much more than what this liquor store employee would be asked to do. He stated that he is not even sure that school teachers start at $22.56/hour. He stated that he does not think any of the residents will be supportive of a liquor store employee making $22.56/hour.

Mayor Feldman stated that the bottom line is that Liquor Store Manager Schmidt needs a full-time employee and this is a self-sustaining enterprise. He suggested that rather than going by the step program, the City could go with a 6-month probation period and start the salary at $19/hour which equates to $39,520/year or $20/hour which would be $41,600/year. He stated that he understands the sentiments of Councilmember Bauer and also shares many of the same frustrations with the State's involvement.

Robinson stated that he also understands Councilmember Bauer's passion for this issue and appreciates everything he shared. He noted that he, personally, had held the same flag for a long time, but does want him to cast aspersions that the rest of the Council is spineless, gutless or doesn't have courage to go against the grain. He stated that this is a situation where they each have to weigh their options and move forward with their opinions. He stated that he respects Councilmember

Bauer's right to draw a line in the sand and 'plant his flag' on this issue, but asked that Councilmember Bauer also respect the opinions of the other Councilmembers.

Mayor Feldman asked if his suggestion to start this at a lower salary would be possible.

Schaps stated that the Council has the final decision on this issue and if there is an issue in the future, it will be addressed at that time.

Muehlbauer stated that he thinks the City has some flexibility with this issue and noted that if this person chooses to stay with the City for 10 years, they will end up at the maximum pay based on the step system. He would like to start with the first 6 months at $18/hour which was discussed at the work session and then increase to $19/hour after that for the next 6 months. He stated that he agrees with Councilmember Bauer and is baffled that a liquor store employee would make that much money. He stated that it is a City job, is self-sustaining, and, in his opinion, by going forward with the expansion the City committed to going all in and trying to make it successful. He stated that he does not agree with the $22.56/hour, but understands that is sort of what the City is linked to because of the State. He reiterated that he would like to see the lower starting salary with a probationary period before there is a pay raise. He stated that he works in the HVAC field and having a probationary period is very common.

Mayor Feldman shared the concern raised by City Administrator Kohlmann that there may not be applicants for the position if the pay rate is $18/hour because of the way the market is right now. He reiterated his suggestion to start the position at $19/hour with the hope that it may attract more individuals interest.

Muehlbauer stated that he is not necessarily opposed to it and, in general, thinks starting lower is better. He asked if Councilmember Bauer still had the information he had shared at the work session about salary averages for a full-time liquor store employee.

Bauer stated that it was $16-$18/hour and he thinks if the salary is $18/hour that will get some employees from nearby liquor stores interested in the position as well, because they are making less where they are located. He stated that he can get behind $18/hour because of where the market is right now, but reiterated his concern that there are County employees that are only making $16-$17/hour. He stated that he would still like the City to sit down and re-evaluate the point system from the State and perhaps use an outside agency to do a job classification study for the City based on its demographics and regional location. He reiterated his concern about this position making the same as the long-term employee. He stated that he wouldn't blame the long-term employee if they quit and then just reapplied and started again because they would start at the new, higher, salary.

Kohlmann stated that the Assistant Liquor Store Manager, at the top end, makes

$5/hour more than the top end of this job. He stated that saying that this position will make the same as the existing long-term employee is not accurate and noted that he would be happy to get some quotes for a full-compensation study for all City employees if the Council would like.

Muehlbauer stated that he doesn't think there is anything wrong with putting the position out there at a starting rate of $18/hour and just see if there are applicants. He stated that if they are not getting applicants, then the Council can discuss increasing that rate to $18.50/hour or $19/hour.

Mayor Feldman noted that he had spoken with Liquor Store Manager Schmidt and he was supportive of the $18/hour and was really just looking for getting the help he needs. He stated he would support the suggestion made by Councilmember Muehlbauer. He asked City Administrator Kohlmann to repeat his statement about what the Assistant Liquor Storage Manager makes.

Kohlmann explained that the Assistant Liquor Store Manager makes $33.54/hour.

Mayor Feldman stated that they had gotten the impression from Liquor Store Manager Schmidt that the salaries would be closer.

Kohlmann stated that he was not sure where that information came from.

Mayor Feldman asked each Councilmember to share their opinion on the salary and probation period that have been proposed.

Robinson stated that he would like to avoid litigation down the road and noted that just because the City makes money it does not mean that the money has to be spent. He will support whatever will work to keep the City out of hot water. He reiterated that he totally disagrees with the State situation and their overreach.

Udvig stated that she agrees with Councilmember Robinson.

Mayor Feldman asked for Assistant City Attorney Schaps legal recommendation in this situation.

Schaps stated that the Council can make the decision about what they would like to do and this information will get submitted to the State. If there is an issue and the State flags it, they will notify the Council and work towards a solution.

Bauer reiterated that he would support this position starting at $18/hour and after the probationary period moving to $19/hour.

Mayor Feldman stated that he is going to recommend the City start at $19/hour and move to $20/hour following the probationary period and then moving to the full $22.56/hour so the State can see that the City is not being cheap.

MOTION BY: Udvig SECOND: Feldman AUTHORIZING THE POSTING OF THE FULL-TIME LIQUOR STORE CLERK POSITION WITH A STARTING SALARY OF $19/HOUR FOR A PERIOD OF 6 MONTHS, IF THEY SUCCESSFULLY PASS THE PROBATIONARY PERIOD THAT THE SALARY BE INCREASED TO $20/HOUR, AND IF THEY SUCCESSFULLY PASS THE SECOND PROBATIONARY PERIOD, THE SALARY BE INCREASED TO THE FULL STEP AMOUNT OF $22.56/HOUR.

Ayes: Bauer, Udvig, Muehlbauer, Robinson, and Feldman
Nays: None
Motion carried 5-0

10. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann stated that there is no one present in the meeting that is not part of the City's team.

11. REPORTS

A. Administrator Report – Verbal Update

City Administrator Joe Kohlmann stated that he had met with MnDot representatives and the City was approved to use WSB as the consulting engineering which was the City's preference. He noted that the next steps will be to meet with WSB to iron out the scope of the work and begin moving the Highway 47 project forward.

Mayor Feldman stated that he feels the Council feels the criteria for this project should be based on: Safety; Access to existing businesses; Expansion of commercial base.

B. Public Works – Monthly Streets and Parks; Water/Sewer

Public Works Director Windingstad stated that with the new GPS locator Public Works will be able to complete their culvert inventory for the watershed. The Emergency Response Plan put together by WSB has been approved and should be active starting next week. He noted that the crack fill and seal coating will also be starting next week. He stated that he has been spending quite a bit of time up at the Bottle Shop to ensure everything is going well and will continue to do that as needed.

Robinson thanked Public Works Director Windingstad for paying some attention to the City entrance sign on Round Lake Boulevard.

Udvig noted that she is happy to see the Public Works employees out working around the City and noted that they are always very friendly and happy to explain what they are doing when she has stopped to talk to them.

Bauer asked if the City can use any of the reclaimed water to flush the pumps and help break up the solids and put the water back into the system.

Windingstad stated that they do actually use their re-use water for that and can also use it to put on the gravel roads as well as for irrigation of the grounds.

Bauer noted that he would like to see the City be able to get to the point where the reclaimed water would be used to flood the ice rinks or run the reclaimed water back into the water treatment facility.

Windingstad stated that they are not quite there yet and the City's focus right now is to just keep getting the users up.

C. Council Member Reports

Udvig – Attended the School Board meeting and expressed her frustration with the repeated poor decisions of the school district. She stated that the School Board is holding a work session this evening on Critical Race Theory, even though they are not specifically calling it that and is very disappointed and frustrated that they have not done their research on this issue. She also attended the Planning and Zoning meeting. She heard that the Chamber of Commerce event was well attended and knows that people are really looking forward to National Night Out/Night to Unite. She explained that she has reinjured herself and will be slowing down a bit. She plans to do her best to attend all the Council meetings, but will keep everyone informed if she is unable to attend any meetings.

Robinson – Attended the Council work session. He stated that he had also attended the School Board meeting and was proud to see a lot of people show up for something they were passionate about. He attended the Planning and Zoning Commission meeting and commended both City Planner Beth Richmond and Community Development Director Kate Thunstrom for their work to help those meetings run smoothly.

Bauer – Attended the festivities at the park over the weekend and feels it was well received and hopes that Pioneer Days does not fizzle out due to COVID and hopes that it can be back to a full-fledged celebration next year. He expressed his frustration with the school district and his desire that it be dissolved and absorbed by another school district. He encouraged the voters to vote to get the right people onto the School Board.

Muehlbauer – Not much to report, he was not able to make it to the community day festivities because he had to work.

Mayor Feldman – On June 11, 2021 he went to the Ambassador program at the Anoka County Fairgrounds and just wanted to note that those girls do a tremendous job representing the City. On page 5 of the off-week memo, it shared that the Fire Department was awarded a $2,500 grant from CenterPoint Energy and those funds were used to purchase a new thermal imager. He thanked Fire

Chief Schmidt for his work in going out to get these types of grants. He and Councilmember Robinson will attend a Finance Committee meeting on June 28, 2021. He stated that he wanted to say that he is proud that the Council and City staff can work together to discuss and make decisions on hard things. He expressed his appreciation to staff, Council, and the public for their support as he and Councilmember Udvig work through their health issues.

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 8:04 PM.

Diana Saenger

Diana Saenger, City Clerk

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #
4B

TO: Joe Kohlmann, City Administrator

FROM: Darcy Mulvihill, Finance Director

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

DATE: 07/01/2021

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $115,365.43 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- $311.25

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:

- 07-01-2021 Packet List
- 07-01-2021 Manual Checks

CITY OF ST. FRANCIS

*Claim Register©

AP 07-06-2021

July 2021

Claim Type

Claim# 11094 *ABDO, EICK & MEYERS, LLP*

Cash Payment	E 101-41540-301 Auditing and Acct g Servic	Annual audit services	$480.00
Invoice 445473			
Cash Payment	E 601-49440-301 Auditing and Acct g Servic	Annual audit services	$80.00
Invoice 445473			
Cash Payment	E 602-49490-301 Auditing and Acct g Servic	Annual audit services	$80.00
Invoice 445473			
Cash Payment	E 609-49750-301 Auditing and Acct g Servic	Annual audit services	$160.00
Invoice 445473			

Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $800.00

Claim Type

Claim# 11145 *ANOKA COUNTY TREASURY DEPT*

Cash Payment	E 101-42110-237 Small Equipment	BATTERY	$106.50
Invoice AR017967			
Cash Payment	E 101-42110-321 Telephone	BROADBAND	$37.51
Invoice B210616P			
Cash Payment	E 101-42210-321 Telephone	BROADBAND	$37.51
Invoice B210616P			
Cash Payment	E 101-43100-321 Telephone	BROADBAND	$37.51
Invoice B210616P			
Cash Payment	E 101-45200-321 Telephone	BROADBAND	$37.51
Invoice B210616P			
Cash Payment	E 601-49440-321 Telephone	BROADBAND	$37.51
Invoice B210616P			
Cash Payment	E 602-49490-321 Telephone	BROADBAND	$37.45
Invoice B210616P			

Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $331.50

Claim Type

Claim# 11110 *ARTISAN BEER COMPANY*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$76.85
Invoice 3481220			

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $76.85

Claim Type

Claim# 11101 *ASPEN MILLS*

Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - BULERA	$55.85
Invoice 276309			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - STEMME	$304.60
Invoice 276472			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - STEMME	$164.80
Invoice 276686			
Cash Payment	E 101-42110-437 Uniform Allowance	UNIFORMS - BULERA	$1,777.95
Invoice 275271			

Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $2,303.20

Claim Type

Claim# 11163 *ATILANO, NIEVES*

Cash Payment	G 803-22000 Deposits	ESCROW REFUND-23520 DRAKE STREET	$5,500.00
Invoice .0721			

Transaction Date 7/1/2021 Due 7/31/2021 CASH 10100 **Total** $5,500.00

CITY OF ST. FRANCIS

*Claim Register©

AP 07-06-2021

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Claim Type

Claim# 11147 *BANYON DATA SYSTEMS, INC*

Cash Payment	E 101-41540-301 Auditing and Acct g Servic	SUPPORT			$1,071.00
Invoice 00161823					
Cash Payment	E 601-49440-301 Auditing and Acct g Servic	SUPPORT			$178.50
Invoice 00161823					
Cash Payment	E 602-49490-301 Auditing and Acct g Servic	SUPPORT			$178.50
Invoice 00161823					
Cash Payment	E 609-49750-301 Auditing and Acct g Servic	SUPPORT			$357.00
Invoice 00161823					
Transaction Date	6/30/2021 Due 7/30/2021	CASH	10100	**Total**	$1,785.00

Claim Type

Claim# 11112 *BERNICK COMPANIES, THE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER			$1,150.90
Invoice 225824					
Cash Payment	E 609-49751-255 N/A Products	N/A			$113.20
Invoice 225824					
Transaction Date	6/29/2021 Due 7/29/2021	CASH	10100	**Total**	$1,264.10

Claim Type

Claim# 11088 *BOND TRUST SERVICES*

Cash Payment	E 602-47000-620 Fiscal Agent s Fees	GENERAL OBLIGATION BOND			$475.00
Invoice 64397					
Transaction Date	6/28/2021 Due 7/28/2021	CASH	10100	**Total**	$475.00

Claim Type

Claim# 11115 *BREAKTHRU BEVERAGE*

Cash Payment	E 609-49751-252 Beer For Resale	BEER	$232.00
Invoice 340007176			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$2.90
Invoice 408637186			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$21.75
Invoice 408675086			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.45
Invoice 408552188			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$2.90
Invoice 408510935			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.45
Invoice 408679348			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$46.40
Invoice 340007175			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.45
Invoice 408637187			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$46.40
Invoice 408714286			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$0.12
Invoice 408625358			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	-$1.45
Invoice 408578786			
Cash Payment	E 609-49751-252 Beer For Resale	BEER	-$46.40
Invoice 408616420			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	-$10.49
Invoice 408625358			

CITY OF ST. FRANCIS

*Claim Register©

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Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$443.80
Invoice 408637186

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$1,127.10
Invoice 408675086

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$170.50
Invoice 408637187

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC -$24.08
Invoice 408679348

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$261.00
Invoice 408552188

Cash Payment E 609-49751-253 Wine For Resale WINE -$104.00
Invoice 408510935

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR $2,815.61
Invoice 340007175

Cash Payment E 609-49751-251 Liquor For Resale LIQUOR -$112.50
Invoice 408578786

Cash Payment E 609-49751-253 Wine For Resale WINE $64.00
Invoice 340007175

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $128.44
Invoice 340007175

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $906.71

Claim Type

Claim# 11162 *BROTHERS FIRE PROTECTION CO*

Cash Payment E 101-43100-401 Repairs/Maint Buildings 2021 ANNUAL ALARM INSPECTION $75.00
Invoice W12748

Cash Payment E 101-45200-401 Repairs/Maint Buildings 2021 ANNUAL ALARM INSPECTION $75.00
Invoice W12748

Cash Payment E 601-49440-401 Repairs/Maint Buildings 2021 ANNUAL ALARM INSPECTION $75.00
Invoice W12748

Cash Payment E 602-49490-401 Repairs/Maint Buildings 2021 ANNUAL ALARM INSPECTION $75.00
Invoice W12748

Cash Payment E 101-42110-401 Repairs/Maint Buildings 2021 ANNUAL ALARM INSPECTION $75.00
Invoice W12748

Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $375.00

Claim Type

Claim# 11126 *CRYSTAL SPRINGS ICE*

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC $54.00
Invoice 1002516

Cash Payment E 609-49751-254 Miscellaneous Merchandis MISC. $244.08
Invoice 1002495

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $298.08

Claim Type

Claim# 11127 *DAHLHEIMER DIST. CO. INC.*

Cash Payment E 609-49751-252 Beer For Resale BEER $19,773.51
Invoice 1417966

Cash Payment E 609-49751-255 N/A Products N/A $388.18
Invoice 1417966

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $20,161.69

Claim Type

Claim# 11096 *ECM PUBLISHERS, INC.*

Cash Payment E 101-41400-351 Legal Notices Publishing RESOLUTION 2021-32 $75.25
Invoice 841627
Cash Payment E 101-41400-351 Legal Notices Publishing JULY 6 VACATION PH $150.50
Invoice 841626
Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $225.75

Claim Type
Claim# 11089 *ELITE SANITATION*
Cash Payment E 101-45200-402 Janitorial Service RENTAL $576.00
Invoice 27700
Cash Payment E 101-45200-402 Janitorial Service RENTAL $96.00
Invoice 27688
Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $672.00

Claim Type
Claim# 11149 *EMERGENCY AUTOMOTIVE TECH.*
Cash Payment E 402-42110-550 Vehicles NEW SQUAD $11,870.18
Invoice OAK21023
Cash Payment E 101-42110-218 Equipment Repair & Maint EQUIPMENT MAINTENANCE $26.61
Invoice MP061521-51
Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $11,896.79

Claim Type
Claim# 11090 *EVERBRIDGE, INC*
Cash Payment E 101-41110-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-41400-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-42110-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-42210-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-43100-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-45200-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 101-42400-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 601-49440-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 602-49490-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Cash Payment E 609-49750-310 Computer Consulting Fee YEARLY CONTRACT $424.36
Invoice M64151
Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $4,243.60

Claim Type
Claim# 11091 *FURNEY, DONALD*
Cash Payment G 803-22000 Deposits ESCROW REFUND 23122 IVYWOOD ST $250.00
Invoice .0621
Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $250.00

Claim Type
Claim# 11103 *INNOVATIVE OFFICE SOLUTIONS,*

CITY OF ST. FRANCIS

*Claim Register©

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Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES			$34.94
Invoice IN3392364					
Cash Payment	E 101-41400-200 Office Supplies	OFFICE SUPPLIES			$16.26
Invoice IN3393348					
Cash Payment	E 101-43210-200 Office Supplies	OFFICE SUPPLIES			$55.82
Invoice IN3392171					
Transaction Date	6/28/2021 Due 7/28/2021	CASH	10100	**Total**	$107.02
Claim Type					
Claim# 11092	*INTL ASSOC OF FIRE CHIEFS*				
Cash Payment	E 101-42210-433 Dues and Subscriptions	MEMBERSHIP			$215.00
Invoice					
Transaction Date	6/28/2021 Due 7/28/2021	CASH	10100	**Total**	$215.00
Claim Type					
Claim# 11129	*JOHNSON BROS WHLSE LIQUOR*				
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$15.70
Invoice 1830964					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT			$10.99
Invoice 1830965					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$859.73
Invoice 1830964					
Cash Payment	E 609-49751-253 Wine For Resale	WINE			$540.40
Invoice 1830965					
Transaction Date	6/29/2021 Due 7/29/2021	CASH	10100	**Total**	$1,426.82
Claim Type					
Claim# 11155	*KIMS KLEANING*				
Cash Payment	E 602-49490-402 Janitorial Service	WASTE WATER PLANT			$275.00
Invoice 7658					
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPARTMENT			$800.00
Invoice 7657					
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT			$200.00
Invoice 7656					
Cash Payment	E 101-42110-402 Janitorial Service	FIRE DEPT			$150.00
Invoice 7659					
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL			$300.00
Invoice 7653					
Cash Payment	E 101-45000-402 Janitorial Service	COMMUNITY CENTER			$100.00
Invoice 7654					
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING			$200.00
Invoice 7655					
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING			$200.00
Invoice 7655					
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING			$200.00
Invoice 7655					
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING			$200.00
Invoice 7655					
Transaction Date	6/30/2021 Due 7/30/2021	CASH	10100	**Total**	$2,625.00
Claim Type					
Claim# 11157	*LAW ENFORCEMENT LABOR SVC*				
Cash Payment	G 101-21707 Union Dues	UNION DUES			$571.50
Invoice .0721					

CITY OF ST. FRANCIS

*Claim Register©

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Cash Payment G 101-21707 Union Dues SARGEANT DUES $63.50
Invoice .072021

Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $635.00

Claim Type

Claim# 11105 *LEPAGE & SONS*

Cash Payment E 101-45230-217 Other Operating Supplies COMMUNITY DAY $442.36
Invoice 140855

Cash Payment E 101-45230-217 Other Operating Supplies RECYCLE $172.76
Invoice 141503

Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $615.12

Claim Type

Claim# 11131 *MCDONALD DIST CO.*

Cash Payment E 609-49751-255 N/A Products N/A -$2.00
Invoice 2400558

Cash Payment E 609-49751-252 Beer For Resale BEER $256.40
Invoice 586218

Cash Payment E 609-49751-252 Beer For Resale BEER -$59.20
Invoice 585989

Cash Payment E 609-49751-252 Beer For Resale BEER $9,818.20
Invoice 585954

Cash Payment E 609-49751-252 Beer For Resale BEER -$950.40
Invoice 586073

Cash Payment E 609-49751-255 N/A Products N/A $264.70
Invoice 585954

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $9,327.70

Claim Type

Claim# 11093 *MN NCPERS LIFE INSURANCE*

Cash Payment G 101-21713 MN Life INSURANCE $96.00
Invoice .0621

Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $96.00

Claim Type

Claim# 11160 *NOVAK-FLECK, INC.*

Cash Payment G 803-22000 Deposits 23606 MARIGOLD $9,370.00
Invoice .072021

Cash Payment G 803-22000 Deposits 23590 MARIGOLD $6,750.00
Invoice .072021

Cash Payment G 803-22000 Deposits 23598 MARIGOLD $6,750.00
Invoice .072021

Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $22,870.00

Claim Type

Claim# 11161 *PACE ANALYTICAL SERVICES*

Cash Payment E 602-49490-313 Sample Testing TESTING $236.00
Invoice 21100334217

Cash Payment E 602-49490-313 Sample Testing TESTING $149.00
Invoice 21100334221

Transaction Date 6/30/2021 Due 7/30/2021 CASH 10100 **Total** $385.00

Claim Type

Claim# 11136 *PAUL EMMERICH CONSTRUCTION*

Cash Payment G 803-22000 Deposits ESCROW REFUND-3694 236TH LANE $9,556.00
Invoice .0621

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $9,556.00

Claim Type

Claim# 11164 *PEARL ARCHITECTURE LLC*

Cash Payment	G 609-16500 Construction in Progress	CONSTRUCTION SERVICES	$3,227.40
Invoice 2020.02-08			

Transaction Date 7/1/2021 Due 7/31/2021 CASH 10100 **Total** $3,227.40

Claim Type

Claim# 11139 *PHILLIPS WINE & SPIRITS CO.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$14.02
Invoice 6227121			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$18.36
Invoice 6227119			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$28.26
Invoice 6227120			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,328.24
Invoice 6227119			
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC.	$339.65
Invoice 6227121			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$775.75
Invoice 6227120			

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $2,504.28

Claim Type

Claim# 11140 *SOUTHERN GLAZERS OF MN*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$12.80
Invoice 2095979			
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$24.32
Invoice 2095978			
Cash Payment	E 609-49751-253 Wine For Resale	WINE	$594.00
Invoice 2095979			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$1,807.93
Invoice 2095978			

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $2,439.05

Claim Type

Claim# 11142 *STREICHER S*

Cash Payment	E 101-42110-437 Uniform Allowance	BADGE	$117.00
Invoice I1509934			

Transaction Date 6/29/2021 Due 7/29/2021 CASH 10100 **Total** $117.00

Claim Type

Claim# 11106 *TJ ASSOCIATES*

Cash Payment	E 101-42400-200 Office Supplies	SSTS MAINTENANCE RECORD	$68.75
Invoice 236203			
Cash Payment	E 101-42110-308 Community Education	JUNIOR OFFICER STICKERS	$335.00
Invoice 236204			

Transaction Date 6/28/2021 Due 7/28/2021 CASH 10100 **Total** $403.75

Claim Type

Claim# 11143 *VINOCOPIA, INC.*

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT	$12.00
Invoice 0281792-IN			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR	$171.52
Invoice 0281792-IN			

Cash Payment	E 609-49751-254 Miscellaneous Merchandis		MISC			$144.00
Invoice 0281792-IN						
Transaction Date	6/29/2021	Due 7/29/2021	CASH	10100	**Total**	$327.52

Claim Type

Claim#	11144 *WESTRUM CONSTRUCTION LLC*					
Cash Payment	G 803-22000 Deposits		ESCROW REFUND-4953 AMBASSADOR BLVD			$5,000.00
Invoice .0621						
Transaction Date	6/29/2021	Due 7/29/2021	CASH	10100	**Total**	$5,000.00

Claim Type

Claim#	11165 *WSB & ASSOCIATES, INC*					
Cash Payment	E 601-49440-303 Engineering Fees		PROFESSIONAL SERVICES			$1,922.50
Invoice R-017848-000-3						
Transaction Date	7/1/2021	Due 7/31/2021	CASH	10100	**Total**	$1,922.50

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$115,365.43
Total	$115,365.43

CITY OF ST FRANCIS

Payments

Current Period: June 2021

Payments Batch Manual 06-2021 $311.25

Refer	11048 *VINOCOPIA, INC.*	Ck# 079246 6/24/2021			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			$16.00
Invoice 0279085-IN					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			$175.25
Invoice 0279085-IN					
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			$120.00
Invoice 0279085-IN					
Transaction Date	6/24/2021	CASH	10100	**Total**	$311.25

Fund Summary

	10100 CASH
609 LIQUOR FUND	$311.25
	$311.25

Pre-Written Checks	$311.25
Checks to be Generated by the Computer	$0.00
Total	$311.25

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: June 28, 2021
SUBJECT: Drainage & Utility Easement Vacations
APPLICANT: Tamarack Land Development (Dale Willenbring)
LOCATION: Rivers Edge subdivision
MEETING DATE: July 6, 2021

OVERVIEW

In the Rivers Edge development, drainage and utility easements are established over all outlots. Several of these outlots are intended for future development. When a new addition is platted from one of these existing outlots, the drainage and utility easement on the site needs to be vacated to allow the platting to occur.

Dale Willenbring recently submitted the final plat application for the 5th Addition of Rivers Edge. The 5th Addition final plat included outlots from the 2nd and 4th Additions of Rivers Edge. This final plat was reviewed and approved with conditions at the City Council meeting on June 21, 2021. New drainage and utility easements were established where necessary with the 5th Addition final plat. The underlying drainage and utility easements that need to be vacated in order to allow this plat to be recorded were not able to be reviewed at the June 21st meeting due to public notice requirements.

Therefore, Council is requested to hold a public hearing and review the request to vacate the existing drainage and utility easements over Outlot C, 2nd Addition and Outlot A, 4th Addition of the Rivers Edge development to allow the 5th Addition final plat to be recorded. Staff recommends approval of the vacation request.

SUGGESTED MOTIONS

1. Move to approve Resolution 2021-XX approving the vacation of the drainage and utility easements over Outlot C of the 2nd Addition and Outlot A of the 4th Addition of the Rivers Edge subdivision.

ATTACHMENTS

- Draft Resolution – Easement Vacation

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

RESOLUTION 2021-34

A RESOLUTION VACATING THE DRAINAGE AND UTILITY EASEMENTS OVER OUTLOT C 2nd ADDITION, AND OUTLOT A 4th ADDITION, OF THE RIVERS EDGE SUBDIVISION

WHEREAS, the applicant, Dale Willenbring on behalf of Tamarack Land Development, has requested the vacation of the drainage and utility easements described as

All those drainage and utility easements lying within Outlot C, Rivers Edge 2nd Addition and Outlot A, Rivers Edge 4th Addition, according to the recorded plats thereof, Anoka County, Minnesota; and

WHEREAS, the drainage and utility easement vacation was requested in order to allow the development of the 5th Addition of Rivers Edge; and

WHEREAS, the City Council of the City of St. Francis approved the final plat of the 5th Addition of Rivers Edge on June 21, 2021, establishing new drainage and utility easements where necessary; and

WHEREAS, on July 6, 2021, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the City Council 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, the City Council of the City of St. Francis on July 6, 2021, considered the requested drainage and utility easement vacation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the vacation of the drainage and utility easements over Outlot C of the 2nd Addition and Outlot A of the 4th Addition of the Rivers Edge subdivision.

Approved and adopted by the City Council of the City of St. Francis on the 6th day of July, 2021.

____
Steven D. Feldman, Mayor

____
Attest: Diana Saenger, City Clerk

____
Dated

CITY COUNCIL REPORT

TO:	City of St. Francis City Council
FROM:	Beth Richmond, Consulting Planner
DATE:	June 28, 2021
SUBJECT:	Variance; Administrative Adjustment
APPLICANT:	Julie Dickenson
LOCATION:	23008 Navajo St NW (PIDs 31-34-24-33-0003 and 31-34-24-33-0002)
MEETING DATE:	July 6, 2021
COMP PLAN:	Agriculture and Medium Density Residential
ZONING:	A-2 Rural Estate Agriculture

OVERVIEW

Julie Dickenson has submitted applications for an administrative adjustment and related variance for the property located at 23008 Navajo St NW. The site contains two properties, both of which are split by Seelye Brook. An existing home and accessory structures are located across both properties near the eastern property line.

The applicant is proposing to adjust the existing lot lines to create a single lot north of Seelye Brook (Parcel A) and second lot south of Seelye Brook (Parcel B). This request is considered an administrative adjustment since the lot shapes will be shifting but no new lots will be created. All lots are required to have lot frontage onto an improved public street. Parcel A has direct access to Navajo St NW and 230th Ct NW. Parcel B does not have direct access to a public street; therefore, a variance for lot frontage is requested.

Staff has reviewed the administrative adjustment request concurrently with the variance request. The draft approval of the administrative adjustment is attached.

PLANNING COMMISSION

The Planning Commission reviewed the request at their June 16th meeting. Commissioners confirmed that an existing private access easement provides necessary access for the proposed Parcel B to Norris Lake Road, allowing Parcel B to be considered a buildable lot. 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 MOTION

1. Move to approve Resolution 2021-XX approving the lot frontage variance for 23008 Navajo St NW 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 – Variance
- Draft Administrative Adjustment Approval Letter
- June 16, 2021 Planning Packet

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

RESOLUTION 2021-XX

A RESOLUTION APPROVING A LOT FRONTAGE VARIANCE FOR THE PROPERTY LOCATED AT 23008 NAVAJO ST NW

WHEREAS, the applicant, Julie Dickenson, has requested a variance from Sections 10-41-03 and 11-42-02 of the City Code to create a lot with no direct frontage onto a public street; and

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

WHEREAS, the proposed parcel is legally described in Exhibit B; and

WHEREAS, Sections 10-41-03 and 11-42-02 of the City Code require all City lots to have direct access onto an improved public street; and

WHEREAS, a private access easement exists which provides access from the proposed lot to Norris Lake Road; and

WHEREAS, on June 16, 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 June 16, 2021, the Planning Commission unanimously recommended approval of the requested variance subject to conditions; and

WHEREAS, the City Council of the City of St. Francis, on July 6, 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 lot frontage variance for the property at 23008 Navajo St NW based on the following findings of fact:

1. The proposed variance is consistent with the City's Comprehensive Plan.

2. The proposed variance is consistent with the general purposes and intent of the City's Zoning ordinance.

3. Applicant has provided documentation demonstrating that both Parcel A and B are buildable lots.

4. The applicant has provided documentation for an existing access easement which can be used to provide access to Parcel B from Norris Lake Rd NW.

5. The applicant has demonstrated practical difficulties for the site. The location of Seelye Brook across the entirety of this property is a unique circumstance which severely limits the applicant's ability to access the southern portion of the site.

BE IT FURTHER RESOLVED that approval of the lot frontage variance at 23008 Navajo St NW shall be subject to the following conditions:

1. Approval of this request is subject to concurrent approval of the administrative adjustment request for 23008 Navajo St NW.

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

3. The applicant is aware that if the existing access easement to the south should ever be removed, Parcel B would be landlocked and have no legal building entitlements without further subdivision and access being provided via a public street connection or alternative driveway easement.

4. No building permit shall be issued for Parcel B without a driveway providing access to a public street and constructed to the standards as approved by the City Engineer.

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

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

7. 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 6th day of July, 2021.

____
Steven D. Feldman, Mayor

________________________________ ________________________________
Attest: Diana Saenger, City Clerk Dated

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

EXHIBIT A

Existing Legal Description:

The Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, EXCEPTING THEREFROM the East 253 feet of the South 860 feet.

AND

The East 253 feet of the South 860 feet of the Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota.

EXHIBIT B

Parcel B Proposed Legal Description:

PARCEL B

That part of the Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 13 minutes 28 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 200.66 feet to the point of beginning of the parcel to be described; thence North 82 degrees 04 minutes 25 seconds East, a distance of 151.06 feet; thence South 59 degrees 23 minutes 08 seconds East, a distance of 156.00 feet; thence South 32 degrees 02 minutes 43 seconds West, a distance of 119.94 feet; thence South 61 degrees 18 minutes 49 seconds East, a distance of 106.40 feet; thence South 04 degrees 00 minutes 09 seconds East, a distance of 46.01 feet; thence South 66 degrees 40 minutes 36 seconds East, a distance of 70.78 feet; thence South 15 degrees 08 minutes 31 seconds East, a distance of 109.74 feet; thence South 53 degrees 28 minutes 08 seconds East, a distance of 152.45 feet; thence South 40 degrees 44 minutes 41 seconds West, a distance of 87.21 feet; thence South 08 degrees 37 minutes 01 seconds West, a distance of 116.53 feet; thence South 69 degrees 24 minutes 54 seconds East, a distance of 46.64 feet; thence North 40 degrees 00 minutes 24 seconds East, a distance of 133.31 feet; thence South 75 degrees 57 minutes 51 seconds East, a distance of 70.96 feet; thence South 14 degrees 59 minutes 19 seconds East, a distance of 77.76 feet; thence South 86 degrees 23 minutes 24 seconds East, a distance of 131.90 feet; thence South 23 degrees 17 minutes 09 seconds East, a distance of 42.32 feet; thence South 45 degrees 32 minutes 32 seconds West, a distance of 62.05 feet; thence South 35 degrees 36 minutes 28 seconds East, a distance of 31.34 feet; thence North 63 degrees 23 minutes 15 seconds East, a distance of 117.34 feet; thence South 76 degrees 23 minutes 16 seconds East, a distance of 87.85 feet; thence North 80 degrees 19 minutes 30 seconds East, a distance of 280.77 feet; thence South 26 degrees 16 minutes 30 seconds East, a distance of 194.44 feet; thence South 06 degrees 54 minutes 24 seconds East, a distance of 85.51 feet; thence South 49 degrees 58 minutes 33 seconds East, a distance of 26.89 feet, more or less, to the east line of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 13 minutes 44 seconds West, along said east line, a distance of 123.26 feet to the south line of said Southwest Quarter of the Southwest Quarter; thence North 89 degrees 43 minutes 20 seconds West, along said south line, a distance of 1388.03 feet to the west line of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 13 minutes 28 seconds East, along said west line, a distance of 1099.97 feet to said point of beginning and there terminating.

Subject to easements, restrictions, or reservations of record, if any.

July 7, 2021

Julianna Dickenson
3433 Hwy 190 #170
Mandeville, LA 70471

Dear Ms. Dickenson,

This letter is in regard to the administrative adjustment application submitted on May 17, 2021 for the property located at 23008 Navajo St NW. You are advised that your application for an administrative adjustment has been reviewed and approved.

Staff hereby approves your question based on the following findings:

1. The proposed lots meet all dimensional requirements for lots in the A-2 Rural Estate Agriculture district
2. The proposed adjustment is consistent with the land use guidance in the Comprehensive Plan.
3. A private access easement exists which provides Parcel B access to Norris Lake Rd.

Please note that if the existing access easement to the south should ever be removed, Parcel B would be landlocked and have no legal building entitlements without further subdivision and access being provided via a public street connection or alternative driveway easement.

You are responsible for recording this approval and accompanying survey with the Anoka County Recorder within 60 days after the date of approval (no later than September 4, 2021).

If you have any questions, please feel free to contact Beth Richmond at 612-252-7145 or beth@hkgi.com.

Sincerely,

Beth Richmond

Beth Richmond
City Planner | St. Francis

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:	June 9, 2021
SUBJECT:	Variance, Administrative Adjustment
APPLICANT:	Julianna Dickenson
LOCATION:	23008 Navajo Street NW (PIDs 31-34-24-33-0003 and 31-34-24-33-0002)
MEETING DATE:	June 16, 2021
COMP PLAN:	Agriculture and Medium Density Residential
ZONING:	A-2 Rural Estate Agriculture

OVERVIEW

Julie Dickenson has submitted applications for an administrative adjustment and related variance for the property located at 23008 Navajo St NW. The site contains two properties, both of which are split by Seelye Brook. As shown in the aerial below, Seelye Brook and its associated wet areas make up roughly 16 acres of the 40-acre site. An existing home and accessory structures are located across both properties near the eastern property line.

The applicant is proposing to adjust the existing lot lines to create a single lot north of Seelye Brook and second lot south of Seelye Brook. The applicant has indicated that the location of the creek reduces the property owner's ability to use the southern portion of the property. By adjusting the lot lines, the property owner would be able to sell the southern lot to a neighboring property owner. The lot line adjustment would also ensure that all existing structures are located on a single lot. The review of this lot line adjustment can be done administratively.

The variance requested relates to lot frontage requirements for the proposed Parcel B. The Planning Commission is requested to hold a public hearing, review the variance, and provide a recommendation to the City Council.

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

REVIEW PROCEDURE

60-Day Subdivision Review Process
Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the variance request is July 16, 2021.

Public Hearing
City Code Section 10-31-03 requires that a public hearing for review of the variance request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald and mailed to all affected property owners located within 350 feet of the subject property.

VARIANCE REVIEW

Comprehensive Plan
The site is guided for Agriculture and Medium Density Residential use by the Comprehensive Plan. The Agriculture designation is located on the land south of Seelye Brook while the Medium Density Residential designation is located north of Seelye Brook within the City's urban service area. The proposed lot line adjustment would realign the properties to roughly match with the location of these land use categories, with Parcel A being guided for Medium Density Residential and Parcel B being guided for Agriculture.

The existing structures on Parcel A are proposed to remain in use following the administrative adjustment. If Parcel A is subdivided in the future, it would be expected to meet the use and density requirements of the Medium Density Residential designation and the urban service area. The Medium Density Residential land use category is intended for lower density attached and higher density detached residential uses with a density range between 3 and 7 units per acre.

The request to adjust the property lines which would more closely match with the land use boundaries in the Comprehensive Plan is consistent with the Plan's guidance.

Zoning
This property is zoned A-2 Rural Estate Agriculture. The A-2 district is intended to accommodate agriculture and large lot single unit residential homes on individual septic systems. Use of the property for single-family residential is permitted. Both proposed lots meet the dimensional standards for lots in the A-2 district as shown below:

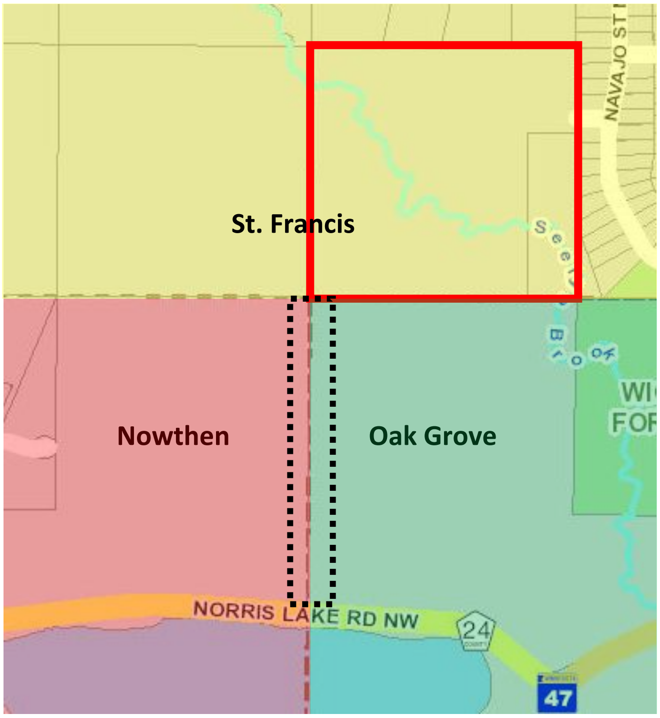
	A-2 Requirement	**Parcel A**	**Parcel B**
Minimum Lot Area	10 acres	22.62 acres	18.69 acres
Minimum Lot Width	300 ft.	1100+ ft.	1300+ ft.

The existing home and accessory structures on Parcel A meet all required setbacks.

Frontage/Access
Lots are required to have frontage and access directly onto an abutting, improved, and City-accepted public street (Code Sections 10-41-03 and 11-42-02). Parcel A has existing driveway access onto Navajo St NW through a set of three vacant lots owned by the applicant. 230th Ct NW is also stubbed at this property. If the property were to subdivide in the future, 230th Ct NW would be extended to serve the new lots.

Parcel B does not have frontage directly onto an abutting public street. Therefore, the applicant is requesting a variance from the Code provisions listed above. The location of Seelye Brook east to west across the entire property makes access to and use of the land south of the brook challenging for the property owner. While Parcel B does not directly abut a public street, there is an existing 33-foot access easement located between Parcel B and Norris Lake Rd NW to the south. This easement allows driveway access to Norris Lake Rd NW from the southwest corner of Parcel B. Without this easement Parcel B becomes a parcel with no access and a non-buildable lot.

City Boundary
This parcel is located on the boundary between the cities of St. Francis, Oak Grove, and Nowthen. The existing access easement (dashed line below) runs from the subject property in the City of St. Francis through both Oak Grove and Nowthen. Because Parcel B is considered a buildable lot within the City, it is important to maintain its access to a public street. Because the access easement and associated public street is located outside of the borders of St. Francis, Staff is exploring mechanisms to ensure that the property's access is maintained in the long-term.



RECOMMENDATION
Staff supports the requested lot frontage variance. The Comprehensive Plan determined that Seelye Brook is a natural barrier for City services in this location, and it is reasonable to adjust the lot lines to split the property along the brook's boundary. The existing access easement provides an indirect and legal way for Parcel B to access a public street.

Staff recommends the following:

1. Staff recommends approval of the lot frontage variance for the property at 23008 Navajo St NW with conditions and findings of fact.

Proposed Conditions of Approval

1. Approval of this request is subject to concurrent approval of the administrative adjustment request for 23008 Navajo St NW.
2. The applicant shall provide legal proof of ownership of the property.
3. The applicant is aware that if the existing access easement to the south should ever be removed, Parcel B would be landlocked and have no legal building entitlements without further subdivision and access being provided via a public street connection or alternative driveway easement.
4. No building permit shall be issued for Parcel B without a driveway providing access to a public street and constructed to the standards as approved by the City Engineer.
5. The applicant is responsible for all fees related to the review of this application.
6. All fees and financial obligations shall be received by the City prior to the releasing of the subdivision documents for recording.

7. The applicant shall record the approval document(s) with the County Recorder in accordance with Section 10-31-03 of the City Code.
8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Proposed Findings of Fact

1. The proposed variance is consistent with the City's Comprehensive Plan.
2. The proposed variance is consistent with the general purposes and intent of the City's Zoning ordinance.
3. Applicant has provided documentation demonstrating that both Parcel A and B are buildable lots.
4. The applicant has provided documentation for an existing access easement which can be used to provide access to Parcel B from Norris Lake Rd NW.
5. The applicant has demonstrated practical difficulties for the site. The location of Seelye Brook across the entirety of this property is a unique circumstance which severely limits the applicant's ability to access the southern portion of the site.

PLANNING COMMISSION ACTION

After the public hearing and discussion, the Planning Commission could take one of the following actions:

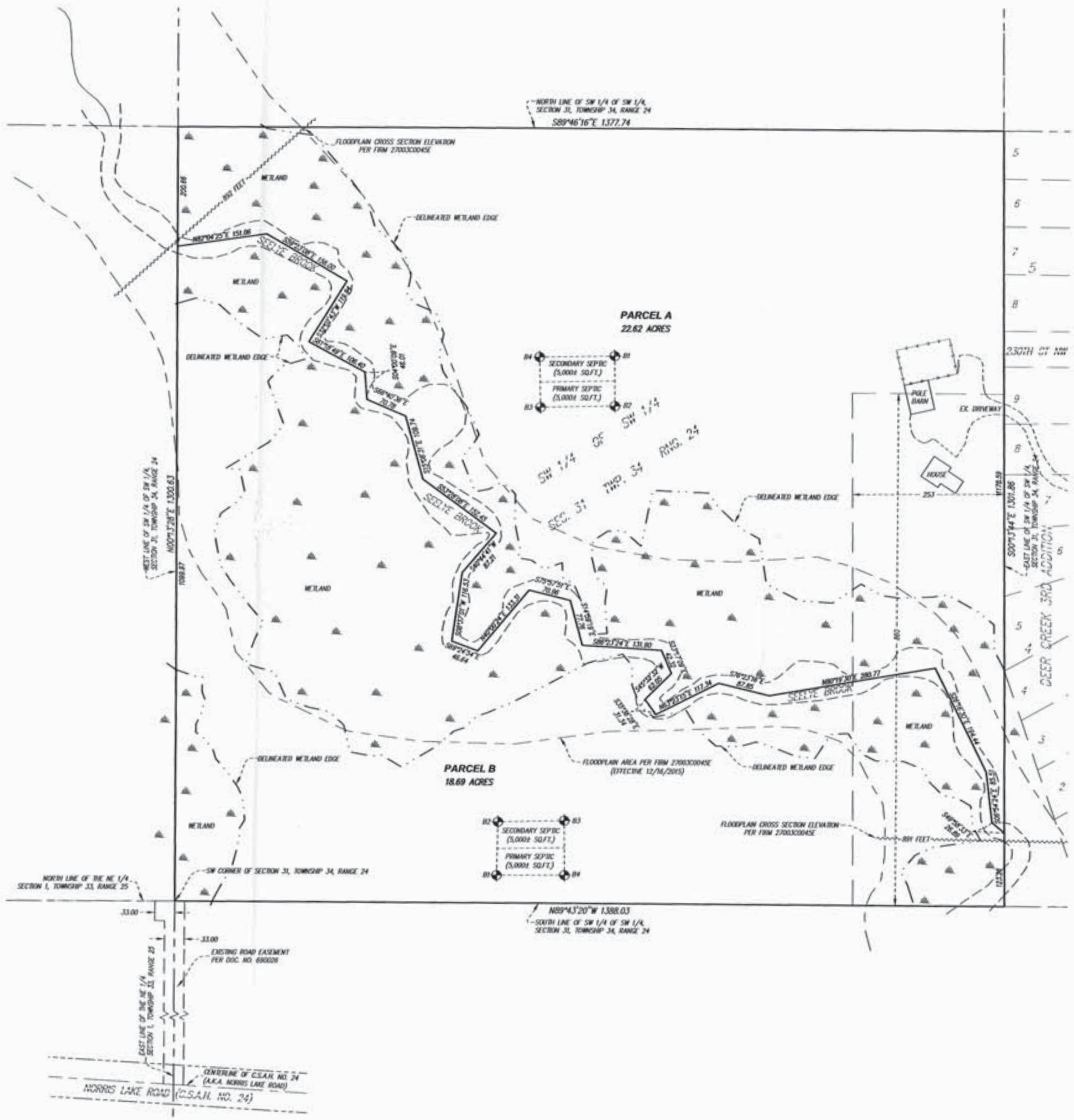
1. Recommend approval with the conditions and findings of fact as presented by Staff.
    a. Proposed Motion:
    Move to recommend approval of the lot frontage variance at 23008 Navajo St NW with conditions and findings of fact as recommended by Staff.
2. Recommend denial with Planning Commissioners' 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

- Applicant Submittals
- Access Easement

Description Survey

Prepared for: James Dickenson



EXISTING PROPERTY DESCRIPTIONS *(Per Anoka County GIS)*

PID: 31-34-24-33-0003:

The Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, EXCEPTING THEREFROM the East 253 feet of the South 860 feet.

AND

PID: 31-34-24-33-0002:

The East 253 feet of the South 860 feet of the Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota.

PROPOSED PROPERTY DESCRIPTIONS

PARCEL A

That part of the Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows:

Beginning at the northwest corner of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 13 minutes 28 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 200.66 feet; thence North 82 degrees 04 minutes 25 seconds East, a distance of 151.06 feet; thence South 59 degrees 23 minutes 08 seconds East, a distance of 156.00 feet; thence South 32 degrees 02 minutes 43 seconds West, a distance of 119.94 feet; thence South 61 degrees 18 minutes 49 seconds East, a distance of 106.40 feet; thence South 04 degrees 00 minutes 09 seconds East, a distance of 46.01 feet; thence South 66 degrees 40 minutes 36 seconds East, a distance of 70.78 feet; thence South 15 degrees 08 minutes 31 seconds East, a distance of 109.74 feet; thence South 53 degrees 28 minutes 08 seconds East, a distance of 152.45 feet; thence South 40 degrees 44 minutes 41 seconds West, a distance of 87.21 feet; thence South 08 degrees 37 minutes 01 seconds West, a distance of 116.53 feet; thence South 69 degrees 24 minutes 54 seconds East, a distance of 46.64 feet; thence North 40 degrees 00 minutes 24 seconds East, a distance of 133.31 feet; thence South 75 degrees 57 minutes 51 seconds East, a distance of 70.96 feet; thence South 14 degrees 59 minutes 19 seconds East, a distance of 77.76 feet; thence South 86 degrees 23 minutes 24 seconds East, a distance of 131.90 feet; thence South 23 degrees 17 minutes 09 seconds East, a distance of 42.32 feet; thence South 45 degrees 32 minutes 32 seconds West, a distance of 62.05 feet; thence South 35 degrees 36 minutes 28 seconds East, a distance of 31.34 feet; thence North 63 degrees 23 minutes 15 seconds East, a distance of 117.34 feet; thence South 76 degrees 23 minutes 16 seconds East, a distance of 87.85 feet; thence North 80 degrees 19 minutes 30 seconds East, a distance of 280.77 feet; thence South 26 degrees 16 minutes 30 seconds East, a distance of 194.44 feet; thence South 06 degrees 54 minutes 24 seconds East, a distance of 85.51 feet; thence South 49 degrees 58 minutes 33 seconds East, a distance of 26.89 feet, more or less, to the east line of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 13 minutes 44 seconds East, along said east line, a distance of 1178.59 feet to the north line of said Southwest Quarter of the Southwest Quarter; thence North 89 degrees 46 minutes 16 seconds West, along said north line, a distance of 1377.74 feet to the point of beginning and there terminating.

Subject to easements, restrictions, or reservations of record, if any.

PARCEL B

That part of the Southwest Quarter of the Southwest Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 13 minutes 28 seconds West, assumed bearing, along the west line of said Southwest Quarter of the Southwest Quarter, a distance of 200.66 feet to the point of beginning of the parcel to be described; thence North 82 degrees 04 minutes 25 seconds East, a distance of 151.06 feet; thence South 59 degrees 23 minutes 08 seconds East, a distance of 156.00 feet; thence South 32 degrees 02 minutes 43 seconds West, a distance of 119.94 feet; thence South 61 degrees 18 minutes 49 seconds East, a distance of 106.40 feet; thence South 04 degrees 00 minutes 09 seconds East, a distance of 46.01 feet; thence South 66 degrees 40 minutes 36 seconds East, a distance of 70.78 feet; thence South 15 degrees 08 minutes 31 seconds East, a distance of 109.74 feet; thence South 53 degrees 28 minutes 08 seconds East, a distance of 152.45 feet; thence South 40 degrees 44 minutes 41 seconds West, a distance of 87.21 feet; thence South 08 degrees 37 minutes 01 seconds West, a distance of 116.53 feet; thence South 69 degrees 24 minutes 54 seconds East, a distance of 46.64 feet; thence North 40 degrees 00 minutes 24 seconds East, a distance of 133.31 feet; thence South 75 degrees 57 minutes 51 seconds East, a distance of 70.96 feet; thence South 14 degrees 59 minutes 19 seconds East, a distance of 77.76 feet; thence South 86 degrees 23 minutes 24 seconds East, a distance of 131.90 feet; thence South 23 degrees 17 minutes 09 seconds East, a distance of 42.32 feet; thence South 45 degrees 32 minutes 32 seconds West, a distance of 62.05 feet; thence South 35 degrees 36 minutes 28 seconds East, a distance of 31.34 feet; thence North 63 degrees 23 minutes 15 seconds East, a distance of 117.34 feet; thence South 76 degrees 23 minutes 16 seconds East, a distance of 87.85 feet; thence North 80 degrees 19 minutes 30 seconds East, a distance of 280.77 feet; thence South 26 degrees 16 minutes 30 seconds East, a distance of 194.44 feet; thence South 06 degrees 54 minutes 24 seconds East, a distance of 85.51 feet; thence South 49 degrees 58 minutes 33 seconds East, a distance of 26.89 feet, more or less, to the east line of said Southwest Quarter of the Southwest Quarter; thence South 00 degrees 13 minutes 44 seconds West, along said east line, a distance of 123.26 feet to the south line of said Southwest Quarter of the Southwest Quarter; thence North 89 degrees 43 minutes 20 seconds West, along said south line, a distance of 1388.03 feet to the west line of said Southwest Quarter of the Southwest Quarter; thence North 00 degrees 13 minutes 28 seconds East, along said west line, a distance of 1099.97 feet to said point of beginning and there terminating.

Subject to easements, restrictions, or reservations of record, if any.

NOTES:

1) The delineated wetland edge is shown per shape file provided by Dillon Hayes with Logan's Excavating.
2) The existing house and driveway is shown per aerial photo
3) The soil boring locations are shown per sketch provided by Mark Tradewell with Tradewell Soil Testing

I hereby certify that this plan, specification, or report 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.

Print Name: Kyle J. Roddy License # 42627

Signature: Date: 05/08/2021

LHB PERFORMANCE DRIVEN DESIGN.

QUESTIONNAIRE – COMPLETION REQUIRED

Please attach answers on separate sheet of paper.

The ordinance requires that the conditions below must be satisfied in order for the variance to potentially be approved. On a separate page, explain in detail how your request conforms to the each of these requirements. Be specific when addressing these items, the Commission must establish findings which support the application as it relates to each of the following:

Section A.

1. Existing use of the property
2. Description of the situation in which necessitates the request for the variance
3. Describe any physical or hydraulic impacts this project will have on water resources. Will the project involve the alteration of any surface water?
4. Provide an estimate of the acreage to be graded or excavated and the amount of soil to be moved. Describe any steep slopes or highly erodible soils and what measure will be used to minimize erosion.
5. Is this project in proximity to designated parks, trails, recreation areas, wildlife preserves or other unique resources?
6. Provide any additional information that would be helpful for the Planning Commission when reviewing this application.

Section B.

7. What is the effect of the proposed variance upon the health, safety and welfare or the community?
8. How is the request in harmony with the general purposes and intent of the Zoning Ordinance?
9. How is the request consistent with the Comprehensive Plan?
10. The applicant establishes that there are practical difficulties in complying with the Zoning Ordinance. Explain how:
    a. The proposed use is permitted in the zoning district in which the land is located. A variance can be requested for dimensional items.
    b. The plight of the landowner is due to circumstances unique to the property and not created by the landowner.
    c. The variance, if granted, will not alter the essential character of the neighborhood in which the parcel of land is located.
    d. Economic considerations alone do not constitute practical difficulties
    e. Will the variance involve a use that is not allowed within the respective zoning district?
11. What are circumstances unique to the shape, topography, water conditions or other physical conditions of the property?
12. How is granting of the variance necessary for the preservation and enjoyment of a substantial property right?
13. Explain how granting of the variance will not impair light and air to the surrounding properties, unreasonable increase congestion, increase the danger of fire or endanger public safety.
14. Explain how granting of the variance will not merely serve as a convenience but is necessary to alleviate a practical difficulty.

5-5-21

APPLICATION FOR VARIANCE

23008 Navajo Street Lot Line Adjustment

Answers to Questions

Section A.

1. Hunting and Nature Walks
2. Potential Sale of property south of creek to adjoining property owner.
3. Will not involve any alteration of surface water.
4. No soil will be moved.
5. No
6. This is a 36.13 Acre piece of land that is split in half by a creek. Property owner is selling everything south of waterway to adjoining land owner.

Section B

7. No effect on the community
8. Property will remain as is, woods and wetland
9. Property will remain as is, woods and wetland
10. Complying
    - A. Moving lot line
    - B. Landowner is not changing the property or its use
    - C. The variance will not alter the character of the neighborhood
    - D. No economic considerations
    - E. No, the use of the land will remain in harmony with nature
11. The unique circumstances are that the landowner surrounding the boarders of this piece of land wants to buy it to expand his piece of property
12. The waterway splits the piece of land so southern half cannot be easily accessed by current owner but could easily be accessed by southern neighbor (potential buyer)
13. There will be no impact on light or air
14. The existing practical difficulties are that currently the waterway splits the property, current landowner cannot easily access southern piece.

EASEMENT AGREEMENT

690026

THIS AGREEMENT, made and entered into this 15 day of July, 1985, by and between Volunteers of America in Minneapolis, Inc., a Minnesota corporation (hereinafter "Grantor"), and Chester O. Ols n and Frances M. Olson, husband and wife (hereinafter "Grantees"),

WITNESSETH:

WHEREAS, Grantor is the owner of certain land located in Anoka County, Minnesota, more particularly described in paragraph 1 below; and,

WHEREAS, Grantees are the owners of adjacent land more particularly described as all that part of the East Half of the Southeast Quarter of Section 36, Township 34, Range 25, Anoka County, Minnesota, which lies southerly of Seelye Brooke; and,

WHEREAS, Grantees have used an existing roadway over and across the land of Grantor for access to their property, the legal description of which road is not of record; and,

WHEREAS, the parties desire to more definitely locate such access by legal description and to define the rights and obligations arising therefrom,

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, AND OTHER GOOD AND VALUABLE CONSIDERATION OF WHICH THE PARTIES ACKNOWLEDGE THE RECEIPT AND SUFFICIENCY, THE PARTIES HERETO MUTUALLY AGREE AS FOLLOWS:

1. Grantor hereby grants, bargains, sells and conveys unto Grantees, as joint tenants, their heirs and assigns, a non-exclusive permanent easement for road purposes 33 feet in width in, over and across that part of Government Lot 1 and the Northwest Quarter of the Northwest

Quarter, all in Section 6, Township 33, Range 24, Anoka County, Minnesota; and that part of Government Lot 1 and the Northeast Quarter of the Northeast Quarter, all in Section 1, Township 33, Range 25, Anoka County, Minnesota, the centerline of which is described as follows:

Beginning at the intersection of the centerline of Anoka County State Aid Highway No. 24 with the East line of said Section 1; thence northerly along said East line to the Northeast corner of said Section 1.

Together with a non-exclusive permanent easement for road purposes in, over and across the North 33 feet of the East 33 feet of Section 1, Township 33, Range 25, Anoka County, Minnesota.

2. Grantees hereby covenant to Grantor, that Grantees shall be solely responsible for the maintenance and repair of said road easement, and all costs and expenses incurred for such maintenance and repair.

3. Grantees hereby agree for themselves, their heirs and assigns, to indemnify, save harmless and defend Grantor from any and all claims by Grantees or third parties arising from the Grantees' use of such road easement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

GRANTOR:

VOLUNTEERS OF AMERICA
IN MINNEAPOLIS, INC.

By ____________________
Its President

~~And By~~ ____________________
~~Its~~ ____________________

GRANTEES:

Chester O. Olson
Chester O. Olson

Frances M. Olson
Frances M. Olson

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 17th day of October, 1985, by Jack L. Dignum, President, andxbyx ______, ______, of Volunteers of America in Minneapolis, Inc., a Minnesota corporation, on behalf of the corporation.

James E Hogie Jr

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 23rd day of OCTOBER, 1985, by Chester O. Olson and Frances M. Olson, husband and wife.

ROBERT C. PARTA
NOTARY PUBLIC - MINNESOTA
ANOKA COUNTY
My Comm. Expires Oct. 3, 1987

Notary Public

"NO DELINQUENT TAXES AND TRANSFER ENTERED"
Oct 24 1985
Charles R Schaffer
Auditor, Anoka County
BY
Deputy

THIS INSTRUMENT WAS DRAFTED BY:

STEFFEN, MUNSTENTEIGER, BEENS,
PARTA & PETERSON
403 Jackson Street, Suite 301
Anoka, Minnesota 55303
(612) 427-6300

City Council
AGENDA REPORT
Agenda Item #
9B

TO: Joe Kohlmann, City Administrator

FROM: Diana Saenger, City Clerk

SUBJECT: Fee Schedule Changes

DATE: July 6, 2021

OVERVIEW

The City adopts a fee schedule to identify the fees for licenses, equipment usage, facility rental, land use permits, building permits and other city business items. This update has the following changes:

Community Development Fees

- Update Kennel Fees to Homebased business or Commercial business to be more relevant with current City Codes.
- Update Adult Entertainment Use license to be consistent with current code – Ordinance 280, Second Series Resolution 2021-28 adopted May 17, 2021.

General and Miscellaneous

- Correct language, “Certify Delinquent Invoices” to “Certify Delinquent Utility Bills”

Business and Service License Fees

- Remove “Customer Provide Fingerprint Card”. The Police Department provides these cards included for the $15 fee.

Utility Fees

- Updates providing clear description of fee requirements.

ITEMS TO BE DISCUSSED:

Council to review and approve the 1st reading of Ordinance 267 SS updating Chapter 2, Section 9, Fee Schedule.

TIMELINE

If Council agrees the following timeline will apply:
July 6th - 1st Reading
July 19th - 2nd Reading
July 23rd - Publish for Comment
August 23rd – Effective

ATTACHEMENTS:

Amended Chapter 2, Section 9, Fee Schedule

SECTION 9

FEE SCHEDULE

CITY OF ST. FRANCIS

ADMINISTRATIVE FEES

ADMINISTRATIVE PENALITES	
1ST Offense	$100
2nd Offense	$200
3rd Offense	$500
4th Offense	$1,000
5th Offense and beyond	$2,000
Administrative Hearing fee	$750

ANIMAL FEES	
Administrative Fee	$50/Day
Pick up Service Fee - 8 AM to 6 PM - 6 PM to 8 AM	 $60/Hour $80/Hour
Boarding Fee	$25/Day
Dog License	$10/1-2 Year Vaccinations $15/3 Year Vaccinations
Kennel - ~~First 4 Dogs~~Homebased - ~~Each Additional Dog~~Commercial	 $70~~50~~/Year $90~~20~~/Year
Chickens	$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	$15/Location + $15/Machine
Dance - Annual - Per Event	 $100/Year $10/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	$25
Adult Entertainment Use	$~~2~~4,000/Year
Sauna/Massage Parlors	$2,000/Year
Fireworks - Retail / Tent - Pyrotechnic Display	 $50/Occurrence $50/Occurrence
Pawnbroker	$1,000/Year + $1.25 per Transaction
Refuse Hauler	$200/Year + $50/Truck
Massage Therapist	$200/Year
Taxicab - Driver License Fee - Operator License Fee	 $150/Year $150/Year
Towing/Impound	$150/Year
Finger Printing	$15~~/Customer Provides Fingerprint Card~~
Transient Merchant/Peddler - Week - Month - 60 Days - Food Truck	 $50 $150 $300 $50/ Calendar Year
Excavations/Mining - Active Area Fee - Inactive Area Fee - Restoration Credit	 $50 /Acre $25 /Acre $25 /Acre

COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day - Special Council Meetings - Council Retreats/Work Sessions - Economic Development Authority Negotiations (EDA) - League of MN Cities Functions - Labor Negotiations - Employee Interviews - Mayor Only: o School/County Liaison o MN Mayors Association o Speaking Engagements and other Civic Org. o Closing Property Acquisition o Fire District Study Group	$35 for four hours or less; $70 for more than four hours Prior Approval Required Prior Approval Required Prior Approval Required Mayor may appoint Council members to fulfill his obligations and approve attendance
Planning Commission - Chairman - Member	 $25/Meeting Paid Annually $20/Meeting Paid Annually
Park Commission - Chairman - Member	 $25/Meeting Paid Annually $20/Meeting Paid Annually
Economic Development Authority	$20/Meeting Paid Annually
Upper Rum River Watershed – Resident Appointed by Council	$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	$.25/Page; Over 100 Pages TBD
Copies - Paper/Copied - CDs - Colored Copies of Photos - Certificate of Survey (non-homeowner) - City Council Agenda & Minutes (mailed) o Resident o Non-Resident - Planning/Park Commission Agenda & Minutes (mailed) o Resident o Non-Resident	 $.25/page $15 $3/Page $2/each $25/Year $25/Year + Postage $12/Year $12/Year +Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	$2/Document
Public Nuisance Violation Administration Fee (assessable)	$75/Occurrence
Certify Delinquent Invoices (except utilities)	Lesser of 10% of Delinquency or $75
Certify Delinquent ~~Invoices~~ Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Returned Checks	$30/Check
Snowmobile Permit	$15/Annual
Special Assessment Administrative Fee	$100
Special Assessment Search	$20/Each

LIQUOR AND TOBACCO LICENSE	
 - 3.2% Malt – Off Sale - 3.2% Malt – Off Sale – Special Event - 3.2% Malt – On Sale - Club License - Wine License - Intoxicating Liquor – On Sale - Intoxicating Liquor – Sunday Sales - Investigation Fee: o Single Application o Partnership o Corporation	 $50/Year $25/Event $200/Year $200/Year $200/Year 4,000/Year $200/Year $200 $300 $400
Tobacco License	$150/Year

BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended

BUILDING PERMIT BY EVALUATION	
$1 to $500	$29.50
$501 to $2,000	$28 for the first $500 plus $3.70 for each additional $100 or fraction thereof, to and including $2,000.
$2,001 to $25,000	$83.50 for the first $2,000 plus $16.55 for each additional $1,000 or fraction thereof, to and including $25,000.
$25,001 to $50,000	$464.15 for the first $25,000 plus $12 for each additional $1,000 or fraction thereof, to and including $50,000.
$50,001 to $100,000	$764.15 for the first $50,000 plus $8.45 for each additional $1,000 or fraction thereof, to and including $100,000.
$100,001 to $500,000	$1,186.65 for the first $100,000 plus $6.75 for each additional $1,000 or fraction thereof, to and including $500,000.
$500,001 to $1,000,000	$3,886.65 for the first $500,000 plus $5.50 for each additional $1,000 or fraction thereof, to and including $1,000,000.
1,000,001 and up	$6,636.65 for the first $1,000,000 plus $4.50 for each additional $1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only)	

BUILDING PERMIT – SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for Permits	$50	
Accessory Structures 200 sq. ft. and less	$50 zoning permit	
Accessory Structure over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	$140	State Surcharge
Building Demolition	$110	$500
Building Demolition – Commercial	By Valuation	$1,000
Building Relocation Permit	$110	Performance Security Required
Contractor Verification Fee	$10	
Dock Permit	$50	$250
Driveway Permit – <u>New & Replacement</u>		
- Under 75' – Length	$50	$250
- Over 75' – Length	$100	$500
- Over 600' – Length	$350	$2,000
- Parking Pad or Driveway Extension	$50	
Fence – Residential Only		

- 6' and under	$50 Zoning Permit	
Fireplace	$120	State Surcharge
Fuel Tank Removal	$120	
Engineer's Review of Building Permit	$154	
HVAC – Heating Installations	$120	State Surcharge
HVAC – Air Conditioning	$120	State Surcharge
Inspections- After Hours	$70/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation – Connected to City	$75 back flow preventer	State Surcharge
Manufactured Home Setup	$100	State Surcharge
On-Site Septic - Type I – IV - Type V - Operating Permit - Soil Verification - Septic System Pumping Verification	 $275 By cost incurred $125/Year $120 $20	
Parking Lot - Commercial	$120	$1,000 + State Surcharge
Plan/Zone Review of Building Permit	$195	
Plumbing	$120	State Surcharge
Pools exceeding 5,000 gallon and 24" in depth	By Valuation	State Surcharge
Re-Inspection Fee	Not to exceed $75/Trip	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing – Residential Only	$120	State Surcharge
Siding – Residential Only	$95	State Surcharge
Signs	$120	State Surcharge
Solar – Residential /Commercial	$120	State Surcharge
Water Softener Permit – Residential Only	$75	State Surcharge
Water Heater – Residential Only	$75	State Surcharge
Windows/Doors	$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- *Anything not listed above will be based on valuation + plan review +* State Surcharge.
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed ½ permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for* State Surcharge
- **STATE SURCHARGE collected in accordance with MN Statutes 326B.148**

ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	$250/per property
3" Topsoil	$1,000
Culvert	$1,500
Curb Box and Meter	$1,500
Driveway	$2,000
Driveway Apron/approach (rural)	$600

Erosion Control	$300-$500
Final Grading	$500-$1,500
Litter/Debris Clean-Up	$300-$500
Retaining Wall	$30.00 per sq. ft.
Sidewalk	$4.00 per sq. ft.
Sod/Seed	$3,500
Steps	$4.00 per sq. ft.
Swimming Pool Fence	$1,500
Street Cleaning	$250
Trees	$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	$350	$2,000
Annexation	$250	$2,000
Appeal	$200	$1,000
Comprehensive Plan Amendment	$450	$2,000
Conditional Use Permit	$350	$2,000
Environmental Review	$350	$650
Excavation/Fill Permit (Admin)	$100	$250
Excavation/Fill Permit (IUP)	$350	$2,000
Home Occupation (IUP)	$350	$2,000
Home Occupation (Permitted)	$50	
Interim Use Permit	$350	$2,000
Minor Subdivision	$350	$2,000
Ordinance Amendment	$350	$2,000
Planned Unit Development	$350	$2,000
Rental Housing Licensing, ADU and Short-Term Rental - Single Family or First Unit - Each Additional Unit - Late Fee Due 1/16 - Late Fee Due 3/16 - Conversion Fee - Re-Inspection Fee	 $50 $15/Each $50 $150 $100 $25/Each Unit	
Sign Permit Zoning Review (Admin)	$75	
Sign Permit Zoning Review (Full)	$250	$350
Sign Permit Zoning Review (Temporary)	$25	
Rezoning	$350	$2,000
Site and Building Plan Review (Admin)	$100	$250
Site and Building Plan Review (Full)	$350	$2,000
Street/Utility Easement Vacation	$350	$1,000
Subdivision - Sketch Plan - Preliminary Plat (Rural) - Preliminary Plat (Urban)	 $300 $400 $400	 $500 $400 + $125/Lot $425 + $175/Lot

- Final Plat	$350	$650
Temporary Habitat Permit	~~$200~~$500	$5,000
Temporary Outdoor Sales Permit/License	$50	
Wetland - Replacement Plan Review with Plat - Replacement Plan and Excavation - Delineation	 $350 $350 $350	 $650 $650 $1,000
Vacant Building Registration Fee - First Year - Second Year Renewal - Third Year Renewal - Fourth Year Renewal - Fifth Year Renewal and Beyond - Vacant Building Administration Fee	 $125 $175 $250 $350 $500 $100	
Variance Application	$350	$2,000
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	- $350	$3,000

- *Applicants are responsible for all costs incurred by City for consultant fees.*
-

PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	$50Event	$100/Event
Ball Park Use – • Outside Organization • One Game Fee	 $100/Night for Season $40/Game	 $200/Night for Season $80/Game
Damage Deposit	$50 - Refundable	$75 – Refundable
Key Replacement	$50/Each	$50/Each
Football Field	$40/Each	$50/Each
Football Youth Program	$60/Week per team	
Woodbury Gazebo Rental	$80/Event	$130/Event
Rink Rental for Reserved Time	$25 $30/Hour for afterhours rental	$80/Hour for afterhours rental
Restroom	$30/Event	$60/Event
Picnic Shelter	$30/Event	$60/Event
Soccer Youth Program	$60/Week per team	
Soccer Field	$40/Each	$50/Each
Warming House	$80/Event	$130/Event

- *St. Francis City Council has the authority to change an annual fee of $100 for non-profits.*
- *St. Francis City Council has the authority to waive any fees for non-profits*

COMMUNITY CENTER	
Resident	$50Event
Non-Resident	$100/Event
Damage Deposit	$150

Late Key Return	$25 if not returned within 2 business days of event
City Purposes	Free
City Benefit - St. Francis Lions/Lioness - St. Francis Senior Citizens Group - St. Francis Area Jaycees - St. Francis Youth Association (4-H, Scouts, Hockey, etc.) - St. Francis Ambassador Program - St. Francis Area Chamber of Commerce - Other Government Agencies - Local Church Organizations - Local Business/Non-Profit Organizations	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
Priority for Use in Event of Conflict - City of St. Francis - Non-Profit located with the City limits - Residents (individuals or groups) - Non-Profit located outside of City limits - Non-Residents (individuals or groups)	Based on earliest request if more than one applicant of the same class seeks conflicting dates

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	$55/Hour
Belos with Attachment	$55/Hour
Crane Truck	$60/Hour
Electric Generator	$60/Hour
Grader	$90/Hour
Zero Turn Mower	$50/Hour
Pick Up Truck	$40/Hour
Tandem Axle Truck	$90/Hour
Tandem Axle Truck with Plow	$110/Hour
Tool Cat/Skid Steer w/Attachments	$80/Hour
Tractor with Loader or Attachments	$60/Hour
Pay Loader - *Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*	$90/Hour
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS	
Road Right-of-Way – Registration	$35 + $2,000 Escrow
Road Right-of-Way – Permit Application	$150 + Consultant Fees
Street Opening	$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	$500 per unit 1-5 $100 per unit 6+

UTILITY FEES	
Access Charge, at time of Building Permit - Sewer Equivalent Connection - Water Equivalent Connection	 $4,284/Each equivalent unit $3,060/Each equivalent unit
~~Truck~~ Trunk Line Charge, at time of subdivision - Water Truck Line Availability - Sanitary Sewer Truck Line Availability	 $2,956/Net developable acres $4,150/ Net developable acres
Tapping and Connection Permits - Tapping and Water Connection - Tapping and Sewer Connection - Water Connection - Sewer Connection	 $125 $125 $50 $50
Water Meter Deposit Equipment - ¾" - 1" and Larger	 Cost/ $379.93 Cost + 10%
Water Shutoff/Disconnect 7:00 am – 3:00 pm Water Reconnect 7:00 am – 3:00 pm	$35 $35 *The Disconnect and Reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March.*
Meter Repair (not removal or installation)	Time and Materials / $50 minimum
Curb Stop - Locate o Summer o Winter - Driveway Cover - Repair - Box	 $25 minimum $50 minimum Cost Time and Materials with $50 minimum Cost
Hydrant and Gate Valve Repair	Time and Materials with $50 minimum
Hydrant Meter Deposit	$800
Non-Response to Tagging Notice	$250/Month until resolved
Unmetered Use of City Water	$200/per occurrence
Wells and Well based Irrigations	$20

SEWER RATES	
Monthly Base Fee	$20.82
Charge per 1,000 Gallons Used	$8.16 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed*
- *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.*
- Note*: Consumption amounts are not billed greater than actual usage*

STORMWATER	
Stormwater Rate	$5.00/Month per Parcel ($60/Year)
Grading/ESC Escrow	$2,000 per gross acre or $750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee - MN State Test Fee	$14.55 $0.81
Charge per 1,000 Gallons Used per Equivalent Connection - 0 – 14,999 - 15,000 – 29,999 - 30,000 – 44,999 - 45,000+	 $4.50 equivalent conn $4.72 equivalent conn $5.45 equivalent conn $6.51 equivalent conn
Bulk Water - System Access Charge - Charge per 1,000 Gallons Used	 $50 $6.16

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9C

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **Worksession Scheduling**

DATE: July 6th, 2021

OVERVIEW:

Staff is looking to schedule a worksession for the week of July 26th.

Requested Action:
Determine a worksession date for the City Council

City of St. Francis

CITY COUNCIL
AGENDA REPORT
Agenda Item #:
9D

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

SUBJECT: **City Council Meetings**

DATE: July 6th, 2021

OVERVIEW:

Governor Walz is expected to lift the emergency declaration on or about August 1st. Once that happens, the City will likely need to move to in-person City Council Meetings.

In order to remain in virtual meetings after the emergency declaration is lifted – the City would need to have at least one councilmember in a public space where residents can attend and participate in the meeting. This seems overly burdensome.

Below is the description from Dave Schaps concerning the matter:

The applicable section in Minn. Stat. 13D.*02* Subd. 1(a)(1) states:

> "all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at **any location** at which at least one member is present;"
> (2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
> (3) at least one member of the body is physically present at the regular meeting location;
> (4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and
> (5) **each location** at which a member of the body is present is **open and accessible to the public**
>
> (b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:
> (1) the member is serving in the military and is at a required drill, deployed, or on active duty; or
> (2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

City of St. Francis

The law allows individual members to join the meeting from a location not open or accessible to the public (presumably inside their home, or a hotel room if away) for up to three meetings a year. We think posting a location of outside your home (or anywhere else open and accessible) would work for the alternate location.

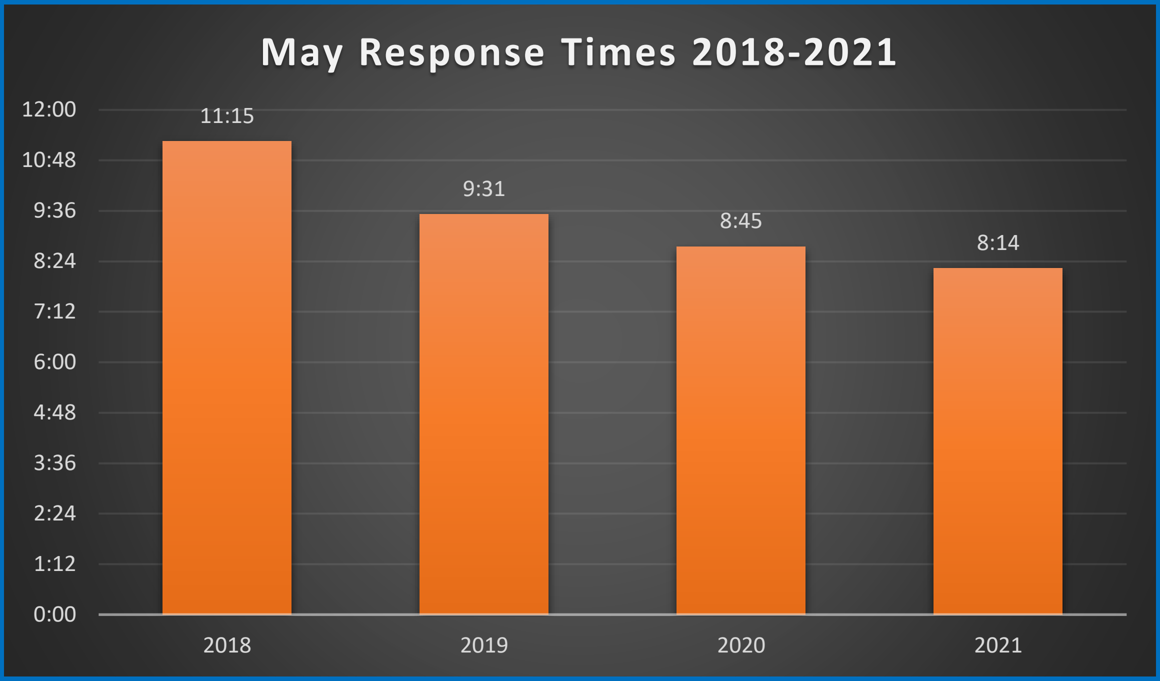
Recommended Action:

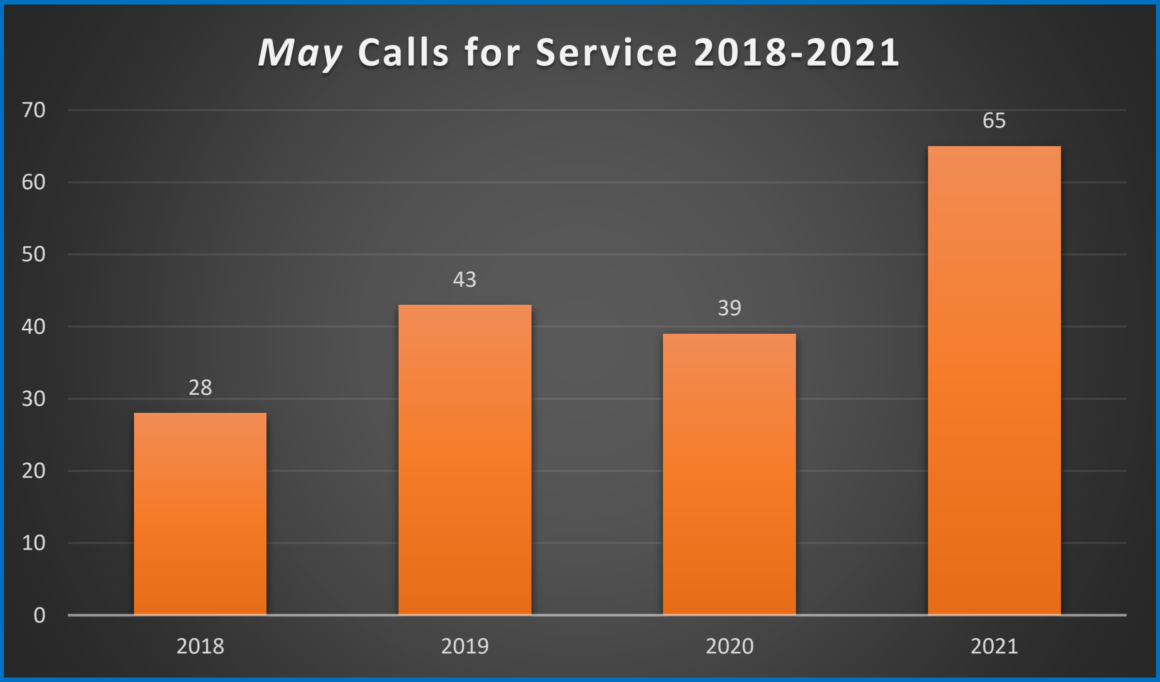
Discuss returning to in person meetings and a timeframe.

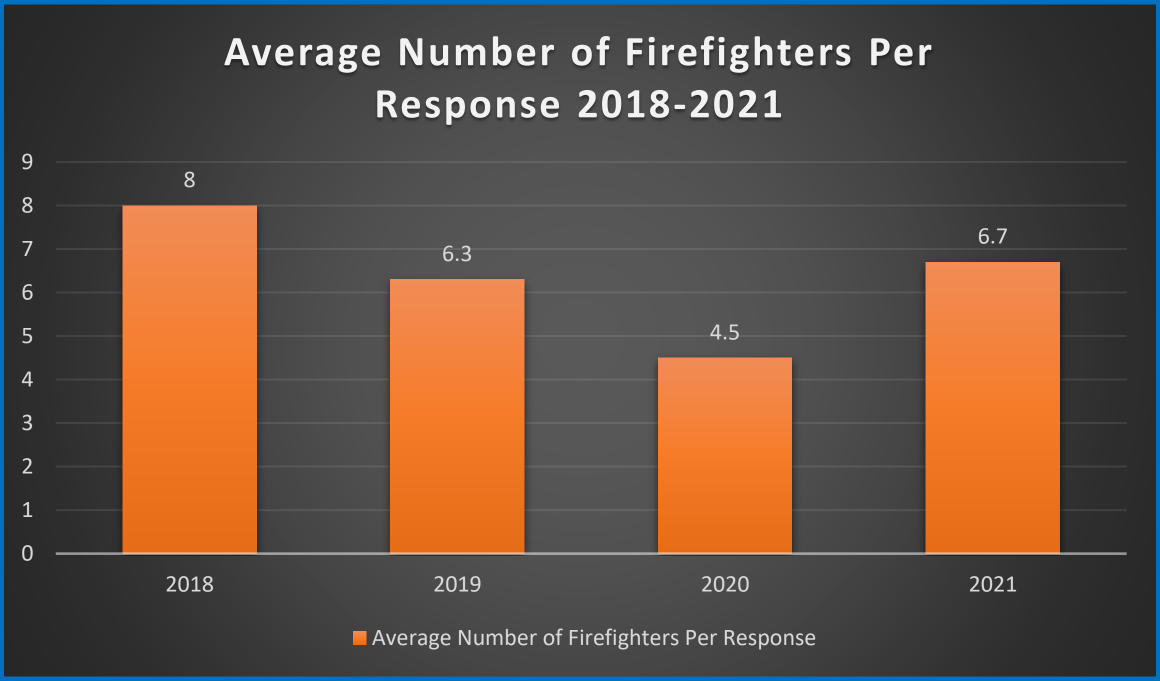
MONTHLY COMPARISON REPORT 2018-2021

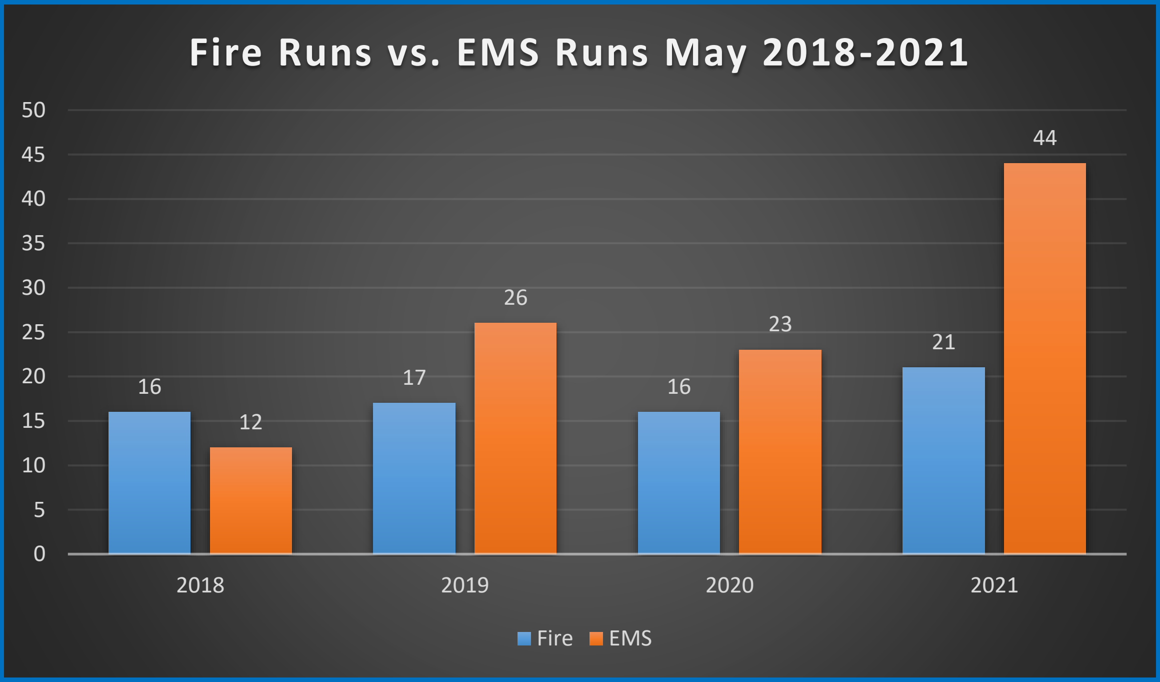
May

ST. FRANCIS FIRE & RESCUE

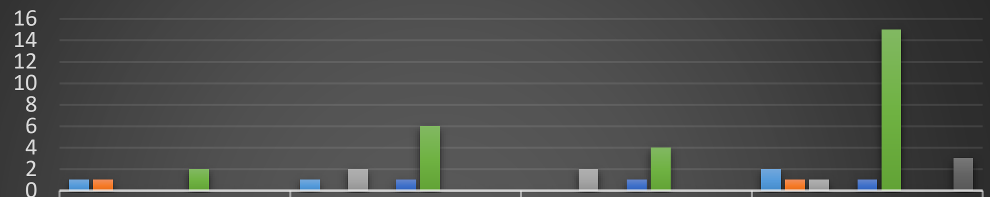

May Response Times 2018-2021
12:00
10:48
9:36
8:24
7:12
6:00
4:48
3:36
2:24
1:12
0:00
11:15
9:31
8:45
8:14
2018
2019
2020
2021


May Calls for Service 2018-2021
70
60
50
40
30
20
10
0
28
43
39
65
2018
2019
2020
2021


Average Number of Firefighters Per Response 2018-2021
9
8
7
6
5
4
3
2
1
0
8
6.3
4.5
6.7
2018
2019
2020
2021
Average Number of Firefighters Per Response


Fire Runs vs. EMS Runs May 2018-2021
50
45
40
35
30
25
20
15
10
5
0
16
12
17
26
16
23
21
44
2018
2019
2020
2021
Fire
EMS

Variance Usage May 2018-2021



	2018	2019	2020	2021
Ambo Assist	1	1	0	2
Airway	1	0	0	1
ASA	0	2	2	1
Albuterol	0	0	0	0
NTG	0	1	1	1
Glucometer	2	6	4	15
Epi	0	0	0	0
Narcan	0	0	0	0
COVID-19	0	0	0	3