

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA
 - A. City Council Minutes – January 6, 2019
 - B. Utility Billing – No Response Fee
 - C. Rental License Approvals
 - D. Pay Estimate No. 2 – 2019 Water Meter Replacement Project
 - E. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Planning Commission Appointments
 - B. Ordinance 257, Second Series Amending 6-8 Pawnbrokers (First Reading)
 - C. Ordinance 258, Second Series Amending City Code 3-4 Rules and Regulation Relating to Individual On Site Sewage Treatment (First Reading)
 - D. Ordinance 259, Second Series Amending City Code 8-3-6 Keeping of Bees (First Reading)
 - E. Ordinance 260, Second Series Amending city Code 11-11-3 Payment for Installation of Improvements (First Reading)
 - F. Ordinance 261, Second Series Amending City Code 7-3-6 Recreational Motor Vehicles (First Reading)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works Monthly Reports
2019 Community Development Annual Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - Jan 22 Charter Commission – Annual Meeting @ City Hall 6:00 pm
 - Jan 23 2020 Reconstruction Project – Neighborhood Mtg @ Comm Ctr 5-8 pm
 - Feb 3 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
12. ADJOURNMENT

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

CITY COUNCIL MINUTES

JANUARY 06, 2020

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer, and Sarah Udvig. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried (5-0).

4. **CONSENT AGENDA**

- A. City Council Minutes – December 16, 2019
- B. Accept Resignation of Fire Fighter Isaiah Brunette
- C. City Council Work Session Notes – December 11, 2019
- D. Adopt Resolution 2020-01 – Appointments for 2020
- E. Payment of Claims \$209,663.19 (Checks #76887-76948)

MOTION BY BAUER SECOND UDVIG APPROVING THE CONSENT AGENDA ITEMS A-E. Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. 24xxx Germanium - Code Enforcement Requested Extensions

Community Development Director Kate Thunstrom reported the property owner requested an extension beyond the 30 days as set by Code for the removal of the trailers that are parked in yard/off of driveway. The property owner stated the trailers are frozen in and due to health issues would not be able to move them until spring. Thunstrom said because of the spring road restrictions they are requesting at least a May 1, 2020 deadline.

Feldman asked about the road restrictions or whenever the road restrictions end.

Griep, the property owner would like to extend the driveway and have to wait until road restrictions are off in order to get the material delivered. He then asked for end of May deadline.

Robinson asked was this complaint based? Looking at Anoka County GIS, neighbors also have equipment. Please don't feel like you are being picked on. Appreciate you coming in.

Thunstrom said right now it is complaint based but we also have a code enforcement officer.

Bauer said they live on a dirt road with a dirt driveway now we are saying you have to have camper on some sort of pad. Not sure on restrictions for dirt driveways on dirt roads. No problem with June 1 extension.

Feldman asked about the restrictions. Thunstrom said they had vehicles parking on the grass. Homeowners can put down Class 5 does not have to be a paved pad. They have a driveway but it is the driving off the current driveway.

Griep said the driveway and area of parking is compacted.

Udvig appreciated them coming in and also okay with June 1st.

MOTION BY UDVIG SECOND MUEHLBAUER APPROVING TO EXTEND THE DEADLINE TO ADDRESS THE IDENTIFIED ISSUES UNTIL JUNE 1, 2020. Motion carried 5-0.

B. Setting a date for a Work Session

City Administrator Joe Kohlmann reported staff is looking to schedule a work session on either January 13, 14 or 15 whatever date works for the council. The potential and tentative topics of the work session are Highway 47, Rivers Edge Development and

the Liquor Store. Council set the work session date for Wednesday, January 15, 2020 at 5:30 pm city hall.

Kohlmann also reported the staff will narrow the applicant pool for the Public Works Director position and asked if the council wanted to participate in the second interview. A date can be set if you choose to participate at the work session on the 15th.

The neighborhood meeting for the 2020 Reconstruction and Watermain Project will be held January 23, 2020. The Poppy Street/Butterfield residents will be invited from 5:00pm to 6:30 pm and the Rivershores neighborhood from 6:30 pm to 8:00 pm in the Community Center. This is not an official meeting but will post the meeting in case there is a quorum of the city council.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports – None

B. Councilmember Reports -

Udvig – Good holidays. Next school board meeting is January 13

Bauer – hope everyone had a good holiday. Come to the meetings and get to know us.

Muehlbauer – didn't make it to Winning with Cops. Met with David Jones the gentleman from Riverbank Lane area. Craig (City engineer) said we will meet with him in the spring.

Robinson – did not make it to Winning with Cops. Went to Gladiators wrestling tournament. Lions Club put on a breakfast for them. Glad to see the community come together.

Feldman - attended Winning with Cops great event. Spoke with Officer Lyle Hearn and told him he is doing a great job working with the community.

General comment regarding the meter change out. Glitches are going to happen. We are trying to give you efficient service. The monitoring is analog and can't be hacked. If you have not done so please call to get the meters replacement done.

Finance Director Mulvihill said we discovered one issue this month. There are several bills that went out with zero consumption so next month they should be caught up.

Call us and ask questions instead of going on Facebook. Help us to serve you better. Commend Darcy and Jen working through this.

Have a healthy/happy new year.

C. Upcoming Events -

Jan 15 Planning Comm. Mtg - CANCELLED

Jan 20 City Offices Closed

Jan 21(Tues) City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 6:25 pm.

Barbara I. Held, City Clerk

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Water bill no response fee adjustment
DATE: 01-15-2020

OVERVIEW:

Attached is the list from the first batch of water meter changeouts that had a no response fee of \$250.00 placed on their water bill for not getting their meter replaced. These were put on the accounts on 12-02-2019. Since that time all accounts have had made appointments and completed the meter upgrade. These appointments were all made in a timely manner once they received notice of the \$250 fee. At this time, staff would recommend these fees be removed from the accounts.

ACTION TO BE CONSIDERED:

Approved under consent agenda to authorize Finance Director to remove the \$250 fee from the five accounts.

BUDGET IMPLICATION:

None

Attachments:

- Route 1 Batch 1 No Response Fee List Sent to Opus 12.02.19

Bill Account	Meter S	Last Name	Address	Mailing Cour	Mailing Dates	
5696		ZILLOW	3830 227TH AVE NW	5	9/16/2019, 10/2/2019, 10/2/2019, 10/16/2019, 10/30/2019	Ann Weires - Sold home on August 6th. Zillow - 1-844-858-9220. Can't get through to anyone. I sent an email through Zillow, no response as well.
1176	3/4" SL	ROBERT NEUMANN JR	4328 230TH AVE NW	5	9/16/2019, 10/2/2019, 10/2/2019, 10/16/2019, 10/30/2019	NO CONTACT#, Updated on 11/25 - 763-300-5635, Left VM at 1:47p.m. on 11/25/19.
2068	3/4" SL	CARA DAGENAIS-VANHAAFTEN	22977 NAVAJO ST NW	5	9/16/2019, 10/2/2019, 10/2/2019, 10/16/2019, 10/30/2019	NO CONTACT#
4489	3/4" SL	ANTHONY MCFARLAND HAMMOND	23045 NAVAJO ST NW	5	9/16/2019, 10/2/2019, 10/2/2019, 10/16/2019, 10/30/2019	NO CONTACT#, As of 01/06/20 - Mr. Mcfarland Hammond came into PW to discuss No response fee. I explained everything and obtained a contact#: 651-895-3070. Scheduled meter change out on 01/07/20 at 3p.m.
2433	3/4" SL	GRETA EASTMAN FROST	22561 TULIP ST NW	5	9/16/2019, 10/2/2019, 10/2/2019, 10/16/2019, 10/30/2019	NO CONTACT#, 137 14th Ave SE, Forest Lake, MN

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Rental License Approvals
DATE: January 21, 2020

OVERVIEW

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- October, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- January 16- second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first Citation notice to be sent on missing applications

As completed rental property applications are received, they will move to Council, like the attached, after each deadline.

Additionally, staff from the Community Development and the Police Department will be hosting meetings in February to update property owners and managers and code changes and answer questions as it relates to the ordinance.

To date, 37 of the 81 rental units with the address ending in an even number are ready for Council approval.

ITEMS TO BE DISCUSSED:

Approval of Rental Licenses identified as attached.

ATTACHMENTS:

Properties qualified for Rental License approval

RENTAL ADDRESS	OWNER
2788 235TH AVE NW	HENNEN, ANTHONY L
2760 230TH LN NW	BERRY ANDREW
4106 DEGARDNER CIR NW	VEE CHRISTOPHER S
23434 PEDERSON DR NW	BARROWS RANDY
23020 BITTERSWEET ST NW	FEMRITE TANYA M
23028 BUTTERFIELD DR NW	ST FRANCIS PROPERTIES CO
23020 BUTTERFIELD DR NW	ST FRANCIS PROPERTIES LLC
23430 VARIOLITE ST NW	WESTPHAL CONSTRUCTION CO INC
23100 AMBASSADOR BLVD NW	WEISKOPF, MIKE
2804 235TH AVE NW	HENNEN ANTHONY
3256 BRIDGE ST NW	VISION PROPERTIES INC
23390 ARROWHEAD ST NW	ARROWHEAD LEASING ENTERPRISES LLC
23254 YUCCA ST NW	BARTHOLD JACOB
3832 232ND AVE NW #105	BERNU JULIE
23068 NAVAJO ST NW	CHMIELEWSKI SEVERIN
23086 GUARANI ST NW	CHMIELEWSKI SEVERIN
3832 232ND AVE NW #101	DONNAY HOMES INC
23160 BUTTERFIELD DR NW	BUTTERFIELD COMMONS LLC
3074 232ND LN NW	JULES PROPERTIES LLC
4508 229TH LN NW	MEDVEDYEVA OLENA
22940 WOODBINE ST NW	PIERCE PAUL & MARY
4166 228TH AVE NW	WAHLQUIST ROBERT
3832 232ND AVE NW #102	FUSSY ADAM & SARAH
3768 225TH LN NW	AARON & JAMIE SORENSON
22804 ELDORADO ST NW	BENSON CHARLES
23606 ST FRANCIS BLVD NW	HEAD WILLIAM AND PAULINE
2780 235TH AVE NW	HENNEN ANTHONY
2796 235TH AVE NW	HENNEN ANTHONY
22966 MAKAH ST NW	NOE DAVID
23010 KERRY ST NW #101	DAVID MAGGELSON/NORTHERN CAPITAL INVESTMENTS LLC
4062 234TH AVE NW	SCHRADER ALVAN L
23148 DAKOTAH ST NW	SORENSON AARON
2598 234TH CT NW	WOLFE MATT
23454 ARROWHEAD ST NW	LAM, NICOLE
4330 ST. FRANCIS BLVD NW	ANGIE'S GARDEN GATE
2570 230TH CT NW #28	TURTLE RIDGE TOWNHOMES OF S F
3910 233RD AVE NW	ABBY FIELD LIMITED PARTNERSHIP
3920 233RD AVE NW	ABBY FIELD LIMITED PARTNERSHIP

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: 2019 Water Meter Replacement Project - Pay Estimate No. 2

DATE: January 21, 2020

OVERVIEW:

Attached is Pay Estimate No. 3 for the 2019 Water Meter Replacement Project. This pay estimate includes payment for meter installations to date and 95% of the mobile data collection system. This estimate recommends payment of \$72,957.40. The contract amount is \$604,812.95.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 3 for the 2019 Water Meter Replacement Project.

BUDGET IMPLICATION:

This payment will be paid by the leasing company.

ATTACHMENTS:

PAY ESTIMATE NO. 3

**PAY ESTIMATE #3
CITY OF ST. FRANCIS
2019 Water Meter Replacement Project**

Date: January 15, 2020

Honorable Mayor and Council Members
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: 2019 Water Meter Replacement Project
Contractor: Ferguson Waterworks
Contract Amount: \$604,812.95
Award Date: July 18, 2019
Completion Date: December 13, 2019

Dear Honorable Mayor and Council Members:

The following work has been completed on the above-referenced project by Ferguson Waterworks:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	FURNISH AND INSTALL 3/4" METER, REGISTER & MIU (SHORT 3/4")	861	EACH	\$ 301.02	\$ 259,178.22	987	\$ 297,106.74
2	FURNISH AND INSTALL 1" METER, REGISTER & MIU	4	EACH	\$ 374.87	\$ 1,499.48	15	\$ 5,623.05
3	FURNISH AND INSTALL 2" PD METER, REGISTER & MIU	28	EACH	\$ 858.49	\$ 24,037.72	12	\$ 10,301.88
4	FURNISH AND INSTALL 1 1/2" PD METER, REGISTER & MIU	1	EACH	\$ 796.74	\$ 796.74	10	\$ 7,967.40
5	FURNISH AND INSTALL 2" COMPOUND METER, REGISTER & MIU	6	EACH	\$ 1,873.24	\$ 11,239.44		\$ -
6	FURNISH AND INSTALL REGISTER AND MIU TO RETROFIT EXISTING METERS	854	EACH	\$ 233.14	\$ 199,101.56	607	\$ 141,515.98
7	FURNISH AND INSTALL BALL VALVE - 3/4" OR 1"	150	EACH	\$ 142.90	\$ 21,435.00	5	\$ 714.50
8	CONTINUOUS METER READING	1	LUMP SUM	\$ 10,000.00	\$ 10,000.00		\$ -
9	MOBILE DATA COLLECTION SYSTEM	1	LUMP SUM	\$ 9,100.00	\$ 9,100.00	0.95	\$ 8,645.00
10	FIXED NETWORK DATA COLLECTOR SYSTEM	1	LUMP SUM	\$ 51,580.00	\$ 51,580.00	0.52	\$ 26,821.60
11	SYSTEM SOFTWARE	1	LUMP SUM	\$ 12,600.00	\$ 12,600.00		\$ -
12	SETUP, TRAINING AND TECHNICAL SUPPORT	1	LUMP SUM	\$ 4,250.00	\$ 4,250.00		\$ -

Total Work Completed to Date	\$ 498,696.15
LESS 5% RETAINAGE:	\$ 24,934.81
LESS PAY ESTIMATE NO. 1:	\$ 197,083.64
LESS PAY ESTIMATE NO. 2:	\$ 203,720.31
WE RECOMMEND PAYMENT OF:	\$ 72,957.40

APPROVALS:

CONTRACTOR: Ferguson Waterworks

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: _____ Date: _____

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: _____ Date: _____

OWNER: CITY OF ST. FRANCIS

Signed: _____

Title: _____ Date: _____

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 01-16-2020

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$107,704.84 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments - \$944,865.01.
Direct Transfer from Previous Month- \$212,893.33
Manual Checks- None

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:

- 01-21-2020 Packet List
- 01-21-2020 Other Checks

CITY OF ST FRANCIS

Payments

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Current Period: January 2020

Payments Batch AP 01-21-20 \$69,560.54

Refer	4980 ANOKA COUNTY CHIEF OF POLIC					
Cash Payment	E 101-42110-433 Dues and Subscriptions	2020 DUES			\$165.55	
Invoice	.012020	1/13/2020				
Transaction Date	1/13/2020	CASH	10100	Total	\$165.55	
Refer	4981 AT-SCENE, LLC					
Cash Payment	E 101-42110-433 Dues and Subscriptions	SUBSCRIPTIONS			\$2,200.00	
Invoice	1038	1/1/2020				
Transaction Date	1/13/2020	CASH	10100	Total	\$2,200.00	
Refer	4953 BERNICK COMPANIES, THE					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$2,291.60	
Invoice	68373	1/2/2020				
Cash Payment	E 609-49751-255 N/A Products	N/A			\$21.00	
Invoice	68373	1/2/2020				
Transaction Date	1/9/2020	CASH	10100	Total	\$2,312.60	
Refer	4996 BERNICK COMPANIES, THE					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			\$730.05	
Invoice	71409	1/9/2020				
Transaction Date	1/13/2020	CASH	10100	Total	\$730.05	
Refer	5037 BOND TRUST SERVICES					
Cash Payment	E 327-47000-620 Fiscal Agent s Fees	BOND FEE			\$475.00	
Invoice	54120	12/12/2019				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$475.00
Refer	5038 BOND TRUST SERVICES					
Cash Payment	E 602-47000-620 Fiscal Agent s Fees	BOND FEE			\$475.00	
Invoice	54121	12/12/2019				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$475.00
Refer	5039 BOND TRUST SERVICES					
Cash Payment	E 311-47000-620 Fiscal Agent s Fees	BOND FEE			\$475.00	
Invoice	54119	12/12/2019				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$475.00
Refer	5040 BOND TRUST SERVICES					
Cash Payment	E 330-47000-620 Fiscal Agent s Fees	BOND FEE			\$475.00	
Invoice	54118	12/12/2019				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$475.00
Refer	4995 BREAKTHRU BEVERAGE					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$67.93	
Invoice	1081084234	1/9/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$3,408.96	
Invoice	1081084234	1/9/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$377.99	
Invoice	1081084234	1/9/2020				
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			\$129.09	
Invoice	1081084234	1/9/2020				
Transaction Date	1/13/2020	CASH	10100	Total	\$3,983.97	

CITY OF ST FRANCIS

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Payments

Current Period: January 2020

Refer	4960	CAPITOL BEVERAGE SALES, L.P	-				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$574.10	
Invoice	6118563	1/6/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$574.10	
Refer	4947	CINTAS	-				
Cash Payment	E 601-49440-402	Janitorial Service	RUG MAINTENANCE			\$11.52	
Invoice	4039360831	1/7/2020					
Cash Payment	E 602-49490-402	Janitorial Service	RUG MAINTENANCE			\$11.52	
Invoice	4039360831	1/7/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$23.04	
Refer	4949	CINTAS	-				
Cash Payment	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS			\$4.65	
Invoice	4039360908	1/7/2020					
Cash Payment	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS			\$4.66	
Invoice	4039360908	1/7/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$9.31	
Refer	4993	CINTAS	-				
Cash Payment	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE			\$11.26	
Invoice	4039360809	1/7/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$11.26	
Refer	5032	CINTAS	-				
Cash Payment	E 602-49490-402	Janitorial Service	RUG MAINTANENCE			\$12.02	
Invoice	4039971295	1/14/2020					
Cash Payment	E 601-49440-402	Janitorial Service	RUG MAINTANENCE			\$12.02	
Invoice	4039971295	1/14/2020					
Cash Payment	E 101-45200-402	Janitorial Service	RUG MAINTANENCE			\$12.02	
Invoice	4039971295	1/14/2020					
Cash Payment	E 101-43100-402	Janitorial Service	RUG MAINTANENCE			\$12.02	
Invoice	4039971295	1/14/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$48.08	
Refer	4961	DAHLHEIMER DIST. CO. INC.	-				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$6,776.95	
Invoice	116-00957	1/2/2020					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$27.00	
Invoice	116-00957	1/2/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$6,803.95	
Refer	4991	DAHLHEIMER DIST. CO. INC.	-				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$3,400.35	
Invoice	129-02463	1/8/2020					
Cash Payment	E 609-49751-254	Miscellaneous Merchandi	MISC			\$276.00	
Invoice	129-02463	1/8/2020					
Cash Payment	E 609-49751-255	N/A Products	N/A			\$55.20	
Invoice	129-02463	1/8/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$3,731.55	
Refer	5041	DELL MARKETING L.P.	-				
Cash Payment	E 402-42110-556	Squad Computers	COMPUTER			\$860.42	
Invoice	10366589951	1/2/2020					

CITY OF ST FRANCIS

Payments

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Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$860.42
Refer	5003 DEX MEDIA EAST LLC					
Cash Payment	E 609-49750-340 Advertising		ADVERTISING			\$165.38
Invoice .0120						
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$165.38
Refer	5095 DRIVER & VEHICLE SERVICES					
Cash Payment	E 101-43100-221 Vehicle Repair & Mainten		REGISTRATION			\$81.80
Invoice .0120	1/16/2020					
Cash Payment	E 101-45200-221 Vehicle Repair & Mainten		REGISTRATION			\$62.54
Invoice .0120	1/16/2020					
Cash Payment	E 101-49200-441 Miscellaneous		REGISTRATION			\$19.25
Invoice .0120	1/16/2020					
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten		REGISTRATION			\$33.67
Invoice .0120	1/16/2020					
Cash Payment	E 602-49490-221 Vehicle Repair & Mainten		REGISTRATION			\$33.74
Invoice .0120	1/16/2020					
Cash Payment	E 101-42400-221 Vehicle Repair & Mainten		REGISTRATION			\$19.25
Invoice .0120	1/16/2020					
Cash Payment			REGISTRATION			\$0.00
Invoice .0120	1/16/2020					
Transaction Date	1/16/2020	Due 1/16/2020	CASH	10100	Total	\$250.25
Refer	4962 EHLERS & ASSOCIATES					
Cash Payment	E 101-41910-208 Training and Instruction		KATE THUNSTROM			\$295.00
Invoice .0120	1/9/2020					
Cash Payment	E 101-41910-208 Training and Instruction		JODIE STEFFES			\$295.00
Invoice .0120	1/9/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$590.00
Refer	4951 EMERGENCY MEDICAL PRODUCT					
Cash Payment	E 101-42210-217 Other Operating Supplie		MEDICAL SUPPLIES			\$218.10
Invoice 2124911	1/3/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$218.10
Refer	5094 FILE OF LIFE, INC					
Cash Payment	E 101-42210-441 Miscellaneous		MAGNETS			\$176.93
Invoice H30702	1/10/2020					
Transaction Date	1/16/2020	Due 1/16/2020	CASH	10100	Total	\$176.93
Refer	5000 FLYTE HCM LLC					
Cash Payment	E 101-41540-301 Auditing and Acct g Servi		JAN 2020			\$50.00
Invoice 52958	1/9/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$50.00
Refer	5045 GARBACZ, DORIS					
Cash Payment	G 601-22200 Deferred Revenues		REFUND ACCT #2079			\$134.44
Invoice .0120	1/15/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$134.44
Refer	4982 GRANITE CITY JOBBING CO.					
Cash Payment	E 609-49751-206 Freight and Fuel Charge		FREIGHT			\$4.25
Invoice 167683	1/7/2020					

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Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$94.24
Invoice	167683	1/7/2020				
Cash Payment	E 609-49751-256 Tobacco Products For R	TOBACCO				\$1,106.64
Invoice	167683	1/7/2020				
Transaction Date	1/13/2020	CASH	10100	Total		\$1,205.13
Refer	5043 HOOGERVORST, ANTHONY	-				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #4742				\$178.27
Invoice	.0120	1/15/2020				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total		\$178.27
Refer	5006 ISD #15	-				
Cash Payment	E 601-49440-221 Vehicle Repair & Mainten	2018 CHEVY SILVERADO 3500				\$47.94
Invoice	4645	1/9/2020				
Transaction Date	1/14/2020	Due 1/14/2020 CASH	10100	Total		\$47.94
Refer	5033 ISD #15	-				
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	2016 DODGE CHARGER				\$44.03
Invoice	4644	1/9/2020				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total		\$44.03
Refer	5034 ISD #15	-				
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	2018 DODGE CHARGER				\$44.03
Invoice	4647	1/9/2020				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total		\$44.03
Refer	5035 ISD #15	-				
Cash Payment	E 101-42110-221 Vehicle Repair & Mainten	2019 DODGE CHARGER				\$44.03
Invoice	4646	1/9/2020				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total		\$44.03
Refer	4955 JOHNSON BROS WHLSE LIQUOR	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$20.41
Invoice	1473085	1/2/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$703.30
Invoice	1473085	1/2/2020				
Transaction Date	1/9/2020	CASH	10100	Total		\$723.71
Refer	4957 JOHNSON BROS WHLSE LIQUOR	-				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$837.89
Invoice	1473084	1/2/2020				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$7.85
Invoice	1473084	1/2/2020				
Transaction Date	1/9/2020	CASH	10100	Total		\$845.74
Refer	4985 JOHNSON BROS WHLSE LIQUOR	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$4.62
Invoice	1477548	1/8/2020				
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$275.05
Invoice	1477548	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total		\$279.67
Refer	4986 JOHNSON BROS WHLSE LIQUOR	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$17.27
Invoice	1477550	1/8/2020				

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Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC				\$395.00
Invoice	1477550	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total		\$412.27
Refer	4988 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$3.14
Invoice	1477549	1/8/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$83.40
Invoice	1477549	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total		\$86.54
Refer	5044 KLEIN, JESSICA					
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #2280				\$147.71
Invoice	.0120	1/15/2020				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total		\$147.71
Refer	5005 KODIAK POWER SYSTEMS					
Cash Payment	E 602-49490-229 Project Repair & Mainten	GENSET				\$580.50
Invoice	KPS0477	1/6/2020				
Transaction Date	1/14/2020	Due 1/14/2020 CASH	10100	Total		\$580.50
Refer	4989 MCDONALD DIST CO.					
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES				\$80.53
Invoice	521868	1/8/2020				
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$9,831.00
Invoice	521868	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total		\$9,911.53
Refer	4990 MCDONALD DIST CO.					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$50.80
Invoice	522003	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total		-\$50.80
Refer	5027 METRO SALES, INC.					
Cash Payment	E 101-41400-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 101-42400-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 101-42110-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 101-43100-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 101-45200-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 601-49440-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 602-49490-200 Office Supplies	COPIES				\$55.78
Invoice	INV1508489	1/7/2020				
Cash Payment	E 609-49750-200 Office Supplies	COPIES				\$55.80
Invoice	INV1508489	1/7/2020				
Transaction Date	1/14/2020	Due 1/14/2020 CASH	10100	Total		\$446.26
Refer	4946 MIDCONTINENT COMMUNICATION					

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Cash Payment	E 101-43100-321 Telephone	PUBLIC WORKS			\$17.18
Invoice	13331300110944	1/2/2020			
Cash Payment	E 101-42110-321 Telephone	POLICE			\$17.18
Invoice	13331300110944	1/2/2020			
Cash Payment	E 601-49440-321 Telephone	WATER			\$150.00
Invoice	13331300110944	1/2/2020			
Cash Payment	E 609-49750-321 Telephone	LIQUOR STORE			\$150.00
Invoice	13331300110944	1/2/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$334.36
Refer	4992 PAUSTIS WINE COMPANY				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$10.50
Invoice	76906	1/6/2020			
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$600.00
Invoice	76906	1/6/2020			
Transaction Date	1/13/2020	CASH	10100	Total	\$610.50
Refer	5097 PERMITWORKS				
Cash Payment	E 101-42400-310 Computer Consulting Fe	CONTRACT			\$5,175.00
Invoice	2020-0054	1/10/2020			
Transaction Date	1/16/2020	Due 1/16/2020	CASH	10100	Total \$5,175.00
Refer	4954 PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$1.57
Invoice	2683503	1/2/2020			
Cash Payment	E 609-49751-255 N/A Products	N/A			\$72.00
Invoice	2683503	1/2/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$73.57
Refer	4956 PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$31.40
Invoice	2683501	1/2/2020			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$3,128.90
Invoice	2683501	1/2/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$3,160.30
Refer	4958 PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$6.28
Invoice	2683502	1/2/2020			
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$176.00
Invoice	2683502	1/2/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$182.28
Refer	4959 PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$0.39
Invoice	2683500	1/2/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$0.39
Refer	4984 PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$1.57
Invoice	2686426	1/6/2020			
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR			\$105.95
Invoice	2686426	1/6/2020			

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Transaction Date	1/13/2020	CASH	10100	Total	\$107.52
Refer	4987 PHILLIPS WINE & SPIRITS CO.	-			
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$15.70
Invoice	2686427	1/8/2020			
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$494.60
Invoice	2686427	1/8/2020			
Transaction Date	1/13/2020	CASH	10100	Total	\$510.30
Refer	4945 POSTMASTER - ST. FRANCIS	-			
Cash Payment	E 101-41400-322 Postage	PERMIT FEE			\$235.00
Invoice	.012020	1/9/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$235.00
Refer	5002 POSTMASTER - ST. FRANCIS	-			
Cash Payment	E 101-43210-439 Recycling Days	POSTAGE			\$638.57
Invoice	.0120	1/13/2020			
Transaction Date	1/13/2020	Due 1/13/2020 CASH	10100	Total	\$638.57
Refer	5042 PROGRESSIVE BUILDERS	-			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #5758			\$3.94
Invoice	.0120				
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total	\$3.94
Refer	5048 REID, MICHAEL & DENISE	-			
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1260			\$125.87
Invoice	.0120	1/15/2020			
Transaction Date	1/15/2020	Due 1/15/2020 CASH	10100	Total	\$125.87
Refer	4963 ROSEVILLE, CITY OF	-			
Cash Payment	E 101-41110-310 Computer Consulting Fe	JANUARY IT SERVICES			\$437.15
Invoice	0227825	1/6/2020			
Cash Payment	E 101-41400-310 Computer Consulting Fe	JANUARY IT SERVICES			\$1,420.74
Invoice	0227825	1/6/2020			
Cash Payment	E 101-42110-310 Computer Consulting Fe	JANUARY IT SERVICES			\$5,027.24
Invoice	0227825	1/6/2020			
Cash Payment	E 101-42210-310 Computer Consulting Fe	JANUARY IT SERVICES			\$808.73
Invoice	0227825	1/6/2020			
Cash Payment	E 101-43100-310 Computer Consulting Fe	JANUARY IT SERVICES			\$437.15
Invoice	0227825	1/6/2020			
Cash Payment	E 101-45200-310 Computer Consulting Fe	JANUARY IT SERVICES			\$437.15
Invoice	0227825	1/6/2020			
Cash Payment	E 601-49440-310 Computer Consulting Fe	JANUARY IT SERVICES			\$437.15
Invoice	0227825	1/6/2020			
Cash Payment	E 602-49490-310 Computer Consulting Fe	JANUARY IT SERVICES			\$437.15
Invoice	0227825	1/6/2020			
Cash Payment	E 609-49750-310 Computer Consulting Fe	JANUARY IT SERVICES			\$218.57
Invoice	0227825	1/6/2020			
Cash Payment	E 101-42400-310 Computer Consulting Fe	JANUARY IT SERVICES			\$404.36
Invoice	0227825	1/6/2020			
Cash Payment	E 101-41910-310 Computer Consulting Fe	JANUARY IT SERVICES			\$218.61
Invoice	0227825	1/6/2020			
Transaction Date	1/9/2020	CASH	10100	Total	\$10,284.00

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Refer	5049 SANBORN, TIM	-				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1099				\$62.18
Invoice .0120	1/15/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$62.18
Refer	4997 SOUTHERN GLAZERS OF MN	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$37.76
Invoice 1911302	1/9/2020					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$4,772.64
Invoice 1911302	1/9/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$4,810.40
Refer	4998 SOUTHERN GLAZERS OF MN	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$10.24
Invoice 1911303	1/9/2020					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$534.00
Invoice 1911303	1/9/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$544.24
Refer	4999 SOUTHERN GLAZERS OF MN	-				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT				\$1.28
Invoice 1911301	1/9/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$1.28
Refer	4948 ST. FRANCIS AREA CHAMBER OF	-				
Cash Payment	E 609-49750-340 Advertising	2020 MEMBERSHIP				\$150.00
Invoice 000199	1/3/2020					
Transaction Date	1/9/2020		CASH	10100	Total	\$150.00
Refer	4994 ST. FRANCIS AREA CHAMBER OF	-				
Cash Payment	E 609-49750-340 Advertising	SPONSORSHIP				\$100.00
Invoice .012020	1/13/2020					
Transaction Date	1/13/2020		CASH	10100	Total	\$100.00
Refer	5047 TEPP0, CHRISTINA	-				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1887				\$303.53
Invoice .0120	1/15/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$303.53
Refer	5046 THE LAURA M TACHIN REVOCABL	-				
Cash Payment	G 601-22200 Deferred Revenues	REFUND ACCT #1956				\$65.44
Invoice .0120	1/15/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$65.44
Refer	5036 THOMSON REUTERS-WEST	-				
Cash Payment	E 101-42110-217 Other Operating Supplie	SUBSCRIPTION				\$278.53
Invoice 841693133	1/4/2020					
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$278.53
Refer	4944 U S BANK EQUIPMENT FINANCE	-				
Cash Payment	E 101-41400-240 Office Equip	COPIER LEASE				\$200.82
Invoice .012020	1/9/2020					
Cash Payment	E 101-43100-240 Office Equip	COPIER LEASE				\$200.82
Invoice .012020	1/9/2020					

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Cash Payment	E 101-43210-240 Office Equip	COPIER LEASE			\$200.82
Invoice .012020	1/9/2020				
Cash Payment	E 101-45200-240 Office Equip	COPIER LEASE			\$200.82
Invoice .012020	1/9/2020				
Cash Payment	E 601-49440-240 Office Equip	COPIER LEASE			\$200.82
Invoice .012020	1/9/2020				
Cash Payment	E 602-49490-240 Office Equip	COPIER LEASE			\$200.85
Invoice .012020	1/9/2020				
Transaction Date	1/9/2020	CASH	10100	Total	\$1,204.95
Refer	4952 VINOCOPIA, INC.				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$5.00
Invoice 0249144-IN	1/3/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$360.00
Invoice 0249144-IN	1/3/2020				
Transaction Date	1/9/2020	CASH	10100	Total	\$365.00
Refer	4983 WINE MERCHANTS				
Cash Payment	E 609-49751-206 Freight and Fuel Charge	FREIGHT			\$7.85
Invoice 7269548	1/8/2020				
Cash Payment	E 609-49751-253 Wine For Resale	WINE			\$340.00
Invoice 7269548	1/8/2020				
Transaction Date	1/13/2020	CASH	10100	Total	\$347.85

Fund Summary

	10100 CASH
	\$0.00
101 GENERAL FUND	\$20,374.32
311 2013 Debt Service	\$475.00
327 2015 Debt Service	\$475.00
330 2017 Refunding Bonds	\$475.00
402 CAPITAL EQUIPMENT	\$860.42
601 WATER FUND	\$1,974.93
602 SEWER FUND	\$1,811.22
609 LIQUOR FUND	\$43,114.65
	\$69,560.54

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$69,560.54
Total	\$69,560.54

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Payments Batch AP JE2 01-20 \$38,144.30

Refer 4937 ABDO, EICK & MEYERS, LLP -

Cash Payment E 101-41540-301 Auditing and Acct g Servi Annual audit services \$4,800.00

Invoice 423804 12/31/2019

Cash Payment E 601-49440-301 Auditing and Acct g Servi Annual audit services \$800.00

Invoice 423804 12/31/2019

Cash Payment E 602-49490-301 Auditing and Acct g Servi Annual audit services \$800.00

Invoice 423804 12/31/2019

Cash Payment E 609-49750-301 Auditing and Acct g Servi Annual audit services \$1,600.00

Invoice 423804 12/31/2019

Transaction Date 1/9/2020 CASH 10100 Total \$8,000.00

Refer 5007 AIRGAS NORTH CENTRAL -

Cash Payment E 101-43100-217 Other Operating Supplie RENTAL \$12.99

Invoice 9967235967 12/31/2019

Cash Payment E 101-43210-217 Other Operating Supplie RENTAL \$12.99

Invoice 9967235967 12/31/2019

Cash Payment E 101-45200-217 Other Operating Supplie RENTAL \$12.99

Invoice 9967235967 12/31/2019

Cash Payment E 601-49440-217 Other Operating Supplie RENTAL \$12.99

Invoice 9967235967 12/31/2019

Cash Payment E 602-49490-217 Other Operating Supplie RENTAL \$12.97

Invoice 9967235967 12/31/2019

Transaction Date 1/14/2020 Due 1/14/2020 CASH 10100 Total \$64.93

Refer 4942 ALLINA HEALTH PHARMACY Ck# 076949 1/9/2020

Cash Payment E 101-42210-217 Other Operating Supplie EPI PENS \$859.97

Invoice .012019 12/11/2019

Transaction Date 1/9/2020 CASH 10100 Total \$859.97

Refer 5096 ALLINA HEALTH -

Cash Payment E 101-42210-311 Contract QUARTERLY BILLING 2019 \$1,148.25

Invoice II10026289 12/31/2019

Transaction Date 1/16/2020 Due 1/16/2020 CASH 10100 Total \$1,148.25

Refer 5029 ANOKA COUNTY CHIEF OF POLIC -

Cash Payment E 101-42110-433 Dues and Subscriptions MEETING EXPENSES \$189.65

Invoice .012019 1/15/2020

Transaction Date 1/15/2020 Due 1/15/2020 CASH 10100 Total \$189.65

Refer 5028 ASPEN MILLS -

Cash Payment E 101-42110-448 Reserve Officers BADGES \$128.25

Invoice

Transaction Date 1/15/2020 Due 1/15/2020 CASH 10100 Total \$128.25

Refer 5012 BGS (BARNA GUZY) -

Cash Payment E 101-41600-304 Civil Legal Fees COMMUNITY DEVELOPMENT \$1,064.00

Invoice 212221 12/31/2019

Transaction Date 1/14/2020 Due 1/14/2020 CASH 10100 Total \$1,064.00

Refer 5013 BGS (BARNA GUZY) -

Cash Payment E 101-41600-304 Civil Legal Fees SMITH ADMIN HEARING \$100.00

Invoice 212220 12/31/2019

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Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$100.00
Refer	5014 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		GENERAL LABOR			\$207.52
Invoice	212219	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$207.52
Refer	5015 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		MUNICIPAL			\$1,900.00
Invoice	212249	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$1,900.00
Refer	5016 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-312 Criminal Legal Fees		PROSECUTION RETAINER FILE			\$5,000.00
Invoice	211973	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$5,000.00
Refer	5017 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		NUISANCE - 23611 AMBASSADOR			\$110.00
Invoice	212142	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$110.00
Refer	5020 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		FORFEITURE			\$42.00
Invoice	212278	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$42.00
Refer	5021 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		FORFEITURE			\$56.00
Invoice	212277	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$56.00
Refer	5022 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		FORFEITURE			\$140.00
Invoice	212276	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$140.00
Refer	5023 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		FORFEITURE			\$224.00
Invoice	212275	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$224.00
Refer	5024 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		FORFEITURE			\$682.00
Invoice	212274	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$682.00
Refer	5025 BGS (BARNA GUZY)		-			
Cash Payment	E 101-41600-304 Civil Legal Fees		MISC FORFEITURES			\$351.00
Invoice	212273	12/31/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$351.00
Refer	4943 CENTRAL LAKES COLLEGE		-			
Cash Payment	E 101-42210-208 Training and Instruction		TRAINING - PHELPS R			\$475.00
Invoice	2122019	12/6/2019				

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Transaction Date	1/9/2020	CASH	10100	Total	\$475.00	
Refer	4936 CINTAS					
Cash Payment	E 601-49440-417 Uniform Clothing & PPE	UNIFORMS			\$4.65	
Invoice	4038681655	12/30/2019				
Cash Payment	E 602-49490-417 Uniform Clothing & PPE	UNIFORMS			\$4.66	
Invoice	4038681655	12/30/2019				
Transaction Date	1/9/2020	CASH	10100	Total	\$9.31	
Refer	4964 CINTAS					
Cash Payment	E 601-49440-401 Repairs/Maint Buildings	RUG MAINTENANCE			-\$23.04	
Invoice	76606	11/20/2019				
Transaction Date	1/9/2020	CASH	10100	Total	-\$23.04	
Refer	4939 CRYSTAL SPRINGS ICE					
Cash Payment	E 609-49751-254 Miscellaneous Merchandi	MISC			\$73.98	
Invoice	002.B008667	12/31/2019				
Transaction Date	1/9/2020	CASH	10100	Total	\$73.98	
Refer	5010 CUB SCOUT PACK #511					
Cash Payment	E 101-43210-439 Recycling Days	PIONEER DAYS & FALL EVENT			\$1,000.00	
Invoice	100-19	1/10/2020				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$1,000.00
Refer	4977 DAHLHEIMER DIST. CO. INC.					
Cash Payment	E 609-49751-252 Beer For Resale	BEER			-\$46.00	
Invoice	1171105	12/30/2019				
Transaction Date	1/13/2020	CASH	10100	Total	-\$46.00	
Refer	5030 DEPT OF EMPLOYMENT AND					
Cash Payment	E 101-42210-441 Miscellaneous	UNEMPLOYMENT BENEFITS			\$13.37	
Invoice	13192498	1/8/2020				
Cash Payment	E 101-41910-441 Miscellaneous	UNEMPLOYMENT BENEFITS			\$3,844.40	
Invoice	13192498	1/8/2020				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$3,857.77
Refer	4935 HAWKINS, INC.					
Cash Payment	E 602-49490-216 Chemicals and Chem Pr	CHLORIDE			\$3,301.98	
Invoice	4635414	12/20/2019				
Transaction Date	1/9/2020	CASH	10100	Total	\$3,301.98	
Refer	5086 JOHNSON, RICHARD					
Cash Payment	E 101-42110-441 Miscellaneous	RESERVE DUTY			\$454.50	
Invoice	.0120	1/15/2020				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$454.50
Refer	5009 KNIGHTS OF COLUMBUS					
Cash Payment	E 101-43210-439 Recycling Days	RECYCLING			\$510.00	
Invoice	2017001-19	12/20/2019				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$510.00
Refer	4941 LEADS ONLINE					
Cash Payment	E 101-42110-311 Contract	SERVICE PACKAGE			\$2,192.00	
Invoice	253986	12/28/2019				
Transaction Date	1/9/2020	CASH	10100	Total	\$2,192.00	

CITY OF ST FRANCIS

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Payments

Current Period: January 2020

Refer	5008 LEPAGE & SONS					
Cash Payment	E 101-43210-439 Recycling Days	RECYCLING				\$720.00
Invoice	.1219					
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$720.00
Refer	4938 MCDONALD DIST CO.					
Cash Payment	E 609-49751-252 Beer For Resale	ULTRA SUIT ADJUSTMENT				-\$152.40
Invoice	521122	12/30/2019				
Transaction Date	1/9/2020		CASH	10100	Total	-\$152.40
Refer	4940 MCDONALD DIST CO.					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$5,186.25
Invoice	520984	12/31/2019				
Cash Payment	E 609-49751-255 N/A Products	N/A				\$89.00
Invoice	520984	12/31/2019				
Transaction Date	1/9/2020		CASH	10100	Total	\$5,275.25
Refer	5026 MN DEPT OF TRANSPORTATION					
Cash Payment	E 101-43100-303 Engineering Fees	PLANT INSPECTIONS				\$198.38
Invoice	P00011241	1/2/2020				
Transaction Date	1/14/2020	Due 1/14/2020	CASH	10100	Total	\$198.38
Refer	5031 PAULSON, THERESA					
Cash Payment	R 101-36225 Community Center Rental	REFUND CC RENT - CANCELLED PAID				\$30.00
Invoice	.012020	10/24/2019				
Transaction Date	1/15/2020	Due 1/15/2020	CASH	10100	Total	\$30.00

Fund Summary

	10100 CASH
101 GENERAL FUND	\$26,479.26
601 WATER FUND	\$794.60
602 SEWER FUND	\$4,119.61
609 LIQUOR FUND	\$6,750.83
	<u>\$38,144.30</u>

Pre-Written Checks	\$859.97
Checks to be Generated by the Computer	\$37,284.33
Total	<u>\$38,144.30</u>

Total Checks \$107,704.84

Checks cut since last Council Meeting

P:\awork\2020\Other\Bill List\ACH Files approved by Council 2020

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Planning Commission Appointment
DATE: 01/21/2020

OVERVIEW

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three year terms. One third of the members are up at a time creating up to three open vacancies.

Two member terms were up as of December 31, 2019.

Applicants to be considered:

- Ray Steinke – *past Council and Planning Commission member, existing member*
- Rich Skordahl – *past Council and Planning Commission member, existing member*
- Tara Kelly – *resident 16 years, on STF Area Chamber Board, business owner, wants to serve to assist with community and city growth*
- Joe Kollodge – *resident 6 years, business owner, Eagle Scout, wants to serve to help plan for city improvements, learning opportunity and help find ways to serve the residents.*

ITEMS TO BE DICUSSED:

Council is requested to appoint TWO of individuals to the Planning Commission for a term of January 6, 2020 to December 31, 2022.

ATTACHMENTS:

None

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 6-8 Pawnbrokers
DATE: January 21, 2020

OVERVIEW

On December 16th Chief Schwieger presented information on reporting system changes as it relates to pawnbroker transactions. With the existing reporting system ending December 31st, the City was required to identify another tool. This system is utilized for investigative purposes and is needed for the search of stolen property. If a pawn business operates within the city, this is the system that business would be required to report transactions to.

Within current Code, staff had identified the reporting provider by name. Through the current change it has required that we update code. Staff recommends a more generic use of terms within the Code in the event the contracted provider or fee structure changes again. Additionally with a new provider the fee structure has changed. That too has been created to leave flexibility in code and follow the structure of the Fee Schedule.

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 6-8 Pawnbrokers

TIMELINE:

If Council is in agreement with the above suggested Amendments, the following timeline will apply:

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 6-8 Pawnbrokers, Precious Metal Dealers, Second Hand Good Dealers as amended

SECTION 8. - PAWNBROKERS—PRECIOUS METAL DEALERS—SECONDHAND GOODS DEALERS^[2]

Footnotes:

--- (2) ---

Editor's note— Ord. 249, adopted Aug. 19, 2019, amended Section 8 in its entirety to read as herein set out. Former Section 8, § 6-8-1, pertained to pawnbrokers, and derived from original source material.

6-8-1. - Definitions.

- A. **Acceptable Identification.** Acceptable forms of identification are a current valid Minnesota driver's license, a current valid Minnesota identification card, or a current valid photos driver's license or identification card issued by another state or province of Canada.
- B. **Billable Transactions.** Every reportable transaction conducted by a pawnbroker, precious metal dealer or second hand goods dealer except renewals, redemptions or extensions of existing pawns on items previously reported and continuously in the licensee's possession is a billable transaction.
- C. **Consignment.** An agreement between a dealer and a seller that enables the dealer to take temporary possession of secondhand property, owned by the seller, for the purpose of offering it for sale to the public.
- D. **Consignment House Dealer.** A dealer in secondhand goods acquired by a consignment agreement.
- E. **Flea Market.** Any group of unrelated persons or businesses selling secondhand goods to the public from a single physical location.
- F. **Item containing precious metals.** An item made in whole or in part of metal and containing more than one (1) percent by weight of silver, gold, or platinum.
- G. **Issuing authority.** The City of St. Francis.
- H. **Item containing precious metals.** An item made in whole or in part of metal and containing more than one (1) percent by weight of silver, gold, or platinum.
- I. **Licensee.** The person, corporation, partnership or association to on a license is issued under this Section, including any agents or employees of the person, corporation, partnership or association.
- J. **Minor.** Any natural person under the age of 18 years.
- K. **Pawnbroker.** A person who loans money secured by deposit or pledge of personal property or other valuable things; who deals in the purchasing of personal property or other valuable thing on condition of selling that same back again at a stipulated price; or who loans money secured by chattel mortgage or on personal property, taking possession of the property or any part thereof so mortgaged. To the extent that a pawnbroker business includes buying personal property previously used, rented, or leased, the provision of this Section shall be applicable. Any bank, savings and loan association or credit union shall not be deemed a pawnbroker for the purposes of this Section.
- L. **Pawnshop.** Any business establishment operated by a pawnbroker.
- M. **Pledger.** Any person who delivers pledged goods to a pawnbroker, precious metal dealer or secondhand goods dealer as a security in which a binding promise is made to take back possession of those same pledged goods at a later time and for a stipulated price.
- N. **Pledged Goods.** Tangible personal property other than those in action, securities, bank drafts, or printed evidence of indebtedness, that are purchased by, deposited with, or otherwise actually delivered into the possession of a pawnbroker in connection with a pawn transaction.

- O. **Precious Metal Dealer.** Any person engaging in the business of buying coins or second-hand items containing precious metals, including, but not limited to, jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.
- P. **Person.** Any one or more natural persons; a partnership, including a limited partnership; a corporation, including a foreign domestic, or nonprofit corporation; a trust; a political subdivision of the state; or any other business organization.
- Q. **Precious Metals.** Silver, gold, or platinum.
- R. **Precious Metal Dealer.** Any person engaging in the business of buying coins or second-hand items containing precious metals, including, but not limited to, jewelry, watches, eating utensils, candlesticks, and religious and decorative objects.
- S. **Reportable Transaction.** Transactions by a pawnbroker, precious metal dealer or secondhand goods dealer in which merchandise is received through a pawn, purchase, consignment or trade, or in which a pawn is renewed, extended or redeemed, or for which a unique transaction number or identifier is generated by their point-of-sale software, or an item is confiscated by law enforcement, except:
 - 1. The bulk purchase or consignment of new or used merchandise from a merchant, manufacturer, non-profit or wholesaler having an established permanent place of business, and the retail sale of said merchandise, provided the pawnbroker, secondhand goods or precious metal dealer, must maintain a record of such purchase.
 - 2. Retail and wholesale sales of merchandise originally received by pawn or purchase, and for which all applicable hold and/or redemption periods have expired.
 - 3. Trades of secondhand goods for items of greater value. Transactions between precious metal dealers if both dealers are licensed under Minnesota Statute 325F.733 or if the seller's business is located outside of the state and the item is shipped from outside the state to a dealer licensed under Minnesota Statute 325F.733.
 - 4. Transactions involving secondhand clothing, books and linens where no single item has a value greater than \$50.00, except that dealers of secondhand bedding must comply with Minnesota Statute 325F.25 325F.34.
 - 5. Consignment by the artists themselves of works of art or craft.
- T. **Secondhand Goods Dealer.** Any person, partnership, firm or corporation whose business includes selling or receiving secondhand goods, including but not limited to consignment house dealers, flea market dealers and antique dealers, but not including used car dealers.
- U. **Secondhand Goods.** Any tangible personal property, previously owned, used, rented or leased by a person other than the dealer offering it for sale.
- V. **Unique Identifier.** A serial number, identification number, model number, owner applied identifies or engraving, operation ID or symbol, or other unique marking.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-2. - Purpose.

- A. The City Council of the City of St. Francis finds that the use of services provided by pawnbrokers potentially provides an opportunity for the commission of crimes and their concealment because such businesses have the ability to receive and transfer stolen property easily and quickly. The City Council also finds that consumer protection regulation is warranted in transactions involving pawnbrokers. The purpose of this section is to prevent pawn businesses from being used as facilities for the commission of crimes and to assure that such businesses comply with basic consumer protection standards, thereby protecting the public health, safety, and general welfare of the citizens of the city.

- B. To help the St. Francis Police Department better regulate current and future pawn businesses, decrease and stabilize costs associated with the regulation of the pawn industry, and increase identification of criminal activities in the pawn industry through the timely collection and sharing of pawn transaction information, this section also implements and establishes the required use of ~~the automated property system (APS)~~ a reporting system as established by Council.

(Ord. No. 249, SS, eff. 8-19-2019)

6-8-3. - License.

- A. *License Required.* It is unlawful for any person to engage in or carry on the business or pawnbroker without a license therefore from the City. No person shall exercise, carry-on, or be engaged in the trade or business of pawnbroker, precious metal dealer, or secondhand goods dealer within the city unless such person is currently licensed under this Chapter. No pawnbroker, precious metal dealer, or secondhand goods dealer license may be transferred to a different location or a different person.
- B. *Application.*
1. In addition to any information that may be required by the County pursuant to M.S.A. § 471.924, every application for a license under this section shall be made according to provisions contained in this chapter.
 2. Application verification. All applications for pawnbroker, precious metal dealer, or secondhand goods licenses shall be referred to the Police Department for verification and investigation of the facts set forth in the application. The Police Department shall make a written report and recommendation to the city clerk as to issuance or non-issuance of the license. The city clerk may order and conduct such additional investigation as deemed necessary.
 3. Application by a natural person:
 - i. The name, place and date of birth, street resident address, and phone number of applicant.
 - ii. Whether the applicant is a citizen of the United States or a residential alien.
 - iii. Whether the applicant has ever used or has been known by a name other than the applicants name, and if so, the name or names used and information concerning dates and places used.
 - iv. The name of the business if it is to be conducted under a designation name, or style other than the name of the applicant and a certified copy of the certified as required by Minnesota Statutes, Section 333.01.
 - v. The street address at which the applicant has lived during the preceding five (5) years.
 - vi. The type, name and location of every business or occupation in which the applicant has been engaged during the preceding five (5) years and the names(s) and address(es) of the applicants employer(s) and partner(s), if any, for the preceding five (5) years.
 - vii. Whether the applicant has ever been convicted of a felony, crime or violation of any ordinance other than a traffic ordinance. If so, the applicant must furnish information as to the time, place, and offense of all such convictions.
 - viii. The physical description of the applicant.
 - ix. Applicants current personal financial statement and true copies of the applicants, federal and state tax returns for the two (2) years prior to application.
 - x. If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in 1 through 9 of this section.
 4. Application by a partnership:

- xi. The name(s) and address(es) of all general and limited partners and all information concerning each general partner required in Section C, i through ix of this ordinance.
 - xii. The name(s) of the managing partner(s) and the interest of each partner in the licensed business.
 - xiii. A true copy of the partnership agreement shall be submitted with the application. If the partnership is required to file a certificate as to a trade name pursuant to Minnesota Statutes, Section 333.01, a certified copy of such certificate must be attached to the application.
 - xiv. A true copy of the federal and state tax returned for partnership for the two (2) years prior to the application.
 - xv. If the applicant does not manage the business, the name of the manage(s) or other person(s) in charge of the business and all information concerning each of them required in Section c, 1 through 9 of this ordinance.
5. Application by a corporation or other organization:
- xvi. The name of the corporation or business form, and if incorporated, the state of incorporation.
 - xvii. A true copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws shall be attached to the application. If the applicant is a foreign corporation, a Certificate of Authority as required by Minnesota Statutes, Section 303.06, must be attached.
 - xviii. The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in section C, i through ix of this ordinance.
 - xix. A list of all personal who control or own an interest in excess of five (5) percent in such organization or business form or who are officers of the corporation or business form and all information concerning said persons required in section c above. This section however, shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for license to be owned and operated by it.
6. For all applicants:
- xx. Whether the applicant holds a current pawnbroker, precious metal dealer or secondhand goods dealer licenses from any other governmental unit and whether the applicant is licensed under either Minnesota Statutes, Section 471.924 or Minnesota Statutes 325F.731-325F.744.
 - xxi. Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer or secondhand dealer license from any other governmental unit.
 - xxii. The location of the business premises.
 - xxiii. If the applicant does not own the business premises, a true and complete copy of the executed lease.
 - xxiv. The legal description of the premises to be licensed.
 - xxv. Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.
 - xxvi. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

xxvii. Such other information as the City Council or issuing authority may require.

7. New Manager: When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within fourteen (14) days. The application must include all appropriate information required within this section.

xxviii. Upon completion of an investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this chapter. If the investigation process is conducted solely within the State of Minnesota, the fee shall be as listed in the City's Fee Schedule.

8. Application execution: All applications for a license under this chapter must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by that person; if a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.
9. Investigation: The Police Department must investigate into the truthfulness of the statements set forth in the application and shall endorse the findings thereon. The applicant must furnish to the police department such evidence as the inspector may reasonably require in support of the statement set forth in the application.

C. *Licensee Eligibility.*

1. To be eligible for or to maintain a pawnbroker license, a person must operate lawfully and fairly within the purposes of M.S.A. § Chapter 325J and this section and:
2. May not be a minor at the time that the application for a pawnbroker's precious metal or secondhand goods dealer's license is filed;
3. May not have been convicted of any crime directly related to the occupation licensed as prescribed by M.S.A. § 364.03, subd. 2, unless the person has shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by M.S.A. § 364.03, subd. 3; and
4. Must be of good moral character or repute.
5. Must not hold an intoxicating liquor license within the city.

The provisions of this section as described in this paragraph (C), numbers (1) through (5), shall also apply to any partnership if such applicant has any general partner or managing partner meeting any of the described criteria; and shall also apply to any corporation or other organization if such applicant has any manager, proprietor, or agent in charge of the business meeting any of the described criteria.

D. *License Restrictions.*

1. Number of licenses issued. On the effective date of this Ordinance, the maximum allowable number of pawnbroker licenses shall be two.

The maximum allowable number of precious metal dealer licenses shall be two.

Licensees existing on the effective date of this Ordinance are eligible to apply for renewal at the existing licensed premises, and if renewed, may continue until the license for that licensed premises is revoked or is not renewed.

2. Persons ineligible. No licenses under this chapter will be issued to an applicant who is a natural person, a partnership if such applicant has any general partner or managing partner, a corporation or other organizations if such applicant has any manager, proprietor or agent in charge of the business to be licensed, if the applicant;
 - i. Is a minor at the time that the application is filed;

- ii. Has been convicted of any crime directly related to the occupation licensed as described by Minnesota Statutes, Section 364.01, Subd. 2, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensed under this chapter as prescribed by Minnesota Statutes, Section 364.01, Subd. 3; or
 - iii. Is not of good moral character or repute.
- 3. License transfer not allowed. Each license under this section shall be issued to the applicant only and shall not be transferable to any other person. No licensee shall loan, sell, give, or assign a license to another person.
- 4. Inactive license. The city council may revoke or suspend the pawnbroker, precious metal dealer, or secondhand goods dealer license of any business that shows no pawn or sale activity for a period of six months. A hearing shall be held to determine the status of the pawn broker, precious metal dealer, or secondhand goods dealer operation and if satisfactory intent to do business under the license is not demonstrated, the city council may revoke the license.
- 5. Premises. A license under this division shall be issued only for the exact rooms and square footage of the premises described in the application.
- 6. Zoning requirements met. No license shall be granted until all applicable zoning requirements are met or until all conditions for approval of the use have been satisfied.
- 7. No license shall be granted or renewed for operation on any property on which taxes, assessments, or other financial claims of the State, County, School District, or city are due, delinquent, or unpaid. In the event a suit has been commenced under Minnesota Statutes, Sections 278.01-278.03, questioning the amount or validity of taxes, the City Council may on application waive strict compliance with this provision; no waiver may be granted, however, for taxes or any portion thereof which remain unpaid for a period exceeding one (1) year after becoming due.

E. *Exceptions to License Requirement.*

- 1. All pawnbrokers must be licensed and there are no exceptions to the licensing requirements for pawnbrokers.
- 2. The following transactions shall not require a precious metal dealer's license:
 - (a) Transactions at occasional "garage" or "yard" sales, or estate sales, or farm auctions held at the decedent's residence, except that precious metals dealers must comply with the requirements of Minnesota Statutes, Sections 325F.734 to 325F.742, for these transactions.
 - (b) Transactions regulated by Minnesota Statute, Section 80A.
 - (c) Transactions regulated by the Federal Commodity Futures Commission Act.
 - (d) Transactions involving the purchase of precious metals grindings, filings, slag, sweeps, scraps, or dust from an industrial manufacturer, dental lab, dentist, or agent thereof.
 - (e) Transactions involving the purchase of photographic film, such as lithographic and x-ray film, or silver residue or flake recovered in lithographic and x-ray film processing.
 - (f) Transactions involving coin, bullion, or ingots.
 - (g) Transactions in which the second-hand item containing precious metals is exchanged for a new item containing precious metals and the value of the new item exceeds the value of the second-hand item, except that a person who is a precious metals dealer by engaging in a transaction which is not exempted by this section must comply with the requirements of Minnesota Statutes, Sections 325F.734-325F.742.
 - (h) Transactions between precious metal dealers if both dealers are licensed under Minnesota Statutes, Section 325F.733, or if the seller's business is located outside of the

state and the item is shipped from outside the state to a dealer licensed under Minnesota Statutes, Section 325F.733.

- (i) Transactions in which the buyer of the second-hand item containing precious metals is engaged primarily in the business of buying and selling antiques, and the items are resold in an unaltered condition except for repair, and the items are resold at retail, and the buyer paid less than \$2,500 for the second-hand items containing precious metals purchased within any period of twelve (12) consecutive months.
- 3. All secondhand goods dealers must be licensed, except the following transactions shall not require a secondhand goods dealer license:
 - (a) The sale of secondhand goods where all of the following are present:
 - (i) The sale is held on property occupied as a residential dwelling by the seller or owned, rented or leased by a charitable or political organization.
 - (ii) The items offered for sale are owned by the occupant.
 - (iii) That no sale exceeds a period of 72 consecutive hours.
 - (iv) That no more than two sales are held in any 12 consecutive month period at any residential dwelling.
 - (v) That none of the items offered for sale have been purchased for resale or received on consignment for purpose of resale.
 - (b) The sale of secondhand books or magazines where no single book has a value of greater than \$50.00.
 - (c) The sale of goods at an auction held by a licensed auctioneer.
 - (d) Sales by charitable organizations that take secondhand goods for no compensation.
 - (e) The sale of used motor vehicles.
 - (f) A bulk sale of property from a merchant, manufacturer or wholesaler having an established place of business or of goods sold at open sale from bankrupt stock.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-4. - Fees.

- A. *Investigation fee.* An applicant for any license under this chapter shall, at the time an original application is submitted, pay the city a nonrefundable investigation fee as set from time to time by the City Council and listed in the adopted Fee Schedule, to cover the costs involved in verifying the license application and to cover the expense of any investigation needed to assure compliance with this section.
- B. *License fee.* The licensee shall pay an annual license fee as set from time to time by the City Council and listed in the adopted Fee Schedule.
- C. *Billable transaction fees.* Licensees ~~shall~~may pay a monthly transaction fee on all billable transactions as defined in section 6-8-1(b). Such fee shall be as set from time to time by the City Council and listed in the adopted Fee Schedule. Billable transaction fees are payable within 30 days. Failure to timely pay the billable transaction fee shall constitute a violation of this section.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-5. - General operating requirements.

- A. *Records.* Records required. At the time of any reportable transaction other than renewals, extensions or redemptions, every licensee must immediately record in English the following information by using ink or other indelible medium on forms or in a computerized record approved by the Police Department.
- B. A complete and accurate description of each item including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.
- C. The purchase price, amount of money loaned upon, or pledged therefor.
- D. The maturity date of the transaction and the amount due, including monthly and annual interest rates and all pawn fees and charges.
- E. Date, time and place the item of property was received by the licensee, and the unique alpha and/or numeric transaction identifier that distinguishes it from all other transactions in the licensee's records. Transaction identifiers must be consecutively numbered.
- F. Full name, current residence address, current residence telephone number, date of birth and accurate description of the person from whom the item of the property was received, including: sex, height, weight, race, color of eyes and color of hair.
- G. The state of issue and identification number from a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
- H. The signature of the person identified in the transaction.
- I. *Photographs required.* Effective 60 days from the effective date of this Ordinance, the licensee must also take a color photograph or color video recording of:
- J. Each customer involved in a billable transaction.
- K. Every item pawned or sold that does not have a unique serial or identification number permanently engraved or affixed.
- L. Photographs must be at least two inches in length by two inches in width and must be maintained in such a manner that the photograph can be readily matched and correlated with all other records of the transaction to which they relate. Such photographs must be available to the chief of police, or the chief's designee, upon request. The major portion of the photograph must include an identifiable front facial close-up of the person who pawned or sold the item. Items photographed must be accurately depicted. The licensee must inform the person that he or she is being photographed by displaying a sign of sufficient size in a conspicuous place in the premises. If a video photograph is taken, the video camera must zoom in on the person pawning or selling the item so as to include an identifiable close-up of that person's face. Items photographed by video must be accurately depicted. Video photographs must be electronically referenced by time and date so they can be readily matched and correlated with all other records of the transaction to which they relate. The licensee must inform the person that he or she is being videotaped orally and by displaying a sign of sufficient size in a conspicuous place on the premises. The licensee must keep the exposed videotape for three months, and furnish it to the police department upon request.
- M. *Digitized photographs.* Licensees may fulfill the color photograph requirements by submitting them as digital images, in a format specified by the issuing authority, electronically cross-referenced to the reportable transaction they are associated with. Notwithstanding the digital images may be captured from required video recordings, this provision does not alter or amend the requirements of the General Operating Requirements.
- N. *Renewals, extensions and redemptions.* For renewals, extensions and redemptions, the licensee shall provide the original transaction identifier, the date of the current transaction, and the type of transaction.
- O. *Disposition of articles.*

1. When an article of pawned or pledged property is redeemed from a licensee, the records shall contain an account of such redemption with the date, interest charges accrued, and the total amount for which the article was redeemed.
 2. When an article of purchased or forfeited property is sold or disposed of by a licensee and the licensee receives \$100.00 or more in the payment thereof, the records shall contain an account of such sale with the date, the amount for which the article was sold, and the full name, current address, and telephone number of the person to whom sold.
- P. *Inspection of records.* The records must at all reasonable times be open to inspection by the police department or department of licenses and consumer services. Data entries shall be retained for at least three years from the date of transaction. Entries of required digital images shall be retained a minimum of 180 days.
- Q. *Daily reports to police.* Effective 60 days from the effective date of this Ordinance, licensees must submit every reportable transaction to the police department daily in the following manner:
1. Licensees must provide to the police department all information required in section (a) through (f) and other required information, by transferring it from their computer to the ~~automated property system via modem reporting system as established by Council~~. All required records must be transmitted completely and accurately after the close of business each day in accordance with standards and procedures established by the issuing authority using procedures that address security concerns of the licensees and the issuing authority. The licensee must display a sign of sufficient size, in a conspicuous place in the premises, which informs all patrons that all transactions are reported to the police department daily;
 2. *Billable transaction fees.* Licensees will be charged for each billable transaction reported to the police department;
 3. If a licensee is unable to successfully transfer the required reports by modem, the licensee must provide the police department printed copies of all reportable transactions along with the video tape(s) for that date, by 12:00 (noon) the next business day;
 4. Until corrected, licensee must provide required documentation in printed format and resubmit as electronic when error is corrected;
 5. If a licensee is unable to capture, digitize or transmit the photographs required, the licensee must immediately take all required photographs with a still camera, cross-reference the photographs to the correct transaction, and make the pictures available to the police department upon request;
 6. Regardless of the cause or origin of the technical problems that prevented the licensee from uploading their reportable transactions, upon correction of the problem, the licensee shall upload every reportable transaction from every business day the problem had existed.
- R. *Receipt required.* Every licensee must provide a receipt to the party identified in every reportable transaction and must maintain a duplicate of that receipt for three years. The receipt must include at least the following information:
1. The name, address and telephone number of the licensed business.
 2. The date and time the item was received by the licensee.
 3. Whether the item was pawned or sold, or the nature of the transaction.
 4. An accurate description of each item received including, but not limited to, any trademark, identification number, serial number, model number, brand name, or other identifying mark on such an item.
 5. The signature or unique identifier of the licensee or employee that conducted the transaction.
 6. The amount advanced or paid.
 7. The monthly and annual interest rates, including all pawn fees and charges.

8. The last regular day of business by which the item must be redeemed by the pledger without risk that the item will be sold, and the amount necessary to redeem the pawned item on that date.
 9. The full name, current residence address, current residence telephone number, and date of birth of the pledger or seller.
 10. The state of issue and identification number from a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
 11. Description of the pledger or seller including approximate sex, height, weight, race, color of eyes and color of hair.
 12. The signature of the pledger or seller identified in the transaction.
 13. All printed statements as required by M.S.A. § 325J.04, subd. 2, or any other applicable statutes.
- S. *Redemption period.* Any person pledging, pawning or depositing an item for security must have a minimum of 90 days from the date of that transaction to redeem the item before it may be forfeited and sold. During the 90 day holding period, items may not be removed from the licensed location except as provided in Section 6-8-5(U). Licensees are prohibited from redeeming any item to anyone other than the person to whom the receipt was issued or, to any person identified in a written and notarized authorization to redeem the property identified in the receipt, or to a person identified in writing by the pledger at the time of the initial transaction and signed by the pledger, or with approval of the police license inspector. Written authorization for release of property to persons other than original pledger must be maintained along with original transaction record in accordance with Section 6-8-5(R).
- T. *Police order to hold property.*
1. *Investigative hold.* Whenever a law enforcement official from any agency notifies a licensee not to sell an item, the item must not be sold or removed from the premises. The investigative hold shall be confirmed in writing by the originating agency within 72 hours and will remain in effect for 15 days from the date of initial notification, or until the investigative order is canceled, or until an order to hold/confiscate is issued, pursuant to Section 6-8-5(U), whichever comes first.
 2. *Order to hold.* Whenever the Chief of Police, or the Chief's designee, notifies a licensee not to sell an item, the item must not be sold or removed from the licensed premises until authorized to be released by the Chief or the Chief's designee. The order to hold shall expire 90 days from the date it is placed unless the Chief of Police or the Chief's designee determines the hold is still necessary and notifies the licensee in writing.
- U. *Order to confiscate.* If an item is identified as stolen or evidence in a criminal case, the Police Chief or Chief's designee may:
1. Physically confiscate and remove it from the shop, pursuant to a written order from the Police Chief or the Chief's designee, or
 2. Place the item on hold or extend the hold as provided in Section 6-8-5 (T)(2), and leave it in the shop.
 3. When an item is confiscated, the person doing so shall provide identification upon request of the licensee, and shall provide the licensee the name and phone number of the confiscating agency and investigator, and the case number related to the confiscation.
 4. When an order to hold/confiscate is no longer necessary, the Chief of Police, or Chief's designee shall so notify the licensee.
- V. *Inspection of items.* At all times during the terms of the license, the pawnbroker, precious metal dealer or secondhand goods dealer licensee must allow law enforcement officials to enter the premises where the licensed business is located, including all off- site storage facilities as authorized in Section 6-8-10-(6), during normal business hours, except in an emergency, for the purpose of

inspecting such premises and inspecting the items, ware and merchandise and records therein to verify compliance with this chapter or other applicable laws.

- W. *Label required.* Licensees must attach a label to every item at the time it is pawned, purchased or received in inventory from any reportable transaction. Permanently recorded on this label must be the number or name that identifies the transaction in the shop's records, the transaction date, the name of the item and the description or the model and serial number of the item as reported to the police department, whichever is applicable, and the date the item is out of pawn or can be sold, if applicable. Labels shall not be re-used.
- X. *License display.* A license issued under this section must be posted in a conspicuous place in the premises for which it is used. The license issued is only effective for the compact and contiguous space specified in the approved license application.
- Y. *Responsibility of licensee.* A licensee under this section shall be responsible for the conduct of the business being operated and shall maintain conditions of order. The conduct of agents or employees of a licensee, engaged in performance of duties for the licensee, shall be deemed the conduct of the licensee.
- Z. *Gambling.* No licensee under this section may keep, possess, or operate, or permit the keeping, possession, or operation on the licensed premises of dice, slot machines, roulette wheels, punchboards, blackjack tables, or pinball machines which return coins or slugs, chips, or tokens of any kind, which are redeemable in merchandise or cash. No gambling equipment authorized under Minnesota Statutes, Chapter. 349, may be kept or operated and no raffles may be conducted on the licensed premises and/or adjoining rooms. The purchase of lottery tickets may take place on the licensed premises as authorized by the director of the lottery pursuant to Minnesota Statutes, Chapter 349A.
- AA. *Penalty for property owner.* It is unlawful for any person who owns or controls real property to knowingly permit it to be used for pawn brokering without a license.
- BB. *Property to be kept on premises.* All property deposited, left, pledged, pawned, or held for sale must be stored in an enclosed facility and may not be stored outside of the premises. The city may, however, permit the licensee to designate one off premises locked and secured facility pursuant to Section 6-8-10-(6), in which the licensee may store only cars, boats, and other motorized vehicles. The licensee shall permit immediate inspection of the facility at any time during business hours by the city. All provisions in this section regarding record keeping and reporting shall apply to oversized items. All property shall be stored in compliance with zoning and/or fire regulations and in an orderly manner subject to inspection by the fire department. The premises shall also be equipped with an operational security alarm.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-6. - Restricted transactions.

- A. *Hours of operation.* No licensee shall keep the pawnbroker, precious metal dealer or second hand goods dealer business open for the transaction of business on any day of the week before 7:00 a.m. or after 9:00 p.m.
- B. *Minors.* The pawnbroker shall not purchase or receive personal property of any nature on deposit or pledge from any minor.
- C. *Prohibited goods.* No licensee under this section shall accept any item of property which contains an altered or obliterated serial number or "operation identification" number or any item of property whose serial number has been removed.
- D. *Security interest.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property knowing, or having reason to know, that the article of property is

encumbered by a security interest. For the purpose of this section, "security interest" means an interest in property which secures payment or other performance of an obligation.

- E. *True owner.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property, from any person, knowing, or having reason to know, that said person is not the true and correct owner of the property.
- F. *Proper identification.* No licensee nor any agent or employee of a licensee shall purchase, accept, or receive any article of property, from any person, without first having examined a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.

(Ord. No. [249. SS](#), eff. 8-19-2019)

6-8-7. - Inspections by police or claimed owner.

- A. *Premises.* Any licensee shall, at all times during the term of the license, allow the police department to enter the premises, where the licensee is carrying on business, including all off-site storage facilities as authorized in Section 6-8-10(6), during normal business hours, except in an emergency, for the purpose of inspecting such premises and inspecting the articles and records therein to locate goods suspected or alleged to have been stolen and to verify compliance with this section or other applicable laws. No licensee shall conceal any article in his possession from the police department.
- B. *Property.* All articles of property coming into the possession of any licensee shall be open to inspection and right of examination of any police officer or any person claiming to have been the owner thereof or claiming to have had an interest therein when such person is accompanied by a police officer.

(Ord. No. [249. SS](#), eff. 8-19-2019)

6-8-8. - Conduct of persons on licensed premises.

- A. *Property of another.* No person may pawn, pledge, sell, leave, or deposit any article of property not their own; nor shall any person pawn, pledge, sell, leave, or deposit the property of another, whether with permission or without; nor shall any person pawn, pledge, sell, leave, or deposit any article of property in which another has a security interest; with any licensee.
- B. *Minors.* No minor may pawn, pledge, sell, leave, or deposit any article of property with any licensee.
- C. *Proper identification.* No person may pawn, pledge, sell, leave or deposit any article of property with any licensee without first having presented a current valid photo driver's license or a current valid state photo identification card from any state or from any province of Canada.
- D. *False identification.* No person seeking to pawn, pledge, sell, leave, or deposit any article of property with any licensee shall give a false or fictitious name; nor give a false date of birth; nor give a false or out of date address of residence or telephone number; nor present a false driver's license or identification card; to any licensee.
- E. *Maintenance of Order.* A licensee under this Chapter shall be responsible for the conduct of the business being operated and shall maintain conditions of order.
- F. *Gambling.* No licensee under this Chapter may keep, possess, or operate, or permit the keeping, possession, or operation on the licensed premises of dice, slot machines, roulette wheels, punchboards, blackjack tables, or pinball machines which return coins or slugs, chips, or tokens of any kind, which are redeemable in merchandise or cash. No gambling equipment authorized under Minnesota Statutes, Section 349.11-349.60 may be kept or operated and no raffles may be conducted on the licensed premises and/or adjoining rooms. The purchase of lottery tickets may take

place on the licensed premises as authorized by the director of the lottery pursuant to Minnesota Statutes, Section 349A.01-349A.15.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-9. - Required signage.

A. All licensees shall by adequate signage and/or separate written notice inform persons seeking to pawn, pledge, sell, leave, or deposit articles of property with the licensee of the foregoing requirements.

1. For the purpose of this subsection, "adequate signage" shall be deemed to mean at least one sign of not less than four square feet in surface area, comprised of lettering of not less than three-quarters of an inch in height, posted in a conspicuous place on the licensed premises and stating substantially the following:

TO PAWN OR SELL PROPERTY:

YOU MUST BE AT LEAST 18 YEARS OF AGE. YOU MUST BE THE TRUE OWNER OF THE PROPERTY.

THE PROPERTY MUST BE FREE OF ALL CLAIMS AND LIENS. YOU MUST PRESENT VALID PHOTO IDENTIFICATION. VIOLATION OF ANY OF THESE REQUIREMENTS IS A CRIME.

2. For the purpose of this subsection, "separate written notice" shall be deemed to mean either the receipt, as required in Section 6-8-6 (R), or a printed form, incorporating a statement to the effect that the person pawning, pledging, selling, leaving, or depositing the article is at least 18 years of age; is the true owner of the article; and that the article is free of all claims and liens; which is acknowledged by way of signature of the person pawning, pledging, selling, leaving, or depositing the article.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-10. - General restrictions.

No pawnbroker licensed under this section shall:

1. Lend money on a pledge at a rate of interest above that allowed by law;
2. Knowingly possess stolen goods;
3. Sell pledged goods before the time to redeem has expired;
4. Refuse to disclose to the city, after having sold pledged goods, the name of the purchaser or the price for which the item sold; or
5. Make a loan on a pledge to a minor.
6. Business at only one place. A license under this chapter authorizes the licensee to carry on its business only at the permanent place of business designated in the license. However, upon written request, the Chief of Police, or Chief's Designee, may approve an off-site locked and secured storage facility. The licensee shall permit inspection of the facility in accordance with (Inspection of Items). All provisions of this chapter regarding record keeping and reporting apply to the facility and its contents. Property shall be stored in compliance with all provisions of the

city code. The Licensee must either own the building in which the business is conducted, and any approved off-site storage facility, or have a lease on the business premises that extends for more than six (6) months.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-11. - Denial, suspension or revocation.

- A. Any license under this chapter may be denied, suspended or revoked for one or more of the following reasons:
1. The proposed use does not comply with the applicable zoning code.
 2. The proposed use does not comply with any health, building, building maintenance or other provisions of this Code of Ordinances or state law.
 3. The applicant or licensee has failed to comply with one or more provisions of this chapter.
 4. The applicant is not a citizen of the United States or a resident alien, or upon whom it is impractical or impossible to conduct a background or financial investigation due to the unavailability of information.
 5. Fraud, misrepresentation or bribery in securing or renewing a license.
 6. Fraud, misrepresentation or false statements made in the application and investigation for, or in the course of, the applicants business.
 7. Violation within the preceding five (5) years, of any law relating to theft, damage or trespass to property, sale of a controlled substance, or operation of a business.
 8. The owner of the premises licensed or to be licensed would not qualify for a license under the terms of this chapter.
 9. Any state or local law relating to moral character and repute.
- B. A revocation or suspension by the City Council shall be preceded by written notice to the licensee and a public hearing. The written notice shall give at least ten days' notice of the time and place of the hearing and shall state the nature of the charges against the pawnbroker, precious metal dealer, or secondhand goods dealer. The notice may be served upon the pawnbroker precious metal dealer, or secondhand goods dealer personally or by United States mail addressed to the most recent address of the business in the license application.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-12. - Severability.

If any section, subsection, sentence, clause, or phrase of this Chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have adopted this Chapter and each section, subsection, sentences, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

(Ord. No. [249, SS](#), eff. 8-19-2019)

6-8-13. - Penalty.

Violation of any provision of this section shall be a misdemeanor under Minnesota law and the City Code.

(Ord. No. [249, SS](#), eff. 8-19-2019)

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Septic Ordinance Amendments
DATE: 01/06/2020

OVERVIEW

The City was assessed by the Minnesota Pollution Control Agency (MPCA) in regards to Subsurface Sewage Treatment Systems (SSTS). The assessment reviewed the City permitting, Ordinances, records, maintenance requirements and administration processing.

There were five compliance requirements that the City needed to address:

1. Ensure all Administrative staff have completed training
2. Changes to permit files
3. Update Ordinance to meet minimum state requirements
4. Update Ordinance on two feet separate requirements
5. Enhance documentation for issuing a certificate of compliance

Staff has completed the training requirements and working with Metro West on the permitting and documentation needs.

Ordinance updates are as identified in State Rules that upon the assessment were unable to be located in current City Code.

Council does have the option of including a section on the sale or transfer of property. With increasing rules on SSTS systems, and the City requirements to track and report these systems, some cities have moved to include a point of sale compliance. This is not required by the MPCA. Having this requirement is not unexpected by the industry.

ITEMS TO BE DISCUSSED:

Amendment to City Code Chapter 3, Section 4 Rules and Regulation Relating to Individual on-site Sewage Systems.

TIMELINE:

If Council is in agreement with the Amendments, the following timeline will apply:

January 21st - 1st Reading

February 3rd - 2nd Reading



February 7th - Publish for Comment, 30 days

March 9th - Effective

ATTACHMENTS:

- City Code Chapter 3, Section 4 Rules and Regulation Relating to Individual on-site Sewage Systems with edits
- Optional addition to code – Sale or transfer of property

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

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

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

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

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

3-4-2. - General provisions.

- A. *Treatment Required.* All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency. All sewage generated in the jurisdiction is to be treated either in an agency-permitted facility or a system that meets the requirements of City Ordinance as adopted under 7082.0100 and follow the allowed methods to determine the loading rate from part 7080.2150, subpart 3, item E, Table IX or IXa, for sizing or soil treatment and dispersal systems.
- B. *Administration.* This Ordinance shall be administered by the St. Francis City Building Official or any such designee of the Building Official or City Administrator.
- C. *Compliance.* No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance. A variance to the local ordinance provisions herein are not allowed.
- D. *Conditions.* Violation of any condition imposed by the City on a license, permit, or variance, shall be deemed a violation of this ordinance and subject to the penalty provisions set forth in this ordinance.
- E. *Site Evaluation, System Design, Construction, Inspection, and Servicing.* Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700.
 - 1. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.
 - 2. Vertical separation for systems built before April 1, 1996 that are not SWF as defined in part 7080.1100, Subpart 84, must meet the requirements in part 7080.1500, subpart 4, item E.
- F. *Inspection.* No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Building Official. If any part of the system is covered before being inspected and approved as herein provided, it shall be uncovered upon the direction of the Building Official. The Building Official shall cause such inspections as are necessary to determine compliance with this ordinance. It shall be the responsibility of the permittee to notify the Building Official that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Building Official is unable to conduct an inspection, the permittee may, after receiving permission from the Building Official document compliance with the ordinance by photographic

means that show said compliance and submit that evidence to the Building Official prior to final approval being sought.

- G. *Compliance Inspection Required.* A SSTS compliance inspection is required:
1. For a new or replacement SSTS.
 2. When altering an existing structure to add a bedroom.
 3. When a parcel having an existing system undergoes development, subdivision, or split.
- H. *Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.*
1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed ~~ten (10)~~ six (6) months.
 2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within ~~twenty-four (24)~~ six (6) months after receiving notice from the Building Official.
 3. An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.
- I. *Conflict Resolution.* For SSTS systems regulated under this Ordinance, conflicts and other technical disputes over new construction, replacement and existing systems will be managed in accordance with Minnesota Rules 7082.0700 Subpart 5.
- J. *Septic Tank Maintenance.*
1. *Periodic Maintenance Required.* The owner of a sewage tank or tanks, shall regularly, but not less frequently than every three years, inspect the tank(s) and measure the accumulations of sludge and scum by an individual licensed to do such work in the State of Minnesota. If the system is pumped, measurement is not needed. The owner shall remove and sanitarily dispose of septage whenever the top of the sludge layer is less than twelve (12) inches below the bottom of the outlet baffle or the bottom of the scum layer is less than three (3) inches above the bottom of the outlet baffle. Removal of septage shall include complete removal of scum and sludge.
 2. *Maintenance Record Required.* Maintenance activities are required to be recorded on forms supplied by the City of St. Francis and submitted to the City within thirty (30) days of the maintenance activity. The maintenance record shall be supplied by an individual licensed by the state to do such work. One copy of the maintenance record shall be given to the City and one to the property owner. A recording fee shall be paid in accordance with the City's Fee Schedule.
- K. *Non-Complying Systems.* Existing systems which are non-complying, but not an imminent health or safety threat, failing, or discharging to surface, may continue in use so long as the use is not changed or expanded. If the use changes or is expanded, the non-complying elements of the existing system must be brought into compliance.
- L. *Non-Complying Work.* New individual sewage treatment system construction that is non-compliant, or other work on a system that is non-complying, must be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed seven (7) days unless the Building Official finds extenuating circumstances.
- M. *Change In Use.* A Certificate of Compliance may be voided if, subsequent to the issuance of the certificate, the use of the premises or condition of the system has changed or been altered.
- N. *Setback Reduction.* Where conditions prevent the construction, alteration, and/or repair of an individual sewage treatment system on an existing developed parcel of real property, the Building Official may reduce property line and building setbacks and system sizing requirements provided said reduction does not endanger or unreasonably infringe on adjacent properties and with the concurrence of the affected properties. In no instance will a setback reduction be allowed from the

standards of Section 10-82-4.B.6 except in cases where a variance is approved following the procedure established by Section 10-82-9.D.

- O. *Floodplain.* An SSTS shall not be located in a floodway or floodplain. Location within the flood fringe is permitted provided that the design complies with this ordinance and all of the rules and statutes incorporated by reference.
- P. *Class V Injection Wells.* All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency.

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

3-4-3. - Standards adopted.

- A. *Minnesota Rules Adopted.* Minnesota Rules, Chapters 7080 and 7081, that are in effect on the date of passage of this ordinance, relating to subsurface sewage treatment systems, are hereby adopted by reference and made a part of this ordinance as if fully set forth herein.
- B. *Rules Amended.* The rules, adopted in Section 3.01 are amended as follows:
 - 1. *Compliance Inspection—Fifteen (15) Percent Vertical Separation Reduction.* MR 7080.1500 Subp. 4D is amended to allow fifteen (15) percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
- C. *Holding Tanks.* Holding tanks may be allowed for the following applications: as replacement to a failing existing system, an SSTS that poses an imminent threat to public health and safety, or for an existing lot in which a SSTS cannot feasibly be installed and the Building Official finds extenuating circumstances. Holding tanks require an operating permit as which defines routine maintenance activities as approved by the City Building Official. Failure to adhere to the operating permit is a violation of this Ordinance.
- D. *System Abandonment.* An SSTS, or component thereof, that is no longer intended to be used must be abandoned in accordance with MN Rules 7080.2500. Replacement systems which result in discontinued use of any or all existing components shall initiate requirement of maintenance recoding and abandonment procedures as specified in MN Rules 7080.2500. The standards in Section 3-3-2.E shall also be followed when a system is abandoned due to the property being connected to the public sewer system.

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

3-4-4. - Permits.

- A. *Permit Required.* No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any subsurface sewage treatment system without first obtaining a permit for such work from the Building Official. No person shall construct, alter, extend, convert, or modify any structure which is or will utilize subsurface sewage treatment system without first obtaining a permit.
 - 1. All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing pursuant to MN Rules 7083.0700. Permit applications shall be submitted by the person doing the individual subsurface sewage treatment system construction on forms provided by the Building Official and accompanied by required site and design data, and permit fees.
 - 2. Permits shall only be issued to the person doing the individual sewage treatment system construction.

3. Permit applications for new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
 4. A permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components or otherwise change the original system's design, layout, or function.
- B. *Operating Permit.* An operating permit shall be required of all owners of new holding tanks, Type IV and V systems; MSTs and other SSTS that the Building Official has determined requires operational oversight.
1. *Application.* Application for an operating permit shall be made on a form provided by the Building Official.
 2. *Holding Tanks.* The owner of holding tanks installed after the effective date of this Ordinance shall provide the Building Official with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

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

3-4-5. - Violations and penalties.

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

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

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

3-4-6. - Reserved.

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

3-4-7. - Reserved.

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

3-4-8. - Reserved.

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

3-4-9. - Private well regulations.

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

3-4-X Sale or transfer of property.

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

City Council
AGENDA REPORT
Agenda Item #
9 D

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 8-3-6 Keeping of Bees
DATE: January 21, 2020

OVERVIEW

On December 11, 2019 Council met during a work session to discuss the Ordinance as it relates to the keeping of bees. After a review of lot sizes, zoning and the issues that may arise from keeping bees Council requested the following changes to City Code.

Bees shall not be kept on parcels smaller than 2.25 acres (decrease from 5 acres)

Identified issues that may create a nuisance from bee keeping and provide enforcement to City Code. Nuisances include unattended, damaged or abandoned.

Discussion was had in regard to requesting residents to voluntarily register their hives. After further research in other areas, there are several cities, counties and states that do ask for keepers to register. Staff recommends putting in place a free and voluntary registration to encourage properties to update emergency services where hives are. Staff has attached an example registration form base on others used in the industry.

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 8-3-6 Keeping of Bees

TIMELINE:

If Council is in agreement with the above suggested Amendments, the following timeline will apply:

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

- City Code Chapter 8-3-6 Keeping of bees as amended
- Sample registration form

8-3-6. - Keeping of bees.

- A. Bees shall not be kept on parcels smaller than five-two and a quarter acres (5 2.25) acres in size or within a MLPUD/PUD as identified by Code.
- B. No parcel shall have more than one hive or colony housing structure not to exceed three (3) feet in size in any dimension unless it is an agricultural use.
- C. All hives shall be of the removable frame type.
- D. All hives shall be kept one hundred (100) feet from any property line.
- E. Hives shall be kept in a manner that does not create a nuisance to neighbors or general public. Hives found to be unattended, damaged, infected or abandoned shall be deemed a nuisance.
- F. Properties of all sizes are encouraged to register their hive with the City for the purposes of Emergency Management.

(Ord. 173, SS, 10-7-2012; Ord. 231, SS, 9-18-2017, SS 3-9-2020)

Note— See editor's note to § 8-3-2.

APIARY / BEE HIVE - REGISTRATION

Registration is free and voluntary. Purpose of registration is for Emergency Services and the need for a local response related to, or due to, the nature of bees.

Name: _____

Phone: _____

Address of hive: _____

Acreage: _____

Physical Description of hive and its location on property; includes near any structures, area, color or style, etc.:

Signature _____

Date: _____

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment – City Code 11-11-3 Payment for Installation of Improvements
DATE: January 21, 2020

OVERVIEW

With a new development the city requires a security for the installation of improvements including streets and grading. This security is used in the event the developer fails at a point in which the City is required to finish improvements.

As discussed at the 1/15/2020 work session, staff has had conversations with developers that have identified concerns with the current flat requirement of 150%. Since the market crash, securities have a greater impact on developers and high standards can make it difficult on large projects.

Several cities were reviewed and it was found that St. Francis is considerably higher. Many cities have securities at 100% or 125%. Staff feels that flexibility is important and should be considered on a case by case basis. I do not recommend removing the 150% however creating language that allows staff the ability to negotiate, with Council approval, to keep a development moving forward.

ITEMS TO BE DISCUSSED:

Staff is requesting that Council consider an amendment to City Code Section 11-11- 3 Payment for installation of Improvements to include additional language to allow flexibility to the City for future developments

TIMELINE:

If Council is in agreement with the Amendment, the following timeline will apply:

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 11-11-3 Payment for installation of improvements as amended

11-11-3. - Payment for installation of improvements.

All public improvements for new subdivisions shall be furnished and installed at the sole expense of the developer. If any improvement installed within the subdivision will be of substantial benefit to lands beyond the boundaries of the subdivision, provision may be made for causing a portion of the cost of the improvement (representing the benefit to such lands) to be allocated in accordance with City policies and shall be outlined in the development agreement.

- A. Prior to installation of any required improvements by the developer and prior to approval of the final plat, the developer shall enter into a development contract and provide cash escrow, letter of credit, or similar guarantees to the City related to performance, and/or for installation of public improvements, and/or developer to install improvements.
 1. The developer shall furnish and construct improvements at their sole cost and in accordance with plans and specifications and usual development contract conditions. This shall include provision for supervision of details of construction by the City Engineer and shall grant to the City Engineer authority to coordinate the work and improvements to be done under said development contract by any subcontractor authorized to proceed there under and with any other work being done or contracted by the City in the vicinity. The agreement shall require all public and private utility material standards and installation requirements to be met and shall be approved by the City Engineer.
 2. The agreement shall require the applicant to make an escrow deposit or furnish an irrevocable letter of credit or certified check determined by the City. The amount of the deposit or security is to be based on the City Engineer's estimate of the total cost of the improvements to be furnished under the contract, including the cost of inspection. The deposit amount shall be equal to one hundred fifty (150) percent, or as otherwise determined by Council, of the Engineer's estimate.
 3. On request of the applicant, but at the sole discretion of the City, the contract may provide for completion of part or all of the improvements covered thereby prior to acceptance of the plat. In such event, and if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the improvements so completed prior to the acceptance of the plat.
 4. Guaranteed completion of the required improvements undertaken by the developer as approved by the City within a specified time after commencement of any construction in the subdivision, or the portion thereof less than the entire subdivision to be developed at any one time as approved by the City Council, provided that the City Council for good cause may extend the period of time in which the improvements must be installed.
 5. If the required improvements are not completed within the specified time period or a period approved by the City Council as hereinabove provided, all financial securities shall be turned over to the City and applied toward the cost of the required improvements. Any balance after the improvements have been made shall be returned to the developer upon written request.
 6. No developer shall be permitted to start work on any other subdivision improvements without special written approval of the City Council.

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Ordinance Amendment –City Code 7-3-6 Recreational Motor Vehicles
DATE: January 21, 2020

OVERVIEW

On December 11, 2019, Council met during a work session to discuss the Ordinance as it relates to race tracks and residential properties. After a review of lot sizes, zoning and the issues that arise from race tracks Council requested the following changes to City Code.

Clarify a definition for racing and race tracks as they relate to property

- Include a definition for racetracks
- Include a definition for exhibition driving
 - Prima Facie means based on first impression, accepted as correct until proven otherwise

Establish an operating restriction of (7-3-6-B-, New 13 and 14)

- Lot size limit in which race tracks are permitted, being properties of 2.5 acres or greater.
- Setbacks from property lines and structures at 50 feet
- Driving expectation

ITEMS TO BE DISCUSSED:

Amendment to City Code chapter 7-3-6 Recreational Motor Vehicles

TIMELINE:

If Council is in agreement with the above suggested Amendments, the following timeline will apply:

January 21st – 1st Reading

February 3rd – 2nd Reading

February 7th – Publish for Comment

March 9th - Effective

ATTACHMENTS:

City Code Chapter 7-3-6 Recreational Motor Vehicles

7-3-6. - Recreational motor vehicles (including snowmobiles).

A. *Definitions.* For the purposes of this Section, the terms defined shall have the meanings given them.

1. **Motorized Bicycle** —A bicycle with fully operable pedals which may be propelled by human power or a motor, or by both, with a motor of a capacity of less than fifty (50) cubic centimeters piston displacement, and a maximum of two break horsepower, which is capable of a maximum speed of not more than thirty (30) miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged.
2. **All-Terrain Vehicle or ATV** —Trail bikes, amphibious vehicles and similar devices, other than snowmobiles, used at least partially for travel on natural terrain, but not "special mobile equipment" as defined in M.S.A. 168.011, Subd. 22, which is hereby incorporated herein by reference.
3. **Snowmobile** —A self-propelled vehicle designed for travel on snow or ice or natural terrain steered by wheels, skis or runners.
4. **Recreational Motor Vehicle** —Any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including but not limited to a motorized bicycle, all-terrain vehicle, snowmobile, hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes.
5. **Owner** —A person, other than a lien holder, having a property interest in, or title to, a recreational motor vehicle, who is entitled to the use or possession thereof.
6. **Operate** —To ride in or on and have control of a recreational motor vehicle.
7. **Operator** —The person who operates or is in actual physical control of a recreational motor vehicle.

8. **Race Track** – A course constructed for the operation of recreational motor vehicles in a repetitive, continuous manner, including the physical alteration of natural landscaping or land contours by grading or repetitive use thereby creating jumps and banked corners in a clearly identifiable area.

9. **Exhibition Driving** - Prima facie evidence. It is prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates or turns at an unnecessary rate of speed so as to causes tires to squeal, gear to grind, soil to be thrown, engine backfire, fishtailing or skidding, or, as to 2- wheeled or 3-wheeled motored vehicles, the front wheel to lose contact with the ground or roadway surface.

B. *Recreational Motor Vehicle Operating Restrictions.* It is unlawful for any person to operate a recreational motor vehicle as follows:

1. On a public sidewalk or walkway provided or used for pedestrian travel.
2. On private property of another without lawful authority or written permission of the owner or occupant.
3. On any lands owned or occupied by a public body or on frozen waters, including, but not limited to, school grounds, park property, playgrounds, recreational areas, private roads, platted but unimproved roads, utility easements, public trails and golf courses. Provided, however, that the Council may, by resolution, specifically permit use on City property, in which event the shortest route to and from areas so permitted shall be used.
4. While the operator is under the influence of liquor or narcotics, or habit-forming drugs.
5. At a rate of speed greater than reasonable or proper under all of the surrounding circumstances.

6. In a careless, reckless or negligent manner so as to endanger the person or property of another or cause injury or damage thereto.
7. Towing any person or thing on a public street or highway except through the use of a rigid tow bar attached to the rear of an automobile.
8. At a speed greater than 10 miles per hour when within 100 feet of any lakeshore, except in channels, or of a fisherman, ice house, skating rink, or sliding area, nor where the operation would conflict with the lawful use of property or would endanger other persons or property.
9. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons.
10. Chasing, running over, or killing any animal, wild or domestic.
11. During the hours between 11:00 PM of one day and 7:00 AM of the next following on Sundays through Thursdays, and during the hours of 1:00 AM and 7:00 AM on Fridays and Saturdays, except that during such hours a recreational motor vehicle, if otherwise lawfully operated, may be operated on a public street.
12. Except as permitted in Subdivision 4, in the area marked as a restricted area legally described as shown in Exhibit A.

13. On a racetrack or exhibition driving on properties less than two and a half (2.5) acres in size and within fifty (50) of either a property line or structure

14. To drive or operate any motorized vehicle on a public street or highway, alley, parking lot, or other public or private property, in such a manner as to exhibit exhibition driving or operation. This section shall not apply to driving conduct during an emergency which requires such operation to prevent injury to persons or damage to property or to legally sanctioned operation.

C. *Owner Responsibility.*

1. It is unlawful for the owner of any recreational motor vehicle to permit its operation on private property without the written permission of the owner or occupant, on City property without the written permission of the Council, or on other public property without the written permission of the body in charge thereof.
2. Every person leaving a recreational motor vehicle in a public place shall lock the ignition, remove the key and take the same with him.

D. *Additional Snowmobile Operating Regulations.*

1. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours of one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto. For local access to trails located outside the City of St. Francis, snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence. Travel for local access shall be at a rate not to exceed twenty (20) miles per hour. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises.

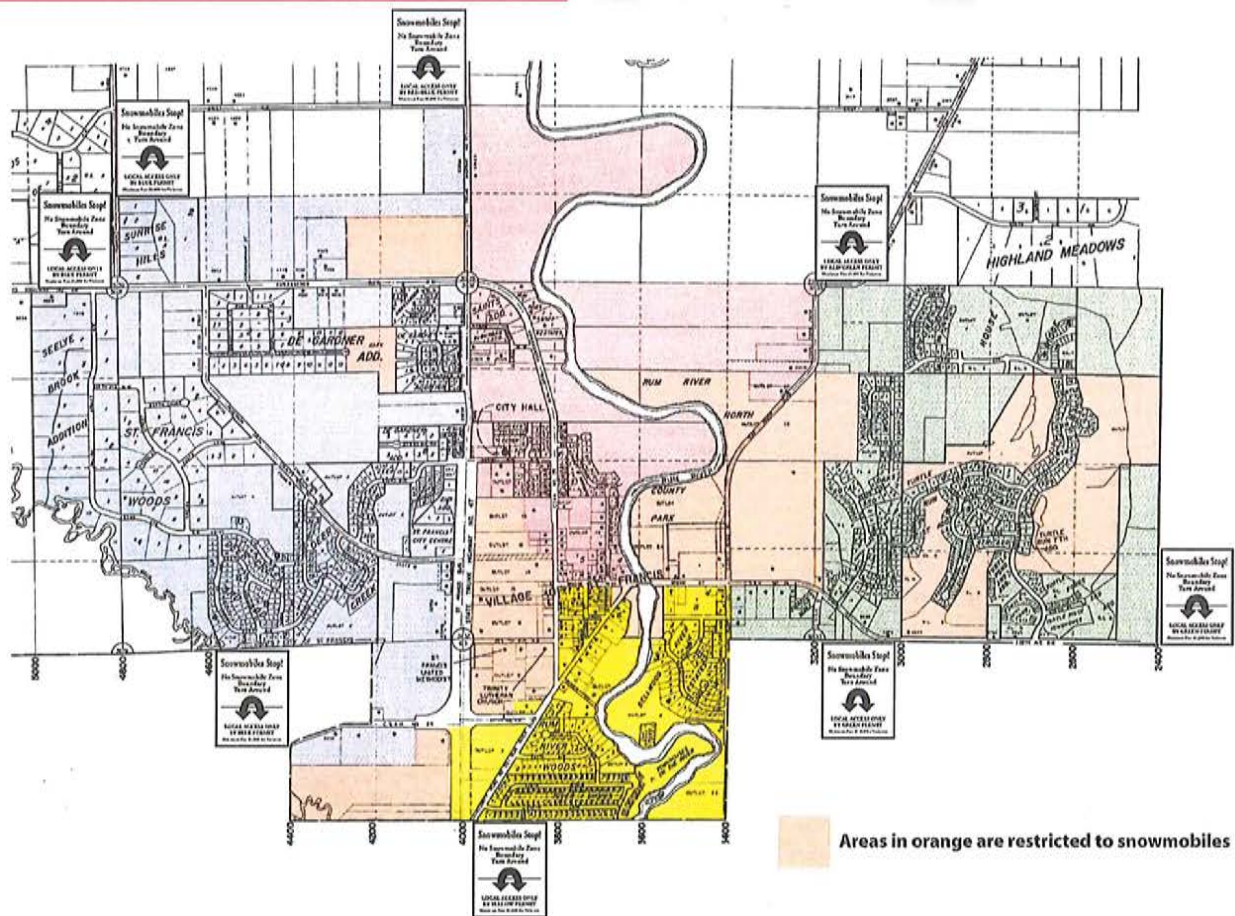
Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law. Notwithstanding any language in Section 7-3-7.D.1 to the contrary, two-way snowmobile operation shall be permitted in the western ditch or on the outside bank within the western right-of-way of State Highway 47 at any time and without a City-issued local access sticker, subject to all other provisions of the City Code or State law, and all conditions imposed by the Commissioner of Transportation or the local road authority. Travel upon any City pathway or sidewalk is strictly prohibited.

2. A snowmobile may make a direct crossing of a street or highway except an interstate highway or freeway, provided:
 - a. The crossing is made at an angle of approximately ninety (90) degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing.
 - b. The snowmobile is brought to a complete stop before crossing the shoulder or main traveled way of the highway.
 - c. The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.
 - d. In crossing a divided street or highway, the crossing is made only at an intersection of such street or highway with another public street or highway.
 - e. If the crossing is made between the hours of one-half (½) hour after sunset to one-half (½) hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.
 3. No snowmobile shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.
 4. Notwithstanding any prohibition in this Section, a snowmobile may be operated on a public thoroughfare in an emergency during the period of time when, and at locations where, snow upon the roadway renders travel by automobile impractical.
 5. No person under fourteen (14) years of age shall operate on streets or highways or make a direct crossing of a street or highway as the operator of a snowmobile. A person fourteen (14) years of age or older, but less than eighteen (18) years of age, may operate a snowmobile on streets or highways as permitted under this Section and make a direct crossing thereof only if he has in his immediate possession a valid snowmobile safety certificate issued by the Commissioner of Conservations as provided by Minnesota Statutes 1969, Section 84.86. It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this Subparagraph.
 6. City Issued Local Access Stickers. St. Francis residents living within the designated zones included in Exhibit A who choose to have local access to trails outside the City of St. Francis shall obtain and display a local access sticker in a highly visible location on both sides of the hood of the snowmobile. Local access stickers shall be obtained from the City on an annual basis and for the fee set by City Council resolution. The City may require each applicant to submit information stating their designated residence for purposes of this Ordinance and the most direct route exclusively within the designated zone including the applicant's place of residence.
- E. *Golf Carts.* Notwithstanding anything herein to the contrary, a person may operate a Golf Cart on certain designated City streets, subject to the following:

1. For purposes of this subdivision, the term "Golf Cart" shall mean an electric-powered recreational motor vehicle that has four wheels, a speed attainable in one mile of at least twenty (20) miles per hour but not more than twenty-five (25) miles per hour on a paved level surface, is designed for use on golf courses as a means of transporting golfers and golf equipment and is permitted on the Ponds Golf Course.
2. Golf Carts shall be limited to City streets in an area immediately surrounding the Ponds Golf Course using 237th Avenue as the northern boundary, 230th Avenue as the southern boundary, the 2400 block as the eastern boundary, and the 3000 block as the western boundary.
3. St. Francis residents who live within the designated zone must apply for and obtain a permit from the City of St. Francis prior to the operation of a Golf Cart on City streets. The permit application shall include the name and street address of the owner, the vehicle identification number of the Golf Cart, and evidence of liability insurance in amounts required by state law. Permits shall be obtained from the City on an annual basis and for the fee set by City Council resolution. Individuals must comply with all permit requirements and the requirements of this subdivision. The City may revoke any permit for failure to comply with all permit requirements and the requirements of this subdivision.
4. The following rules shall apply at all times a Golf Cart is being operated on a City street:
 - a. Golf Carts may be operated for the sole purpose of traveling to and from the Ponds Golf Course and operators must use the shortest available route to and from the Ponds Golf Course.
 - b. The operator must follow all laws and regulations otherwise applicable to motor vehicles.
 - c. Operators must be age sixteen (16) or older and possess a valid driver's license.
 - d. Golf Carts may only be operated between the hours of sunrise and sunset.
 - e. Golf Carts must display the slow-moving vehicle emblem provided for in Minnesota Statute Section 169.522.
 - f. The operator and all passengers must be seated at all times.
 - g. All items being carried on the Golf Cart must be securely fastened.

(City Code, eff. 6-1-1990; Ord. 83, SS, eff. 4-19-2004; Ord. 119, SS, eff. 4-21-2008; Ord. 135, SS, 11-2-2009)

 Please use only a black ballpoint pen to fill in the bubbles and mark the correct answer.





**Water and Sewer Monthly
Report – December 2019**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Water Treatment Report			
Water	Inspect Facility Daily	Facility Inspection	20	Inspections
Water	Operational Hours	Hours Spent at Facility	20	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	20	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Flows/Results			
		Total Raw Water	12.7	Million Gallons
		Total Finished Water	11.8	Million Gallons
		Finished Water Sold	11.6	Million Gallons
		Accounted Water %	98	%
		Oak Grove Water Use	.926	Million Gallons
		Average Daily Flow	.380	Million Gallons
		Average Chlorine	.62	Mg/l
		Average Raw Iron	1.15	Mg/l
		Average Raw Manganese	.085	Mg/l
		Average Fluoride	.82	Mg/l
		Iron Removal	99	%
		Manganese Removal	87	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 30 Constituents); 8 Effluent (40 Constituents:	70	Constituents
Wastewater	Operational Hours	Hours Spent at Facility	160	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	20	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	20	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	31	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	180	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	80	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	11.3	Million Gallons
		Total Effluent	11.3	Million Gallons
		Reuse effluent	.599	Million Gallons
		Influent TSS	399	Mg/l
	<i>Limit: (15mg/l)</i>	Effluent TSS	.17	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	99.9	% Removal
		Influent CBOD	221	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.6	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	33.7	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
		Ammonia Nitrogen % Removal	100	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	60	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	3	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high	52	Work Orders
Re-reads	Re-read Meters	Re-read Meters	124	Meters
Water/Sewer	Monthly Projects			
Ambassador Lift Station	Vac and Cleaning	Vac and clean grease and sediment in lift station.	1	Lift Station
Rivers Edge Lift Station	Vac and Cleaning	Vac and clean grease and sediment in lift station.	1	Lift Station
Pre-treatment Room Maintenance	Oil change, grease and inspect.	Change oil on both fine screens, inspect for wear.	2	Fine screens
Meter Change Out Program	Locate Curb Stops	Curb stops needed to be located for five accounts, due to no inside valve.	5	Locates
Plow Snow	Assist with Snow Plowing	Staff Plowed Snow	5	Events
Fluoride Report	Monthly Fluoride Report	Submit monthly Fluoride report to MDH	1	Report
Rivers Edge Lift Station	Pull Pump	Pump One at the lift station had to be pulled due to it being plugged.	1	Pump

*Each time a lift station pump is pulled due to plugging, it is equal to two-man hours.



**Streets and Parks Monthly
Report – December 2019**

Public Works
4058 St. Francis Blvd. NW
St. Francis, MN 55070

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	15	Hours
Streets	Snowplowing	Plowing City Streets	441.5	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	296	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	72.9	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	29	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	189.6	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	28.6	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	30	Inspections
Parks	Events	Preparation and Inspection	8	8 Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	2	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	8	2 Streets 2 Park 2 Water 2 Sewer
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	12	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	60	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	2	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	58,000	Gallons

Parks	Vandalism	Damage to City Property	0	Hours
Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	With Anoka County	1	Meeting
Recycling	Event	LePage Recycling Event & Free Shred Event/Leaf Event	0	Events



Community Development

Annual Report

2019

Respectfully Submitted by:

Kate Thunstrom

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January 21, 2020

Mayor and City Council:

The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the City as a whole. The department had several changes over the last year beginning with a change in the Building Official, a new City Planner and the addition of a Community Development Assistant. These positions all work closely together to keep St. Francis competitive and successful in its development needs. The Community Development Department continues to promote and grow economic and housing development through building, marketing and community engagement.

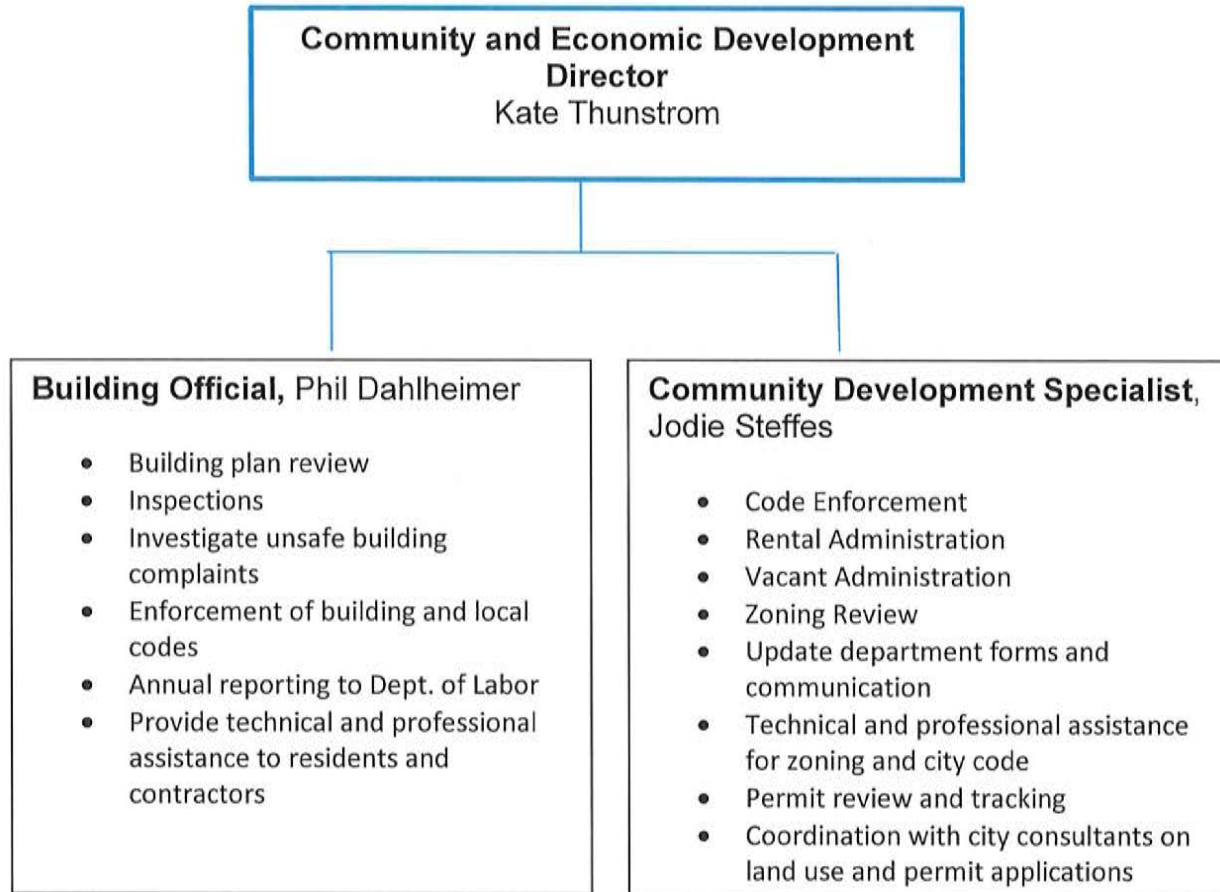
Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the city goals and vision.

I am pleased to provide this report to you about the activities performed in the Community Development Department in 2019.

Regards,

Kate Thunstrom

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Economic Development

The department continues to work with projects, new concepts and for the successful commercial growth. Here is an update on the status of the following projects:



- **Kwik Trip** –. New store opened, August 2019
- **Meridian Behavioral Health**– a CUP was approved for this project in June 2018. Building plans were submitted May 2019. This project is on schedule to build in 2020.
- **Senior Living Project** – PUD approved for 229th Avenue Site, project has not submitted TIF or building plans to move forward. No updates are being provided to City.
- **4201 STF Blvd** – City sold this property with the hopes it would be developed sooner than later. Current owner is unable to complete his project and has listed the property for sale. Property is zoned commercial and when sold the Contract for Deed as held by the City will be paid off in order to transfer.
- **3518 Bridge Street** – Property continues its pending status awaiting County and Legal title work to be completed. An RFP is completed and awaiting the final Plat to be released to developers.
- **Downtown Redevelopment** –
 - Demolition of the structures on 3731 Bridge Street are completed.
 - Access is being reviewed for all properties. A site specific marketing reports and environmental reports have been completed and staff is pursuing a retail use with developers.

Economic Development Initiatives:

- Creation of Marketing videos for Residential and Commercial development opportunities. Videos are available on the City website and Youtube.
- Anoka County, Connexus Energy, Metro North Chamber and several cities participating together to improve economic development as a region. Projects include:
 - Website and property exposure
 - Events: MNCAR, Development Summit, Local broker event, banker event
 - Exposure to business relocating out of Mpls.
 - All City/Countywide meetings to update and share

St. Francis Economic Development Authority

The EDA held four meetings in 2019. Topics included the acquisition of real property, the demolition contract for Bridge street properties, a grant submission which was not selected by DEED. Meadows Townhome lots were recaptured by the EDA due to a failed performance Agreement. The EDA sold the properties to Joshua Markum Homes. Those townhomes are currently under construction.

St. Francis Forward:

Attached to this report are the working pages from the St. Francis Forward plan. Progress continues on the individual items outlined within the plan to reach city goals. As project are brought forward to Council staff continues to reference the plan to keep it moving forward as designed. Many of items are completed and/or are in progress. Staff continues to ensure completed items are reviewed occasionally to remain relevant and current with city initiatives.

Housing Development

Housing inventory continues to grow in St. Francis. St Francis had roughly 156 closed sales in 2019. Homes in St. Francis were listed on the market an average of 61 days before a sales commitment. The median sales prices in St. Francis has climbed 7% over the past year and is currently at \$252,000. Staff will continue to encourage new housing development while supporting programs and assistance to maintaining existing properties. Currently, Anoka County maintains rehabilitation programs in which residents are eligible to participate in.

- **Chelsey Gardens** – the fourth and final building of the development. This development was originally platted in 2005. *Total housing gain of 10 units in 2019.*



- **Rivers Edge Development** – final plat for Phase 2 and Phase 3 were approved by Council to move forward with development. Due to weather and contracting issues though out the building season they were unable to begin construction. It is anticipated these will move forward in 2020. With three total phases approved that has opened up three types of housing within the development. *Total housing gain of 15 units.*
- **Turtle Ponds East Addition** –the proposed concept attempted to create 8 lots for detached townhomes in an expansion of the Turtle Ponds subdivision. Due to wetland constraints, this project was only able to move forward with the preliminary plat with two single family parcels. *Total housing gain of 2 units*
- **Turtle Ponds West** – property owner has completed the concept and preliminary plat steps for the development of townhomes. This is the final parcel for this development which began in 1998. *Total housing gain of 13 units.*
- **Swiss Landing** – A concept plan was reviewed for 163 single family units at the intersection of Hwy 47 and Ambassador Blvd. Property owner is selling the property and took the initiatives to get the first land use step completed. Once a developer acquires the property it is eligible to move forward unless significant changes are made to the concept brought forward.

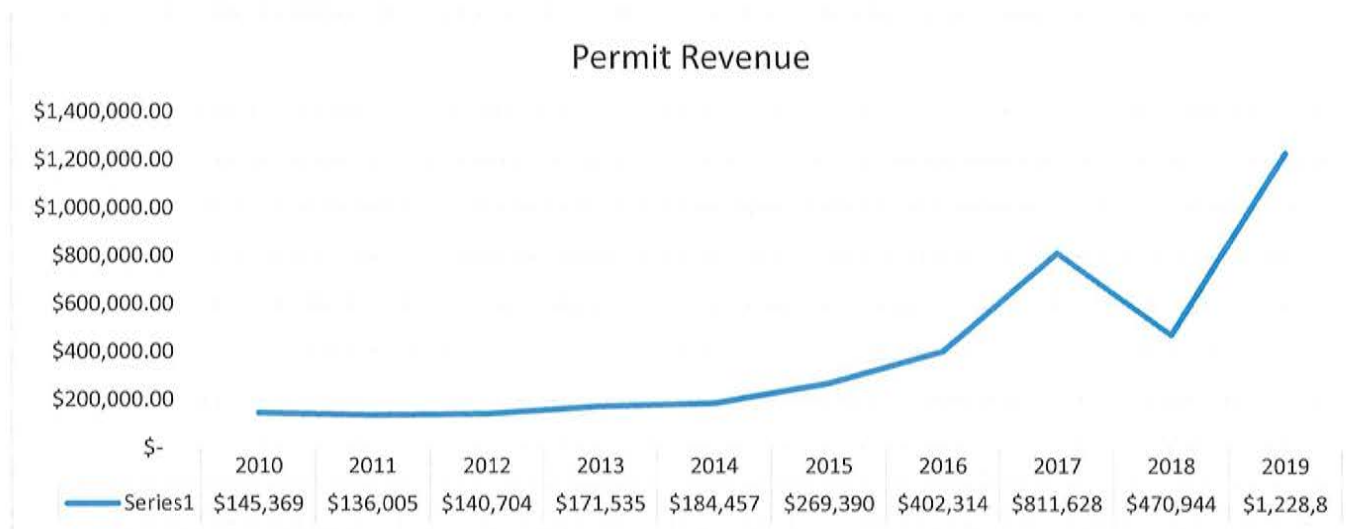
- **Meadows Townhomes** – The EDA received the lots back through a litigation process in May and sold the 42 lots to Joshua Markum Builders in June. To date, two – four unit buildings are under construction. Total housing gain of 8 units in 2019.
- **Woodhaven Expansion** – CUP was approved for the expansion and the Administrative Subdivision. Site infrastructure and roads were installed with the garages completed. Units continue to be gained as home ownership opportunities move forward. A total of 55 new units were approved. Total housing gain of 14 units in 2019.

Planning Commission

The Planning Commission met five times in 2019. During this time they discussed ordinance changes that affected City Code, Chapter 10 Zoning as required. The Planning Commission must hold a public hearing to make changes within this code. The group also approved the adopted Design Standards and reviewed the concept plan for a new subdivision called Swiss Landing.

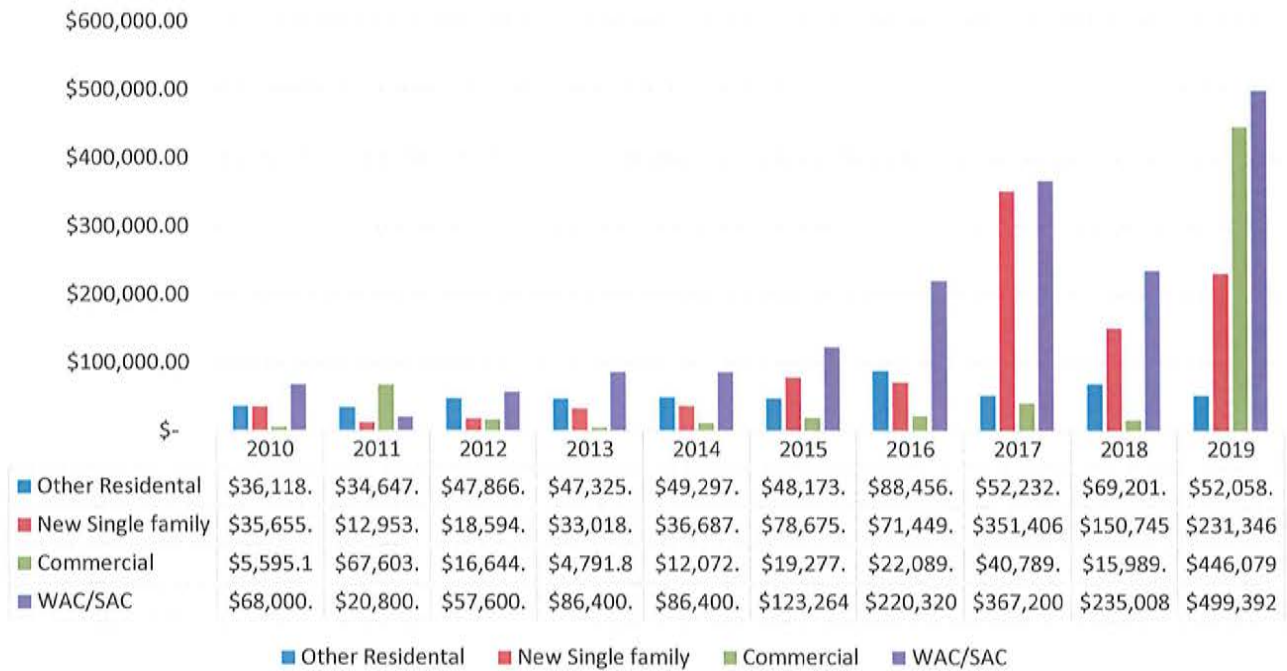
Building Department

Building permit revenue continues to rise with the increased growth in new housing, residential remodeling and zoning permits for items such as driveways and fences. 2019 also included several commercial remodeling projects and a new commercial building. Building and zoning fees are set through the fee structure. Here is a look at where permit revenues are and have been over the past ten years.



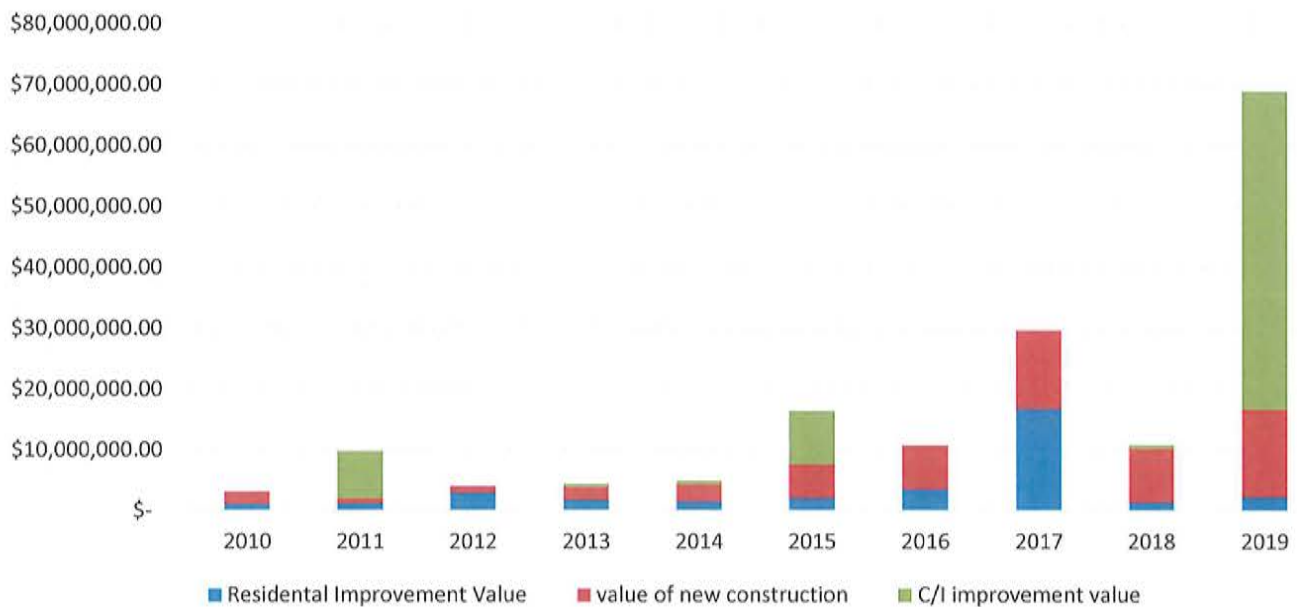
Permit fees are collected to support the water and sewer connections, site plan review, engineering review, zoning review and building inspection needs. In addition commercial permit and septic system permit fees are received and processed through a contract with Metro West in which the City provides a percentage of funds back to their organization. Metro West is also utilized when the city building official is at trainings, vacation or out for any extended period of time.

Permit Revenue by Type

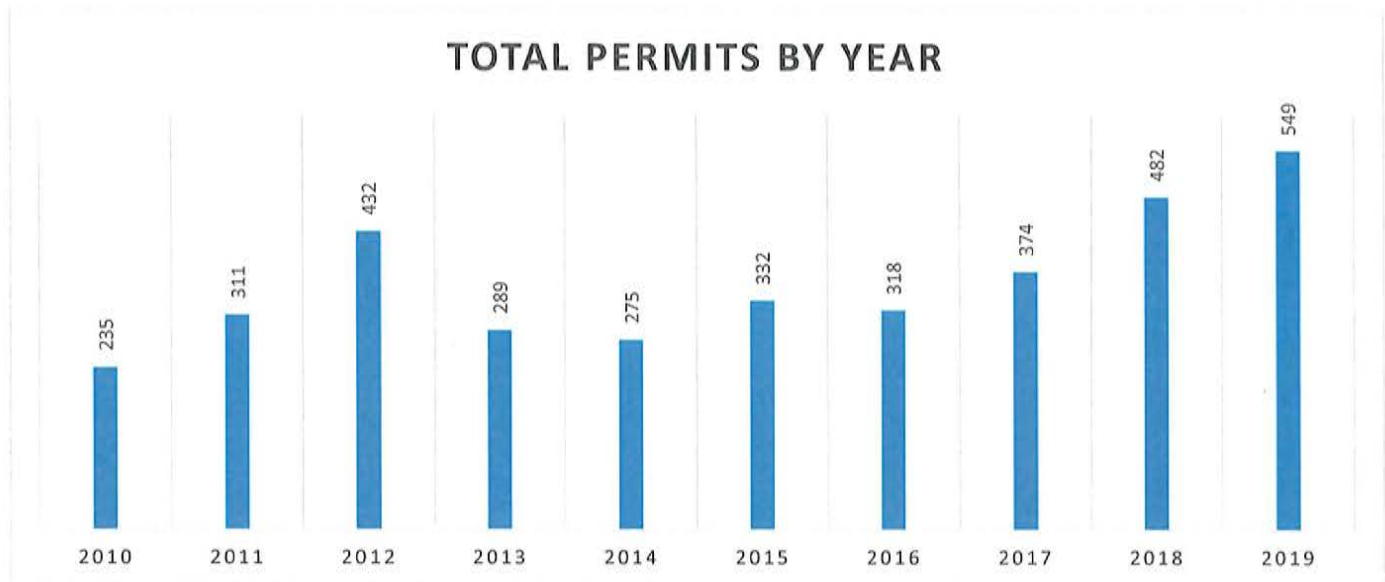


Every permit brings a value to the community through improvement. New construction is the most visible value added as you see the new unit or opportunity. When a home owner or commercial business remodels it supports the sustainability and ongoing value of that structure. Home owners continue to invest in improvements keeping our existing housing stock in marketable conditions. This year with the school district projects and the construction of Kwik Trip the commercial industry has increased our overall number significantly.

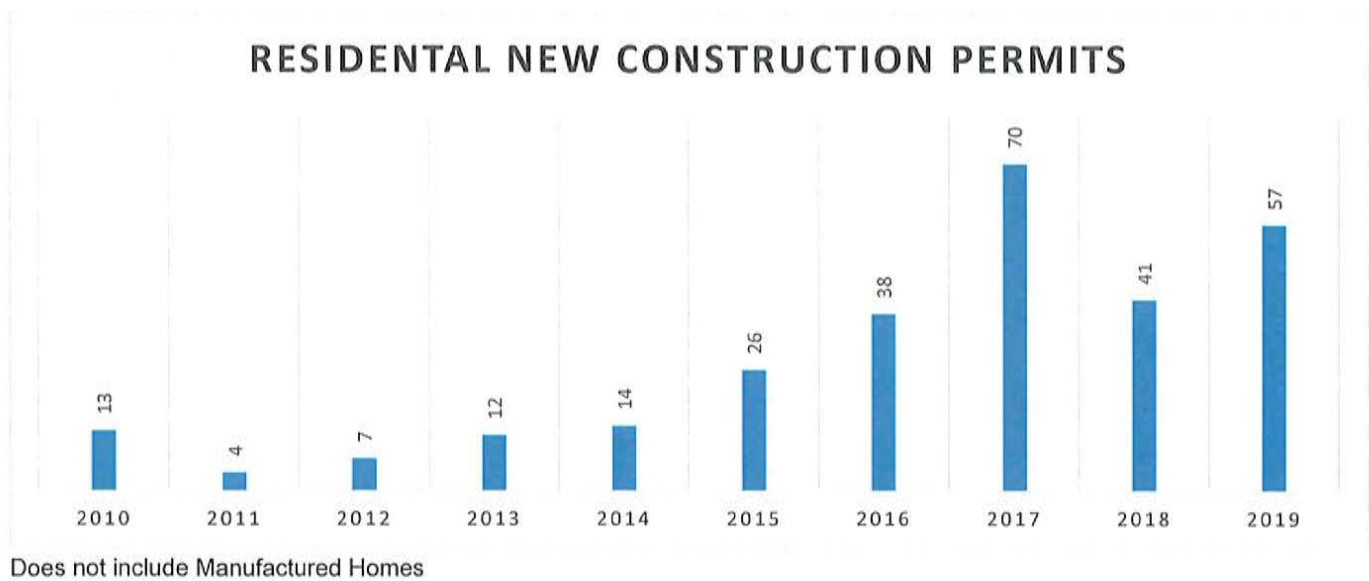
Value of Improvements



Each year total permits received have been increasing in numbers. Permits include not only the new construction and commercial but the great number of zoning, roofing, deck and other permits that staff receives. All permits received are input into PermitWorks software for tracking and reporting, reviewed for zoning, engineering and building related codes and inspected for completion. As numbers continue to increase staff is working to keep review times reasonable and find efficiencies to keep permits moving through the process. This year was a busy year for the department and front desk staff who support the department through counter permits and redistributing them back to contractors.



One indication of growth in a city is new construction permits. In 2019 we had 57 new homes built in the form of single units and multi-unit townhomes. This is an increase of 16 from 2018. The price range of units built was from \$144,000 to \$421,000 also an increase over 2018.



The Building Official is also responsible for tagging uninhabitable properties. When a property is tagged a property is also notified of timelines based on City Code to get the dwelling back to a livable condition. Staff in Community Development work with properties to offer information on corrections expected to remove the tag. Throughout the year properties tagged included properties with extensive water damage, fire damage and public health issues related to feces and structural integrity.

Code Enforcement

Enforcement is an ongoing function of staff. Through a staffing change, Council initiated a change in how Code Enforcement is handled by adding staff initiated outreach and corrections.



During 2019 staff received 57 complaints that required an administrative notice to be sent and of those issued 20 properties citations. Most frequent complaints reported to the City continue to be related to junk, debris and vehicle issues. Unresolved cases include issues related to the nuisance properties and vehicles.

Throughout the year minor changes in code were completed to address urban vs rural definitions and vehicle issues.

Properties under legal advisement:

- 22xxx Rum River Blvd, nuisance property –property was inspected under Administrative Search warrant to obtain an opinion from Structural Engineer. BGS will be working with Council to move forward on this issue into the next year.

Three properties requested Council extensions throughout the year to exceed the 30 day code limit for corrections. Two of those properties met their extension deadlines and one property will go into the following year.

Code Updates

Each year codes and ordinances are brought to staff from Council looking for updates, revisions or changes due to land use or trends, resident concerns and project proposals. Codes comingle within other codes and the City must address changes carefully as they affect the City as a whole. Codes must not be made to benefit or discriminate against a certain project or person. In 2019 the following codes were updated:

- **Amended Outdoor Storage**
- **Amended Accessory Structure; urban size and rural attached garages**
- **Amended Driveways and parking**
- **Amended Rental Housing License**
- **Amended Pawnbrokers**
- **Created Self Storage**

Other Administrative Activities:

- **DNR Variance Application** – The City attempted to obtain a variance on river district rules that prohibits the growth as envisioned for decades. Although this was requested and the City identified the hardship on its growth and infrastructure the variance was denied by the DNR. This required changes to the 2040 Comp Plan and projected growth on the WWTF.
- **Hwy 47 Redesign** – There have been several meetings with MnDOT over the year with monthly meetings on the data and statistics as it relates to current and the future use of Hwy 47. From that, the State created designs in which they presented and will move forward with. Two meetings with the public occurred and a third is to be scheduled. Next steps include working with the aesthetics of the corridor to ensure it supports a feel that is beneficial to safety, use, growth and existing businesses.
- **Conditional Use (CUP) and Interim Use (IUP) Permits** - Staff reviews all existing and requested CUP/IUP files to identify purpose and type. Work on the CUP/IUP permits continue including discussions with properties, compliance inspections and updates.
- **Septic System**– the City has roughly 740 septic properties on record. With that it is obligated by the MPCA to track and report on the properties. Staff received documents from MPCA to assist in changes needed. Staff is updating its process and codes to make these corrections.
- **Rental Housing Licensing** – a couple of years ago staff adjusted the fee structure for rental properties. In 2019 staff updated the rental codes to make property owners and tenants responsible for being a good neighbor. This was a joint effort of this department and the Police Department as we share concerns over many of the same properties. Overall the City has 181 registered rental properties.
- **Vacant Property Registration** – with an improved market, the number of vacant properties is down to nine property being tracked by the City. The deterioration of a property has a community impact and many of those start with a vacant status. Staff are able to identify these properties through code and water complaints. Staff notifies the owner to get it registered and make sure the property does not fall into disrepair.
- **Property Scanning**- to date, staff have scanned 25 property folders for 102 weeks as of the end of 2019. This includes coming the information from land use, public works, building, zoning and code enforcement into one file and creating the electronic document. This will continue into the next year.
- **2040 Comprehensive Plan** – the 2040 Comp Plan was approved for submission by the Planning Commission and Council in March. After the document had been submitted there were various changes requested which were brought forward to Council in October. Since that time, the Environmental and Community Development Committees at the State have approved the Plan and it moves forward to the full Council in 2020.
- **Marketing**- the City participated in two events in October. First was a County wide event that offered brokers and developers an opportunity to hear about development specific to Anoka County. Second, was the City shared a booth with East Bethel, Ramsey and Coon Rapids at the Minnesota Commercial Association of Realtors event in Minneapolis. This connected the City to various brokers and developers and enabled us to have the conversations about the market, what may work and land available in the City.
- **Design Standards** – Design standards for the Bridge Street corridor were brought to the Planning Commission in July and Council in August. These standards will be used to create a policy and preference to create the downtown as desired by the community and heard in the St. Francis Forward and Comprehensive Plan.

Initiative		Action Item	Timing
Connecting Bridge Street and Highway 47		Develop and execute a formal Memorandum of Understanding (MOU) with the school district and other parties including the County and MnDOT, formalizing the preferred design for the Bridge Street connection. The MOU would ideally also articulate the expectations of each party with regard to funding and ongoing maintenance of the street extension project. The MOU may also articulate the location for the relocation of the bus facility and the funding source for this change in the bus facility.	Short
		Formally identify and secure funding for the street extension program, through a mixture (potentially) of TIF or other funds from the city, county, or state.	Short/ Mid
		Complete detailed / final design documents and commence construction of the street extension, including the installation of a traffic signal at Highway 47.	Short/ Mid
River Entertainment District	✓	Prepare marketing materials for the City owned property on the south side of Bridge Street, using the language and message conveyed in this master plan document.	Short
	✓	Prepare a package of incentives or tools the City is prepared to offer a prospective developer of the City-owned parcel.	Short
	✓	Prepare and issue a City-led RFP for the property, communicating the expectations of the City for potential development concepts and outlining anticipated incentives available from St. Francis.	Short
		Formalize development agreements with the entity selected from the RFP process, for the City owned property.	Short
Community Campus		Coordinate with the county to relocate the Library west of the Rum River	Mid
		Develop a formal plan for future operations, incorporating uses into the Civic Campus concept.	Short
		Complete more formal plans for the Civic Campus components, in collaboration with the County and other partners.	Short/ Mid
	✓	Identify funding for the civic campus in the future Capital Improvements Plan (CIP).	Mid
	✓	Complete more detailed design of streetscape elements desired along Bridge Street, in order to be prepared to move forward with construction once funding is available.	Short/ Mid
		Formally reach out to developers interested in redevelopment in the area (including retail and residential components, to the north of the Bridge Street corridor).	Short/ Mid
Highway 47 Infill		The City could proactively rezone parcels along and near Highway 47, to make entitlements of projects easier in the future.	Short
		The City should prepare a marketing package of properties and opportunities available along Highway 47. This information can be shared with prospective parties at local, regional, and national venues.	Short
Residential Infill	✓	Rezone parcels appropriately to articulate the desired density of housing and the overall parameters for planning for various residential types.	Short
		Proactively market residential infill parcels to residential developers from the Twin Cities and throughout MN.	Short/ Mid
		Identify any incentives that could be used for residential projects (including, potentially, low income housing tax credits, and other affordable housing incentives)	Short

Initiative		Action Item	Timing
School Redevelopment		The City, along with the school district, may complete a formal RFP for development of lands on the school campus (in the event the middle school relocates). The RFP should communicate the expectations of the City regarding the quality and character of development desired.	Long
		The City and school district may then complete formal development agreements with the chosen developer. The development agreement may formalize incentives offered to the project (including potentially abatements, public funding of infrastructure improvements, etc.).	Long
		The City may then work with the developer jointly to market the project to prospective home builders and other development partners and tenants.	Long
Land Use Controls & Comprehensive Plan	✓	Integrate land use recommendations from this plan into Future Land Use Map and the rest of the updated Comprehensive Plan document in 2018.	Short
		Update zoning classifications for various parcels in the study area based upon the recommendations of this plan document.	Short
Annual Downtown Plan Review		Conduct yearly review session by the City Council of the Downtown Plan for progress made and areas of further action.	Short
Streetscape/Public Realm Improvements	✓	The City should complete detailed designs for streetscape and public realm improvements along Bridge Street, and coordinate these designs with County staff.	Short
		The City and County should secure future funding for streetscape and public realm improvements along Bridge Street.	Short
		The City and County should formally schedule for the completion of streetscape and public realm improvements, as part of future capital planning.	Mid
Stoplight at Highway 47 & Pederson Drive	✓	The City should fund and complete a warrants study to examine the need for a stoplight at Highway 47 & Pederson Drive	Short
MnDOT Project	✓	The City should identify funding for the future stop light and include it in the City's Capital Improvements Program over the next few years	Short
Signage Plan and Implementation		The City should complete a signage and wayfinding plan to identify locations and types of signage and wayfinding features to be installed (at the edge of town, and at key locations).	Short
		The City should identify future funding for signage and wayfinding improvements and include them on the City's Capital Improvements Plan.	Mid
Design Guidelines	✓	The City should complete a formal set of Design Guidelines to support private sector development as well as public sector improvements within the study area.	Short
Expand the trail network/Connect to the River	✓	The City should coordinate with Anoka County to expand the trail network leading out of the county park and along the river where feasible. This should be included in the City's Capital Improvement Plan	Short/ Mid
Promotional/Marketing Plan		As plans for particular parcels within the study area continue to evolve, the City should work with local developers to complete a promotional package and marketing plan for the various areas within the study area. This plan will guide outreach by the City and others to the private sector and potential partners.	Short