

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
MAY 6, 2019
ST FRANCIS AREA SCHOOLS DISTRICT OFFICE
4115 Ambassador Blvd NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - A. City Council Minutes – April 15, 2019
 - B. City Council Work Session Notes – April 22, 2019
 - C. EFT Policy Approval
 - D. Annual Routine Dust Control Quotes
 - E. Meridian Behavioral Health Development Agreement
 - F. EMT Firefighter Class Payment
 - G. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
 - A. Joan O'Brien-Waller/Richard Waller: Special Assessments on 2019 Property Taxes –
23040 Butterfield Drive NW Administrative Fines
 - B. Keven Bachman: Special Assessments on 2018 Property Taxes – 23611 Ambassador Blvd
Daniel Norenberg's Administrative Fines
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 248, Second Series: Amending the Fee Schedule (First Reading)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Police Department Quarterly Report
 - B. Councilmember Reports -
 - C. Upcoming Events –
 - May 15 Planning Comm. Mtg @ St. Francis Area Schools District Office **CANCELLED**
 - May 20 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - May 27 Memorial Day – City Offices Closed
 - May 30 3rd Annual Bike Rodeo @ SF Police Department 5:00 – 7:00 pm
 - June 3 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
 - Jun 7-9 Pioneer Day Weekend
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
APRIL 15, 2019

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, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

Add 3 A. Lions Temporary On-Sale Liquor License –St. Francis Lions Club June 7-8 for Pioneer Days.

MOTION BY UDVIG SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA AS AMENDED. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND BAUER TO APPROVE THE CONSENT AGENDA ITEMS A-H AS FOLLOWS:

- A. City Council Minutes – April 1, 2019
- B. Declaring Surplus Property Forfeiture Vehicles - Resolution 2019-11
- C. Acknowledgement of Premises Permit for Andover Huskies Youth Hockey Assn @ The Ponds Golf Course 2881 229th Avenue – Resolution 2019-12
- D. Declaring Surplus Property 33-34-24-22-0016 - Resolution 2019-15
- E. Small Cell Aesthetic Policy
- F. Nixle Notification System Renewal
- G. Payment of Claims \$381,366.85 (ACH 257E & 357E \$141,591.03 Check numbers # 75705 - 75787 \$239,775.82)
- H. Accept the resignation of Acct Tech/Deputy Clerk Lori Streich and authorization to fill the position
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

A. Justin Miller, 1949-237th Avenue NW, spoke with Councilmember Robinson on bee keeping and I would like you to address that again. We have one of the strictest restrictions around. I have 2.5 acres and for environmental and educational reasons I would like the council to review it.

Feldman asked if we could add that to our next work session agenda. Kohlmann this work session agenda is lengthy. We can take the bee keeping to the next work session. Miller said I understand. Feldman said we will see if we have time otherwise we will address it at another work session.

6. **SPECIAL BUSINESS**

A. DNR Variance Request Presentation

City Administrator Joe Kohlmann gave a power point presentation on the variance request. Wanted to get all the facts out because there is a lot of misinformation out there. Make an informed decision. Deadline for comment is April 26th at 4:30 pm and the DNR said a decision will be made May 21st.

Feldman said we would take public comment on our second "Meeting open to the Public".

Attached to the minutes is the power point presentation.

7. **PUBLIC HEARING**

A. Kings Hwy/Riverbank Lane Street Project

City Engineer Craig Jochum gave a project summary for the street improvement. The summary included what the project construction consisted of, project funding and the bid evaluation. The project summary was handed out to the council and residents in the audience. Jochum stated he could not really explain the cost increase. Only thing I can see is there are a lot of projects out for bid and this project did not have a lot of work to it.

Feldman asked about the paved driveways to right-of-way. Jochum stated we will paved the first approximately 15 feet of the driveway from the street. Feldman read the total breakdown of the bids that was included in the packet.

Jochum recommended opening the public hearing for comment.

1. Hearing on Proposed Assessment

Mayor Feldman opened the public hearing at 6:29 pm.

a. Blaine Wright, 3419 Kings Highway asked about the retention pond, will it be on the north end? Jochum said the retention pond would be on the southern end.

b. Mike Minkler, 24311 Riverbank Lane NW this is the ultimate sticker shock. Following up with Wrights question, how deep is the pond. Jochum said the retention

pond is about 2 feet deep in the right a way on the south end of the project, by the cul-de-sac. Minkler said he is concerned if it could hold all the drainage.

Jochum said we bid a similar project in a neighboring city and their project came close to what you received. Jochum said if you re-bid, I could not tell you it will come down.

Feldman asked if anyone else had anything to say, this is your chance.

c. Diane Edwards, 17180 Bittersweet Street NW Andover, I am here for my aunt Margaret Gertvig, my question is about the retention pond. Why wasn't she notified, to my knowledge she wasn't notified. Her property butts right next to the proposed retention pond. What happens if the pond overflows and there is erosion? Jochum said it probably will overflow. We will address the erosion if it happens. I like to at least have her notified.

Feldman said what happens right now with the drainage. Jochum stated the water from the north works its way south through ditches, culverts, whatever. Feldman said today we have ditches that are too high, culverts that are plugged, a drainage pipe that will be changed. There will be a number of changes that will help the drainage flow properly.

d. Bryan Peterson 24203 Riverbank Lane next to the collection pond. What will happen to my property, will it affect my house? I have a very serious concern here. What guarantee will I have that we don't have a problem. Concerned with my basement. My sole concern is the run off and it doesn't have an effect of my house.

Jochum larger storms will collect and run off. Will overflow where it overflows now.

e. Shawn Davis 24310 Riverbank Lane concern is in the current ordinance it says you cannot have gravel driveway on a paved road. Want a guarantee that you will not force us to pave our driveway. Didn't like the increase from what it initially started out at.

f. David Jones 24455 Riverbank Lane, about a year ago a discussion was brought up on the development to the west and if water and sewer was to be brought in. Are you still looking into it?

Feldman said only if growth justifies that. Expanding MUSA district is a very costly endeavor. Kohlmann said probably 2040 to get to the end of the boundaries for that district. We don't know but that is our estimate. Feldman stated there is no discussion as of today.

Feldman asked again, does anyone want to come up and talk this is your time to talk.

g. Blaine Wright, 3419 Kings Highway the ditch work on Kings Highway, drainage would go to the west not to the south, correct. Jochum said correct.

Feldman said right now the water goes wherever it wants to. Culverts plugged and ditches not dug out. Hopefully with the improvements the rain will go where we want it to go to.

h. Aaron Simonson 24430 Riverbank Lane a number of meetings ago it was all or nothing, ditches and tar. Not a fan of the price but I need something done so I can fix the drainage for my septic. Feldman said by the way the council is not a fan of the price either

So I need the ditches fixed to help with my drainage problem.

i. Shawn Davis what assurance do we have that the price will not go up once we get going on the project.

Jochum said there is no guarantee. The council would have to order another assessment if there is a major problem. Pretty much a straight forward project.

Davis said if another \$50,000 cost comes in what happens. Council would have to address that.

j. Barb Jahnke 24381 Riverbank Lane I live in the area where the water drainage does not affect me but other people have had tremendous issues. I just want a smooth road and not rip up our cars. I would like to see it cleaned up. Make our property more valuable, enhance our neighborhood and fixing the problems with the drainage issue because of how the water is running.

Feldman said I would like to say one thing about a cost increase; it has to be a justifiable reason. We are not happy with the 28% increase either.

k. Randy Fields 24320 Riverbank Lane you said you contacted three companies. Jochum said we advertised the project went out for bids publicly. We received three bids. Fields asked if we could get the names of the three companies.

Jochum read the three companies and their bid amounts. Jochum said all this information is in the council packet along with the project summary that was handed out tonight.

Fields asked about the lowest bidder. Jochum said they have done a lot of projects in St. Francis and they were the low bidder. They did the street overlay last year in St. Francis. Fields asked if there is anyway the price could be cut. Jochum said culverts and curbing is being done only where needed.

Fields asked if the two properties in Isanti County with driveways coming out onto Kings Highway could help pay for it. Jochum said unfortunately no, we have no authority to assess another county. Feldman said you as residents can go to the township to see if they would help pay for it.

Feldman said we have tried to see where to cut.

Fields said I could not believe how high the cost came in. If you said \$10,000 last year, we probably would not have gone forward.

Bauer said it is per unit and if the cost is less it would come back to the residents, in my opinion.

Fields asked why does the interest start now. Jochum said the council does have leeway of not starting the interest right away.

Finance Director Darcy Mulvihill said what we have done in the past is to wait until the project is completed and council approves the final assessment. That is the date the interest would start. Discussion was held on the different options of how and when the interest would start and how prepayments can be done.

l. David Jones 24455 Riverbank Lane had more questions about how to prepay the interest.

m. Mike Blood 24411 Riverbank Lane this has been an ongoing problem for 30 years. Nothing is going down. Let's get this done. Recently I observed a soil boring company down by the cornfield do you know what they are doing. Council did not know. Asked about the care of 245th Avenue, a lot of potholes on that stretch.

Teicher said Isanti County and our staff have been in contact about that stretch of road.

Minkler asked if this is approved when would it start and how long with it take. Jochum said I don't know the start date. About 8-10 weeks once they get started. Still like to see the holding pond work.

n. Brian Peterson appreciates seeing the three different bids. I know there is no guarantee but can we get a not to exceed amount with this project.

Feldman said again change orders have final approval by the council and justification is needed.

Peterson what are we in for, we saw a 28% increase from last fall. Jochum said they will follow the prices that they bid if they hit a dump, they wouldn't have known that. I

would like you to mitigate that there is no price increase. Jochum said the unit prices are fixed. Only if something unseen, would the cost go up? Peterson would like the council to mitigate the maximum price.

Feldman asked again is there anyone else that would like to come up and talk. It is your time.

o. Randy Fields say it came in \$50,000 less than how would that be divided, a cost share. Council would address that if the case. Feldman said we would have to see how it works out but we would be open minded.

p. Larson 24373 Riverbank Lane asked about the driveway would they match the grade to match up to the existing. Jochum said we would correct the grade. Asked about the curbing. Also asked about information on the DNR on the administrative rules. Feldman said that has nothing to do with this.

Audience member said we are in favor of getting this done.

Feldman asked again, anyone want to make a comment on this, it is your time.

With no further public input, Feldman closed the public hearing at 7:15 pm

Feldman stated I should have said this prior closing the public hearing but any property owner that wants to object to the project assessment needs to do it in writing and give it to city hall.

Feldman said this has been a long road for you as residents and us as the Council. We have been working on this for well over a year. Glad to see the number of people here tonight. I want to tell you what the council has done.

Initially the fees were a 10 year at a 5% assessment and push that out to 15 years at a 3.68%. We didn't go out on the bond market because as you know the interest rate would have probably been higher. Feldman explained how they came to the 3.68%. Also, the MS 4 came into effect in 2017 and we are now into the third year of billing for the storm water fee. You are now reaping the rewards of that fund because you are the first major project using the funds. Had that not been done and that fund not been in place you would be paying the full amount of your assessment. Understand 80% of these funds are being used for this project. We have worked within the policy guidelines and we have discretion as a council. Our policy states 60% city and 40% for residents. We have changed it to 74% city and 26% residents. So we have adjusted where we can staying within our guidelines and policies. But I want you to know you are getting a good sum of money from a majority amount of people that don't live where you live. I think it should be done. You came to us with a problem we gave you a solution. Sorry it took this long. You had concerns, we had concerns. We are the fiduciary responsibility of the city's money. We are giving you an amount of money here

that will not be paid back. We feel it is justifiable, we feel it is a stormwater related issue and also a protection of the Rum River which we feel is very important. I want you to understand we have bent over backwards within our guidelines to make this work. Are we as shocked as you are about the prices, yes we are. There are four options I have come up with and talked to staff and council about them. They are:

1. Re-bid the project in 2020 (grade road and dust control only)
2. Each resident pays down \$2,327. (the difference between the new total assessment fee per resident and the old total assessment fee per resident; \$10,67400 minus \$8,320.00 = \$2,327.00) this would bring the monthly assessment amount to \$61.00 per resident over 15 years.
3. Residents pay the new monthly assessment amount of \$79.42 based on the new annual assessment per resident of \$952.69 over 15 years at 3.68%
4. Do Nothing.

I have had many conversations with the engineer on ways we could cut. But he feels and I do too if we do cut any part it would not be the project we want it to be. We want this done as well as you do. Long term would be to get rid of all gravel roads. We are not getting rid of the grader; we still have other gravel roads. You should enjoy your area better, more sellable, and higher value to your home. Change is hard; we wish the amount would have been lower. Also looked at franchised fees, maybe down the road for roads. Looked at many options. We need to get the water where we want it to go not where it wants to go. This council has spent many hours on this project.

Udvig, I agree we were all shocked with the increase of the cost. Heard your concerns and been at the work session before I was on the council. I agree we have worked very hard individually and collectively the best solution for this. Unfortunately, we are not going to make everyone happy. But I think we are at a point where we have to make a decision because we can't keep putting this off.

Bauer wants the residents to know the price was a sticker shock to us too. Staff, consultants and city council put a lot of time in in getting this price down. Went to a different engineer company since we took office. They did all the sight work. If the project moves forward it will go forward. Appreciate all the yeses.

Feldman said when the price came in higher we took more of the storm water to put towards this project.

Muehlbauer had question for staff, is there a way or assurance we are not going to make the property owner to have to pave their driveway if a different council comes in.

Kohlmann stated now the house would be a legal non-conforming but when the house gets redeveloped/torn down and a new house built it would have to be paved.

Robinson said it is a tough decision we cannot correct decisions from the past. Price is

not appealing but all things come with some cost. Not an easy decision and we don't take it lightly but it is time to do it.

Feldman asked if we could get a hand count of who is for it. Ten property owners were for it in the audience.

Any property who objects to the project assessment must do so in writing.

2. Adopting Assessment – Resolution 2019-13

Discussion on when the interest will start and when prepayment must be made by. Council agreed to assess the bid prices tonight and waive the interest until January 1, 2020. Prepayment must be to the city by November 15, 2019. Payoff can be made at any time.

MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2019-13 A RESOLUTION ADOPTING ASSESSMENTS FOR THE KINGS HIGHWAY AND RIVERBANK LANE IMPROVEMENT PROJECT WITH AN INTEREST STARTING JANUARY 1, 2020. Motion carried 5-0.

3. Accepting Bids – Resolution 2019-14

No additional comments from the council.

MOTION BY ROBINSON SECOND BAUER TO ADOPT RESOLUTION 2019-14 A RESOLUTION ACCEPTING BIDS FOR THE KINGS HIGHWAY AND RIVERBANK LANE IMPROVEMENT PROJECT.

Motion carried 5-0.

A resident asked if they could come to the pre-construction meeting. Jochum said it is unusual the residents attend the pre con meeting. Jochum did say there would be letters sent to the residents when the project starts.

Feldman thanked the residents.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. 2019 Street Reconditioning Project

Per Council direction, city engineers prepared plans and specifications for the reconditioning (mill and overlay) Woodbine Street, 233rd Lane, 227th Avenue, Stark Drive, Yucca Street and Vintage Street. Four of these street segments are on the City's Municipal State Aid system therefore the street improvements for these four streets can be paid for with Municipals State Aid Funds. Based on Municipal State Aid Standards these streets are not constructed wide enough to allow parking on both sides. The improvements include a 1.5-inch mill and overlay, spot curb replacement, pedestrian ramp reconstruction, crosswalk striping, and signage for no parking.

1. Relating to Parking Restrictions on Municipal State Aid Routes - Resolution 2019-16

MOTION BY UDVIG SECOND MUEHLBAUER TO ADOPT RESOLUTION 2019-16 A RESOLUTION RELATING TO PARKING RESTRICTION ON S.A.P. 235-123-0001 WOODBINE STREET NW, S.A.P. 235-124-0001 233rd LANE, S.A.P. 235-143-0001 VINTAGE STREET, AND S.A.P. 235-144-0001 227TH AVENUE.
Motion carried 5-0.

2. Approval of Plans and Specifications – Resolution 2019-17

MOTION BY ROBINSON SECOND BAUER TO ADOPT RESOLUTION 2019-17 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2019 STREET RECONDITIONING PROJECT.
Motion carried 5-0.

10. MEETING OPEN TO THE PUBLIC

a. Greg Edwards, 17180 Bittersweet Street, Andover you are taking a scenic and wildlife river and reclassify it as urban. What was denied in 2005 by the DNR? I believe we should maintain the area as scenic.

b. Diane Edwards, representing my aunt. This had been a family farmland for many years. You are almost forcing her to change how she builds. It states it would have to be city sewer and water. Very concerned about the beautiful scenic and natural waterway. They use to run canoe trips up and down the river so people could see the scenery. If you put that many houses in where is the run off going to go, the wildlife, bears, eagles. If you take that away you are not going to get that back.

b. Darwin Gamm, 3220 241st we probably own over 52% of the land east of the river within the boundary of the proposal. I know you have already applied for a variance and waiting for an answer. Couple things I would like the public to know. A big problem was created by the city. In 2012, we purchased some property and we were forced to combined all our parcels into one. Look at different options, there is room to do everything. Everything that has been written, stated and applied for is all based on ifs and assumptions. There are no facts that supports this. A letter was sent out that water and sewer rates could go down. He said he has property that is on water and sewer for some time and your rates are not going to be off set. One last thing that I have a little bite of a pet peeve and I am not sure if it is an issue that will go anywhere or not, the fact the city sent out a letter to the city water and sewer users strongly encourage to contact the DNR We did not receive that same letter.

c. Shawn Davis, 23310 Riverbank Lane, I like to see the city grow, more people more businesses. But I don't want to compromise the river that we have. The DNR

website, the two presentation are all different. Like to keep the river scenic. Last meeting you all said this was to help the water and sewer rates. Councilmember Robinson said no I did not. Davis said your right, Kevin you didn't but the rest of you did. I apologize. The new letter out to just a few residents, don't agree with that.

d. Juli Murillo, 23539 Ambassador Blvd. I received a letter, seems to be a confusion in the proposal in what you would do with the land. I live in a 1.6 acre and I can only build a small addition to my house. If I want it bigger, I would have to get a variance. And it is due to space. Feldman said where would you be affected by the variance. I would not. But I now look across the river at 5 homes out my window, no scenic view. Ducks and deer are gone. I am all for growth, don't understand why you can't leave the 150 foot. The realtors don't know what people can and can not do with the land, they don't care. There is no accountability. I will be at every meeting for any future development in the city. She said she kept talking to the realtors in the Rum River Bluffs. Kept building and she was told they do it in phases. My kids like to go fishing, kayaking. I can't even build a 600 square foot building until April. You can sell it however you want.

e. Benjamin Reichert, 23258 Vintage Street, I did get the letter. Reichert explained the different degrees he has in forestry and watersheds. The proposed is you want to develop straight to the river, correct? Kohlmann said we are not developing anything. Feldman said it is to allow for development. It is still up to the ag owner if they want to sell to a developer or not. Reichert said I am for development. There is plenty of property to development. I am for 150' to 300' feet setback is not too much to ask. Feldman said setback? Reichert said yes. Rum River is designated as a scenic water trail technically. People like their trails and you don't want to see people unless they are using the trail, my basis understanding on is what is going on here. Thank you.

Feldman asked Thunstrom to explain some of the questions raised tonight. Thunstrom said in regards to accessory structures; the new ordinance would be in effect April 23. Murillo is welcome to submit her request to build an accessory building.

Discussion between Murillo and the council included forcing to hook up to water and sewer, no development unless the property owner wants to develop, and notification process. If owners never develop, the water and sewer would not develop, buffer zone and vegetation. City Planner Beth Richmond explained what a Planned Unit Development (PUD) was and answered some questions from members in the audience.

Discussion moved on with Darwin Gamm on how a development could happen in the future. Gamm said they would probably not.

Feldman said tell me what industry is going to come here when people aren't here. You (Gamm) own the land and if you don't sell the land it doesn't come to your area.

We are planning for MUSA to expand. It gives you more options. Growth is an engine for supply and product. There is no plan for your area but if a developer comes to you, it would be ready.

Discussion continued on if it was changed from rural to urban what happens to the tax base. Won't change until you use the land differently. Planner explained the wild and scenic designation. Discussion then moved onto the 183 acres. Feldman said with this council and staff that we have that would never have happened.

Discussion then went to the urban versus rural designation with the city council. Feldman said we are looking at all options. Feldman spoke on how things have changed since when he sat in the audience number of years ago.

Gamm spoke about different plans and meetings he attended and no one ever contacted me or my wife after the meetings. Feldman said you could contact city hall too.

Murillo explain how she has had a problem contacting staff about a water bill, said she was given the run around. Feldman said you can always contact the city council.

Feldman said we are correcting mistakes that have been done years ago. We want trust, trust is important.

Greg Edwards stated I commend you for not having the three-minute clock and allowing people go back and forth with discussion.

Feldman said we want to promote the river, great resource. If the landowner never wants to sell their property nothing will change, nothing back door. Without the population, we won't get the businesses. Trust and respect is hard to earn.

Feldman said what was given out to the utility billing residents was additional maps and a list of facts. The DNR only required us to send to the 66 residents affected and it was decided to send it to more. We want to grow well planned out and responsibly. Feldman said we are human and are here to listen.

Gamm asked about Riverbank Lane asked about the city to be a little more proactive to have more rain gardens. Jochum said the new rules have changed need to more infiltration.

Feldman any city that doesn't look 20-25 years out, you have to. Your input is very helpful and informational, thank you.

Udvig thanked the people who called me with some questions regarding setbacks. Some of the people that I heard from were not for this. I hope that they are watching tonight.

Feldman said if you are getting the run around make sure you contact us.

Bauer wants the resident to understand the setbacks. We are not changing the policy with the variance; we are looking at this at a whole. We are here to govern the best for all the people. Look at the cities around us we are the only city that has urban and rural designation. I support it.

Feldman said we want well plan sensible growth. River is a Historical site.

Muehlbauer call email any of us. I will get back to anyone.

Robinson thanked everyone that came in. Didn't like the script. I am for responsible property rights. I did not say we are doing this to expand for our wastewater. I did not say that. It is for the future, you have to plan for it. I like wildlife too. Checks and balances, involvement is the key things.

Gamm when these things comes up can we get notices earlier than just knowing it at the planning commission level. Show us the plans on what is being proposed.

Thunstrom concept stage is when anyone can comment. Then the effected property owners are notified by a mailing. Muehlbauer said there is some personal responsibility you need to take too. It is public and on the website. Have to be accountable a lot of people want to be spoon fed. I do encourage people keep informed.

Discussion continued with the audience members. Feldman said this is a tough job. If you want a 100 out you have to put 100% in.

11. **REPORTS**

A. Department Reports –Public Works Monthly Reports

Teicher gave the Monthly department report. March was a busy snowplow month. Staff cleaned 240 catch basins before the rain.

B. Councilmember Reports -

Robinson - Lions Easter egg hunt was well attended, they did a great job putting it together. The Lions Club does a great job and need people to join they continue to do a lot of good here. Appreciate the mayor's passion but we are a voting body of five.

Muehlbauer – nothing to report.

Udvig - met a member of the new meter reader company that was out to my house yesterday.

Bauer - April 23 MnDOT open house. Let's get as many residents there too.

Feldman – will be working recycling day Saturday, 8 am to 2 pm. Staff does a great job. National Drug Take Back Day is also this Saturday from 10 to 2 pm.

C. Upcoming Events -

Apr 17 Planning Comm. Mtg @ St. Francis Area Schools District Office CANCELLED
Apr 22 City Council Work Session @ City Hall 5:30 pm
Apr 23 MnDOT Comm Engagement Open House @ SF Baptist Church 4:30-7:30 pm
Apr 27 Recycling Day @ SF Public Works 8 am – 2 pm
Apr 27 Nat'l Drug Take Back Day @ SFPD and Goodrich Pharmacy 10 am – 2 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 9:16pm.

Barbara I. Held, City Clerk

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

CITY COUNCIL WORK SESSION NOTES
APRIL 22, 2019

1. **Call to Order/Roll Call**

The Work Session was called to order at 5:35 pm.

Roll Call: Present were Steve Feldman, Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present were City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom and Public Works Director Paul Teicher.

2. **City Hall Hours**

Feldman stated he has not heard concerns, the four ten hour work week roughly in place for ten years, no delays or inefficiency. Muehlbauer agreed with Feldman.

Udvig has heard from people looking to come in to city hall on Fridays. Being available Monday through Friday is important. One issue is during elections, every Friday city hall is closed. Cost savings is lost with staff being open part days on Fridays. Feldman said maybe could address voting hours every two years. Udvig stated 15-20 people have expressed concern. Muehlbauer said just like anything, just want it, not necessarily to use it.

Bauer thinks four tens is about the best use of staff, Monday-Friday 8 to 4:30 pm would shrink hours.

Some of the council did not want to see the 50-hour workweek where you would have to split shifts. Closing at 4:30 pm cuts off those that use the 7 am to 5:30 pm hours.

Robinson said it was brought up when he was on the campaign trail. Six to seven cities around us are open 5 days a week. It hinders daily city to city business. Plus others that work four tens and want to visit the city on Friday, its closed. Businesses are open 5 days a

week, voting, council packet out on Thursday, not staff to answer questions on Friday, we are a business here to serve the people, we should be open for business 5 days a week and 8 to 4:30 pm is reasonable.

Feldman said you are going to create animosity because there is no justification to do this. What was the actual complaint?

Udvig said just that we were not open and there is not staff available. Muehlbauer said off-set work schedules would be difficult and so you would anger 200 people who like the longer hours to make 1 person happy?

Public Works Director Paul Teicher spoke on how the public works department hours work for on call, summer/winter hours.

Discussion on working 5 ten hours days would require more staffing because you would need to stagger staff. Various schedule would create a logistical issue. After further discussion on the Monday through Friday 8-4:30 pm or the 5 ten hours days the majority of the council agree to leave it alone for the time being.

3. **Council Meeting Starting Time**

Discussion was on whether to change the time of the council meetings. A history of when the meetings started and the years they were change was provided to the council.

Feldman stated right now we have two open discussion for people to speak. Informal meetings and if people are interested they will find a way to get there. Where is this coming from? Both Udvig and Robinson said from residents. Udvig said it doesn't mean more will show up but it gives them the ability. Muehlbauer asked what is the goal to change the time. Robinson said that's what we have heard and to create more participation. We are in people business/customer service. Bauer not opposed to 6:30 pm but thinks 7 pm. Remember you have staff that attends the meetings. If residents find it that important they will make time.

Council discussed further reasoning of why the meetings should start later or stay the same. Will the attendance even change if the

meetings started later. Consensus was to maintain the 6 pm start time for council meetings.

4. **East Shop Site**

This parcel along the Rum River on Bridge Street is included in the St. Francis Forward redevelopment plan as a key parcel for a restaurant and /or outfitter. This use was determined to compliment the river and create a destination for the city.

Council discussion was they too want to take advantage of the river, would like a reputable nice business, something the residents can enjoy, like to see it back on the tax roll.

5. **180+ Acres Land Sale Discussion**

The City acquired the 183 acres in Isanti County in 2007 with the intent to construct an additional wastewater treatment facility. Since that time, the City has leased out the property for agricultural purposes. The lease payments cover the annual cost of taxes and insurance. City staff will be in contact with the bond counsel for legal review of the bond purchased for this parcel. Discussion was on the potential uses of this parcel of land, calling of the bond, and does the city sell the land. Consensus of the council was to hold off on the sale and let staff explore some of the questions we have by contacting the city's bond counsel.

6. **Rivers Edge Park, Trail & Property**

The Rivers Edge developer has chosen to provide a 7.27 acre parcel and cash for park dedication. This park will benefit the Rivers Edge and Rum Rivers Bluff neighborhoods. The park placement within the city is based on the Park Plan and Comprehensive Plan. Discussion on what will be in this park, timing of when the park equipment would go in and cost. Some suggestions besides park equipment and tennis court was a dog park and pool.

Staff has also been working with Anoka County in regards to the Rum River Region Trail. The trail currently follows the Rum River roadway. However if it were to be realigned it would exit the park and head north and follow the river. In order for the trail to be realigned, the developer from Rivers Edge would need to provide land to the City/Council. This land would not qualify for Park Dedication. Council

could consider land exchange between the two parties. The land would be the northern portion of the land that was recently obtained from Anoka County along Rum River Blvd. Consensus of the council was to exchange land (north section of city lot) with Rivers Edge providing land to the City/County to satisfy the needs of the trail.

7. **Bridge Street Trail Update**

The Anoka County trail system connecting the Rum River North County Park crosses over Bridge Street. Councilmember Bauer and residents contacted Commissioner Look to initiate a change to bring the trail connection under the bridge to make a safer connection. Commissioner Look requested the County Highway and Parks departments to review the situation and provide an opinion. From the review, Anoka County has determined it was a feasible and safe option to bring the trail under the bridge. The current estimated cost for the trail connection is \$325,000 with a potential completion date of 2021. Anoka County will be bringing forward a cost participation request in the next couple of months with a better defined timeline and cost. Consensus of the council was to keep discussion moving with Anoka County.

8. **The Meadows Property Update**

An update was given to the council on the Meadows Townhome lots on the legal dispute. An EDA meeting that was to be potentially being held on April 29th has been postponed.

9. **Hwy 47 Improvement Update**

Staff presented potential design concepts on the Hwy 47 Improvement plan. Bauer voiced his concerns with the plans.

10. **Adjournment**

Mayor Feldman adjourned the work session at 8:35 pm.

Submitted by;

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: EFT Policy
DATE: 04-24-2019

OVERVIEW:

Per MN State Statute 471.381, the city needs to have a policy covering the use of EFT, ACH withdrawals. Attached in a policy to cover the city and comply with the statute.

ACTION TO BE CONSIDERED:

Approved the attached policy to comply with MN Statutes.

BUDGET IMPLICATION: None

Attachments: EFT Policy

City of St. Francis
Electronic Payments Policy

General

Electronic payments are financial transactions that are often initiated through the use of computer terminals, online banking automated phone systems or other methods of electronic funds transfer in effort to reduce cost and improve security and efficiency.

Use of the electronic payments will:

- Eliminate the storage, handling, and processing of paper checks.
- Reduce the time spent on reconciliation.
- Eliminate the occurrence of lost or stolen checks and the cost of check reissuance.
- Reduce security risks, including reducing the visibility of information used in check payment fraud.
- Improve the tracking of payments through enterprise resource planning (ERP) systems and integration with banking technologies.

Definitions

Automated clearing house (ACH) - movement of funds in a batch process, which is best for high volume, low dollar transactions such as payroll, expense reimbursement, and routine vendor payments, as the cost per transaction is low relative to other forms of electronic payment.

Wire transfer - immediate movement of funds between bank accounts with guaranteed settlement, which is most suitable for high dollar transactions because the cost per transaction is high relative to other forms of electronic payment.

Purchasing (procurement or PCard) cards - a credit card transaction designed to reduce the volume of local "house" accounts, purchase orders issued or to eliminate petty cash. Purchasing cards are used at the point of sale, which is convenient for the customer, and payments are made in aggregate. Vendors that accept the payment will pay a processing fee. There is usually no cost to the government, and the issuing bank usually provides a rebate based on transaction volume.

Electronic accounts payable - a credit card transaction, often without physical cards, that allows governments to pay invoices electronically. These transactions are similar to purchasing cards but occur after the point of sale and thus do not provide the processing benefits of purchasing cards. As with purchasing cards, the vendor pays a processing fee, and the government usually receives a rebate.

Stored value cards - generally used for payroll to unbanked employees or for rebate/incentive programs. The card is tied to a bank account and is loaded via an ACH transaction. There are costs associated with activation and use of the card.

Policy

The City will ensure that the use of electronic fund transfers and receipts are initiated, executed and approved in a secure manner. Payments issued by accounts payable are made by Automated Clearing House by means of Electronic Funds Transfers (EFT).

All EFT payments will be coordinated and submitted through the Finance department. The Finance Director will approve all new, and changes to, electronic funds transfer requests, ensuring the payment via wire is necessary, all required documentation is provided and appropriately approved, and the request and banking account information is accurate and valid.

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 D

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Information on routine street maintenance, Dust Control
DATE: 5/6/2019

OVERVIEW: In March of 2010, the City identified high volume, high traffic gravel roads within the city. Since then, the City has hired a contractor every year to apply dust control chemical to these roads. By doing so, the city has seen a significant reduction in the amount of time needed to grade and maintain these roads during the summer months. The condition of the gravel itself remains of higher quality and the need for it to be replaced or added to has been reduced. Normally, this work takes place in early spring before Pioneer Days. This work has been tentatively scheduled to occur the week of May 13th depending on the weather.

Every year the City has requested quotes for dust control application. This year the low quote was received from Northern Salt Inc. for 0.94 cents per gallon. Staff estimates a total of approximately 17,500 gallons will be used. This is approximately \$16,450.00 but final costs will be based on actual gallons used to perform the application. Dust control is a routine and budgeted for activity.

ACTION TO BE CONSIDERED: Consider accepting the quotes as identified for routine street maintenance, dust control.

BUDGET IMPLICATION: This is a budgeted for item and will be paid for out of the Street fund (405).

Attachments:

1. Quote from Knife River
2. Quote from NSI Inc.

Quotes for Dust Control – 2019

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until April 11, 2019. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 18,500 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

The City of St. Francis will require the work to be completed by May 17, 2019, weather permitting.

The following identifies the required concentration of materials and application rates:

- For Calcium Chloride: 38% calcium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.
- For Magnesium Chloride: 32% magnesium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.

A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. ~~City residents may also request that chloride solution be applied to their properties while you are completing the work within the City and the same unit prices would apply.~~

Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>1.18</u>
Tier II. Calcium Chloride	10,000 + gal	<u>1.13</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	<u>no bid</u>
Tier II. Magnesium Chloride	10,000 + gal	<u>no bid</u>

Name of Company

Knife River Corporation-North Central

Address

4787 Shadow Wood Dr NE
Sauk Rapids MN 56379

Phone Number

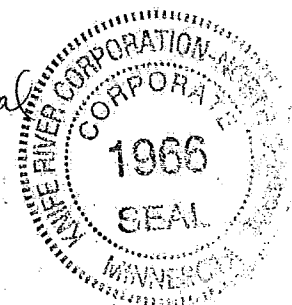
(320) 251-9472

Signature

Mark May

Date

APRIL 10, 2019



Quotes for Dust Control – 2019

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until April 11, 2017. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 18,500 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

The City of St. Francis will require the work to be completed by May 17, 2019, weather permitting.

The following identifies the required concentration of materials and application rates:

- For Calcium Chloride: 38% calcium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.
- For Magnesium Chloride: 32% magnesium chloride concentration applied.
 - Required application rate of 0.30 gallons per square yard.

A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. City residents must be able to contact your company for chloride applications while you are completing the work within the City and the same unit prices would apply.

Please quote the cost of materials furnished and applied:

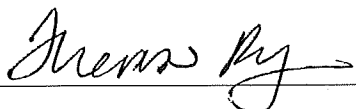
ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>0.96</u>
Tier II. Calcium Chloride	10,000 + gal	<u>0.94</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	<u> </u>
Tier II. Magnesium Chloride	10,000 + gal	<u> </u>

Name of Company Northern Salt, Inc.

Address 20920 Forest Rd N
Forest Lake MN 55025

Phone Number 651-209-3148

Signature  Date 3-29-19



**City Council
AGENDA REPORT**
Agenda Item #
4 E

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Meridian Behavior Health - Development Agreement Updated
DATE: May 6, 2019

OVERVIEW

Meridian obtained a Conditional Use Permit from the City in June 2018. Since that time staff and consultants have been working with the project on details to reach the approval of the Development Agreement.

The Development Agreement was approved on August 20, 2018 by Council. At that time the development did not move forward and signatures were not obtained to finalize. Meridian has made movement to bring in the building permits.

The dates on the Development Agreement were updated.

ATTACHMENTS:

Development Agreement – Meridian Behavioral Health

(RESERVED FOR RECORDING INFORMATION)

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (“**Agreement**”) is made and entered into this ____ day of _____, 2019, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“**City**”); and **MERIDIAN BEHAVIORAL HEALTH, LLC**, a Minnesota limited liability company (the “**Developer**”).

WHEREAS, the Developer and the City entered into that certain Development Agreement Meadows of St. Francis 2nd Addition, executed by the City on August 6, 2015, relating to City Resolution No. 2012-13 and the extensions relating thereto (collectively, the “**Old Development Agreement**”).

WHEREAS, the Developer has applied for a Conditional Use Permit relating to the Property (defined in paragraph 1 below) pursuant to Section 10-6 of the City of St. Francis Zoning Ordinance (the “**Conditional Use Permit**”); and

WHEREAS, on _____, 2018, by Resolution No. _____, the city council granted approval of a site plan for the Property (2018 site Plan”) referenced in paragraph 5 below as Plan B and incorporated by reference, granted approval of the conditional Use Permit for this project, all subject to execution of this Development Agreement by the Developer and the City.

NOW, THEREFORE, in consideration of the mutual promises and obligations contained herein, the Developer and City agree as follows:

1. **PLAN.** The Developer is the fee owner of certain lands in the City of St Francis legally described as Lot 1, Block 1, **Meadows of St. Francis 2nd Addition, Anoka County, Minnesota** (the “**Property**”) and the

Developer has asked the City to approve a development plan with regard to this Property (the "Plan"). Upon execution and effectiveness of this Agreement, the Old Development Agreement is hereby null and void and of no further force or effect, it being the intention of the parties that this Agreement supersede and supplant the old Development Agreement in all respects.

2. CONDITIONS OF CONDITIONAL USE PERMIT APPROVAL.

A. The City hereby approves the Plan on conditions that the Developer enter into this Contract, furnish the security required by it, provide title evidence that good and marketable title to the Property is in the name of the Developer.

B. The City hereby grants approval to the Conditional Use Permit (identified in Plan) in paragraph 5 of this Contract; as adopted on June 4, 2018, by Resolution No. _____, and conditioned upon compliance with the terms and conditions of this Contract. The City agrees to approve the development provided the development is consistent with the conditions herein, City ordinances, and all other City requirements which are in effect, subject to the provisions of paragraph 4 of this Contract. The specific conditions and requirements are as set forth in City Resolution No. _____ adopted by the St. Francis City Council on the 4th day of June, 2018.

3. RIGHT TO PROCEED. Within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) the necessary security has been received by the City; 4) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to city engineer and the engineer has approved; 5) Developer has obtained all necessary permits from all federal, state and local governmental entities; 6) Developer has submitted to City the Insurance Binder required herein; and 7) the City's administrator has issued a letter that conditions 1 through 6 herein have been satisfied and that the Developer may proceed. Provided items 1 through 6 have been satisfied, the City Engineer may issue the Developer a letter authorizing the Developer to grade the site (including reasonable tree removal).

4. **PROPOSED DEVELOPMENT AND DEVELOPMENT PLANS.** The Developer intends to construct a State licensed 60-bed residential chemical treatment facility in a single story structure of approximately ~~26,165~~27,403 square feet. The Property shall be developed in accordance with the following plans listed below. The plans shall not be attached to this Agreement but are incorporated herein. The plans may be revised, subject to City approval, after entering the Agreement, but before commencement of any work in the Property. If the plans vary from the written terms of this Agreement, the written terms shall control. The plans are as follows:

A 2.1	Overall floor Plan	(revised ___/___/18)
A 3.1	Exterior elevations	(revised ___/___/18)
G 101	Cover Sheet	(revised ___/___/18)
C-101	Existing Conditions	(revised ___/___/18)
C-102	Removal and Erosion Control Plan	(revised ___/___/18)
C-103	Site Plan	(revised ___/___/18)
C-301	Grading and Drainage Plan	(revised ___/___/18)
C-401	Utility Plan	(revised ___/___/18)
C-402	Watermain Profile	(revised ___/___/18)
C-501	Storm Sewer Plan	(revised ___/___/18)
L-100	Landscape Plan	(revised ___/___/18)
L-101	Landscape Details	(revised ___/___/18)
C-800 to C-807	Details	(revised ___/___/18)
1 sheet	Photometric Plan	(revised ___/___/18)
C-808	Photometric Details	(revised ___/___/18)

(hereinafter collectively referred to as the “Plans”).

5. **IMPROVEMENTS.** The Developer shall install and pay for the following improvements within the Property (the “Improvements”):

- A. Public Water Main (the water main loop through the Property will be publicly maintained, but the remaining water main, including the new hydrant on the north side of the building will be privately owned and maintained)
- B. Private Sewer Main
- C. Site Grading and Erosion Control
- D. Public Storm Sewer (the storm sewer outlet from the existing public stormwater pond to the wetland will be publicly maintained)
- E. Private Sanitary Sewer Connections
- F. Private Water Connections
- G. Private Storm Sewer and Connections
- H. Private Drive, Parking Lot, and Private Sidewalks and Trails

- I. Concrete Curb and Gutter
- J. Exterior Lights
- K. Landscaping
- L. Underground Utilities
- M. Setting of Iron Monuments
- N. Surveying and Staking
- O. Traffic Controls Signs

The improvements shall be installed in accordance with the City subdivision ordinance, and any other provision of the City Code. The Developer shall submit plans and specifications for permit which have been prepared by a competent registered professional engineer to the City for approval by the City Engineer which approval shall be provided on the condition that such submittals comply with the Plans and this Agreement. The Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work as the City may reasonably determine. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or his engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City Hall with all parties concerned, including the City staff, to review the program for the construction work. The Developer shall install all public and private Improvements for this development by ~~April 30, 2019~~ August 30, 2020. Within thirty (30) days after the completion of the improvements and before the security is released, the Developer shall supply the City with a complete set of reproducible "as constructed" plans, an electronic file of the "as constructed" plans in an auto CAD file based upon the Anoka County coordinate system, all prepared in accordance with City standards for all public improvements.

6. IRON MONUMENTS. In accordance with Minnesota Statutes 505.02 and St. Francis City Code Section 11-11-02, the final placement of iron monuments for all lot corners must be completed before the applicable security is released. The Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed.

7. **PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, including but not limited to the following to the extent required:

- Minnesota Department of Health for Watermains
- MPCA Sanitary Sewer Extension Permit
- MPCA-NPDES Construction Stormwater Permit
- DNR for Dewatering
- City of St. Francis for Building Permits

8. **DEWATERING.** Due to the variable nature of groundwater levels and stormwater flows, it will be the Developer's and the Developer's contractors' and subcontractors' responsibility to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable county, state, and federal rules and regulations. DNR regulations regarding appropriations permits shall also be strictly followed.

9. **TIME OF PERFORMANCE.** In order to comply with the terms of this approval, the Developer shall apply for a building permit by ~~September 30, 2018~~ June 6, 2019. The Developer shall install all required public and private improvements for the development as contemplated by Section 5 and 6 and the approved Plans by ~~April 30, 2019~~ August 30, 2020.

10. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed necessary or appropriate by the City in conjunction with Property development or to perform any corrective work deemed necessary by the City.

11. **EROSION CONTROL.** Prior to initiating site grading, the Removal and Erosion Control Plan, Plan C-102, shall be implemented by the Developer and inspected and approved by the City. The City may impose additional erosion control requirements if reasonably required. All areas disturbed by the excavation and backfilling operations shall be reseeded within five (5) days after the completion of the work, weather permitting, or in an area that is inactive for more than ten (10) days unless authorized and approved by the City Engineer. Except as otherwise provided in the erosion control plan, seed shall be in accordance with the City's current seeding specification which may include certified oat seed to provide a temporary ground cover as rapidly as possible. All seeded areas shall be

maintained as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will notify the Developer in advance of any proposed action, and give the Developer ten (10) business days to complete the required corrective action prior to the City completing any corrective action. The Developer shall reimburse the City for all costs incurred in connection with such actions. If the Developer does not reimburse the City for any cost the City incurred for such work within ten (10) days, the City may draw down the letter of credit to pay any costs or seek reimbursement by other methods. No development, street or utility construction will be allowed and no building permits will be issued unless the Property is in full compliance with the approved erosion control plan.

12. GRADING PLAN. The Property shall be graded in accordance with the approved Grading and Drainage Plan and Erosion Control Plans, Plans C-301 and C-102. The plan shall conform to City of St. Francis specifications. Within thirty (30) days after completion of the grading, the Developer shall provide the City with an “as constructed” grading plan certified by a registered land surveyor or engineer that all grading has been completed in accordance with the Plans. Notwithstanding the foregoing, the City may issue building permits to the Developer, prior to completion of all grading, provided the City Engineer has determined that adequate erosion control measures are in place. The “as constructed” plan shall include field verified elevations of the following: a) cross sections of ponds; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles, and installed “conservation area” posts; and c) lot corner elevations. Upon completion of grading and when final stabilization of the site is achieved, the Developer or its Contractor shall perform a field infiltration test of the infiltration basins to verify that they have been constructed as designed. The City will withhold issuance of building permits until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer.

13. CLEAN UP. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, subcontractors, their agents or assigns. Prior to any construction in the Property,

the Developer shall identify to the City in writing a responsible party and schedule for erosion control, street cleaning, and street sweeping.

14. STREETS AND SIDEWALKS.

- a. Initial Construction. A private internal road network shall provide access to the Meridian building. The private road network will provide two access locations to the Property through the existing public streets of 229th Avenue and Cree Street. The streets within the private road network shall be constructed (at the cost and expense of the Developer) to a seven-ton design in accordance with the MnDOT design standards and the approved plans. A concrete curb and gutter shall be constructed on each side of the streets within the project and the face of the curb shall be constructed to a width of twenty four (24) feet.
- b. Maintenance of Private Streets. The Developer and its successors or assigns as the fee owner of the Property shall be responsible for maintaining the private streets located on the Property and for observing all applicable laws and regulations. The Developer shall adopt a satisfactory maintenance schedule for inspection and cleaning of the private streets located on the Property. The Developer shall annually sweep the private streets located on the Property. The cost of all maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

15. SANITARY SEWER SYSTEM.

- a. Initial Construction. The Developer agrees to construct a private internal sanitary sewer system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer's Association of Minnesota (CEAM) standards and specifications. The City Engineer shall make periodic site visits during construction to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections. The Developer shall also provide "as constructed" plans prior to the City allowing connections to the sanitary sewer system.

- b. Maintenance of the sanitary sewer system. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the sanitary sewer system located on and serving the Property and for observing all applicable laws and regulations. The Developer shall adopt a satisfactory maintenance schedule for inspection and cleaning of the sanitary sewer lines located on and serving the Property. The Developer shall notify the Public Works Director prior to performing sewer line cleaning or any maintenance activity which has the possibility of dislodging materials within the sanitary sewer. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.
- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the sanitary sewer system as set forth in this agreement, provided reasonable advance notice is given to the owner of the Property.
- d. City's Maintenance Rights. The City may maintain the sanitary sewer system, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the sanitary sewer system in accordance with applicable laws and regulations and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the sanitary sewer system within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns,

acknowledges that the maintenance work performed by the City regarding the sanitary sewer system benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event of an emergency, as determined by the Public Works Director, the requirement to provide 30 days' notice to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

16. Water System. The water main loop through the Property as depicted in Exhibit C-402 will be publicly maintained, but the remaining water main located on and serving the Property, including the new hydrant on the north side of the building will be privately owned and maintained.

- a. Initial Construction. The Developer agrees to construct, at its sole cost and expense, the internal water system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer's Association of Minnesota (CEAM) standards specifications and the Minnesota Department of Health (MDH) regulations. The City Engineer shall make periodic site visits during construction to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections. The Developer shall also provide "as constructed" plans prior to the City allowing connections to the water system.
- b. Maintenance of the private water system Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the private water system and for observing all applicable laws and regulations. The Developer shall annually flush the water system at a date and time as determined by the Public Works Director. The cost of all

inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the private water system as set forth in this agreement provided reasonable advance notice is given to the owner of the Property.
- d. City's Maintenance Rights. The City may maintain the private water system, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the water system in accordance with applicable laws and regulations and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are not being performed by Developer and which may be performed by the City if Developer fails to perform the maintenance tasks identified in the notice. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the water system within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the water system benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event of an emergency, as reasonably determined by the Public Works Director, the requirement to provide

30 days' notice to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

17. Storm Water Drainage. The storm sewer outlet from the existing public stormwater pond to the existing wetland as depicted in Exhibit C-501 shall be publicly maintained. All remaining infiltration/stormwater basins, storm sewer conveyances, and appurtenances shall be privately owned and maintained.

- a. Initial Construction. The Developer agrees to construct the private storm water drainage facilities for the project, including the infiltration basins/storm water ponds and storm water pipes and conveyances, drainage structures and appurtenances in accordance with the approved Plans and in compliance with all City and stated requirements regarding such Improvements.
- b. Maintenance of the Storm Water Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining, at its sole cost and expense, the Storm Water Improvements located on and serving the Property and for observing all drainage laws governing the operation and maintenance of the Storm Water Improvements. The Developer shall complete inspections of the Storm Water Improvements at least once annually and shall keep record of all inspections and maintenance activities, and submit such records to the City upon request. Maintenance activities shall include but will not be limited to: street sweeping (to prevent the sediment from clogging the infiltration basins), removal of sediment from the storm sewer sumps, cleaning of storm sewer lines, vegetation management within the infiltration basins, and removal of sediment and/or debris in the infiltration basins. The Developer acknowledges that the storm water improvements associated with this project includes infiltration basins for storm water treatment and volume control. If at any time the infiltrating ability of the basin(s) materially diminishes or is significantly reduced the Developer will reconstruct the infiltration basins as necessary. The cost of

all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.

- c. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the Storm Water Improvements as set forth in this Agreement provided reasonable advance notice is given to the Owner of the Property.
- d. City's Maintenance Rights. The City may maintain the Storm Water Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Storm Water Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are not being performed by Developer/Owner and which may be performed by the City if Developer/Owner fails to perform the maintenance tasks identified in the Notice. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the Storm Water Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Storm Water Improvements benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event of an emergency, as determined by the City Engineer, the 30-day notice requirement to the Developer

for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

18. CITY ENGINEERING ADMINISTRATION AND CONSTRUCTION OBSERVATION.

The Developer shall pay a fee for engineering, administration and legal expenses. City engineering administration will include monitoring of construction, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in security. Fees for this service shall be at standard hourly rates. Legal fees will include preparation of the Development Agreement and advice and counseling with the engineer and administrator regarding the Agreement, Permits and Developer on this project. Legal fees shall be at the standard hourly rate. Developer ~~has~~will provided a \$42,500 escrow, which is separate and in addition to any other escrow funds for this developer/development. This amount must be paid prior to the City executing this Agreement. The Developer shall pay for construction observation performed by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and will be billed on standard hourly rates.

19. CLAIMS. In the event that the City receives claims from labor, material, or others that work required by this Contract has been performed, the sums due them have not been paid, and the laborers, material, or others are seeking payment from the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letters of credit in an amount up to 125 percent of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the letters of credit deposited with the District Court, except that the Court shall retain jurisdiction to determine attorneys' fees pursuant to this Contract.

20. TRAFFIC CONTROL SIGNS AND STREET MAINTENANCE COSTS. The Developer shall supply all traffic control signage and keep streets free from grit, dirt, and debris. If in the opinion of the City Engineer

signage is necessary, damage is done to the street, or material deposited on the street, the same will result in corrective action upon notification to the Developer.

In addition to the signs described in this paragraph 17, Developer shall supply two (2) "Private Drive" signs to be placed on the Property in the locations as approved and directed by the city engineer. These two "Private Drive" signs shall be supplied and placed within one (1) year of the date of execution of this Agreement.

21. PARK DEDICATION. The Developer has satisfied the City's park dedication requirements for Meadows of St. Francis 2nd Addition calculated as follows at a commercial rate: 3 units x \$2500 per unit = \$7500.

22. LANDSCAPING. Landscaping and irrigation shall be installed on the site in accordance with the approved Landscaping Plan (L-100 and L-101). The applicant shall submit an irrigation plan, wetland buffer planting plan, and itemized planting schedule for review and approval by the City Planner and City Engineer prior to the issuance of a building permit. Before the City issues the building permit, the Developer shall post a \$50,000 security to guarantee installation of the approved landscaping and irrigation. The security shall be retained by the City for one year from the date of confirmation that the landscaping plan has been fully implemented. All landscaping within Meadows of St. Francis 2nd Addition shall include hardy, non-invasive species appropriate for Minnesota. All landscaping materials shall be maintained and replaced if they die within the standard warranty period, which is one year from planting. Landscaping shall be planted so as not to interfere with site drainage and fertilizer containing phosphorous shall be prohibited.

23. SPECIAL PROVISIONS. The following special provisions shall apply to Property development:

A. Implementation of the comments and recommendations of the City Engineer, City Fire Chief and City Building Official.

B. The Developer shall reimburse the City for the cost incurred for the City Engineer to prepare the record construction drawings and City base map upgrading.

C. The Developer is required to submit the final construction documents in electronic format. The electronic format shall be both Auto CAD and pdf files.

24. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Contract, payment of the costs of all public and private improvements and construction of all public and private improvements, the Developer shall furnish and deliver to the City with a letter of credit, in the form attached hereto (or as deemed acceptable by the City), from an FDIC insured bank (“**security**”) for \$366,000 prior to beginning any construction on the Property. The letter of credit shall renew automatically until released by the City after all Improvements have been completed to the satisfaction of the City. The amount of the security includes all of the security requirements set forth in the preceding sections of this Agreement, and was calculated as follows:

CONSTRUCTION COSTS:

Private Sanitary Sewer	\$ 28,200
Water Main	\$ 65,400
Storm Water Improvements	\$ 130,000
Erosion Control	\$ <u>18,000</u>
CONSTRUCTION SUB-TOTAL	\$ 241,600

OTHER COSTS:

Lot Corners/Iron Monuments	\$ 1,200
Landscaping	\$ <u>50,000</u>
OTHER COSTS SUB-TOTAL	\$ 51,200

TOTAL SECURITIES:	\$ <u>292,800</u>
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GRAND TOTAL SECURITIES (1250%)	<u>\$366,000</u>439,200
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This breakdown is for reference; it is not controlling on the amount of the security or a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of contractors or suppliers which have not been satisfied by Developer and to pay any fees or costs due to the City by the Developer. The City may draw down the security, upon ten (10) business days’ prior written notice to the Developer for out of pocket costs or expenses, or delinquent amounts, to the extent the same have not been paid in violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw down the security provided, the proceeds shall be used to cure

the default. Upon receipt of proof satisfactory to the City that work has been completed to the quality as required by the City, and that the Developer has taken all steps necessary to ensure that no mechanics liens will attach to the Property, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to ninety percent (90%) of the financial obligations that have been satisfied as determined by the City in its reasonable discretion. At least ten percent (10%) of the amounts certified by the Developer's engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required "as constructed" plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. The City standard specifications for utilities and street construction outline procedures for security reductions.

25. SUMMARY OF CASH REQUIREMENTS. The following is a summary of the cash deposit under this Agreement which were furnished to the City at the time of execution of this Agreement by the City:

Section 15 Escrow (Engineering, City Administration, Legal Expenses)	\$ 42,500
Park Dedication	\$ 7,500
TOTAL CASH REQUIREMENTS	<u>\$ 50,000</u>

The City will utilize the Section 18 Escrow to pay all bills associated with this project. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of completion of all project warranty periods. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

26. RESPONSIBILITY FOR COSTS.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the Property, including but not limited to legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the Plan, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Property, as well as preparation of record drawings.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from Property approval of the Plans and development of the Property. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 15, 16 and 17 herein, referred to in this Agreement. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire Property, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt Property development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

F. In addition to the charges herein and special assessments referred to herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges ("SAC"), City water access charges (WAC), Water area charges, trunk area charges, and building permit fees.

27. DEVELOPER'S DEFAULT. In the event the Developer has commenced construction of the public improvements on the land and the Developer defaults as to any of the work to be performed by it hereunder relating to the public improvements, the City may, at its option, perform the work to complete the unfinished public improvements and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City (in which event no notice is necessary), is first given notice of the work in default, not less than ten (10) business days in advance. If the Developer commences the cure within such 10 business day period but the action will take longer than 10 day to complete, the Developer shall have

such longer period of time necessary to complete the cure so long as Developer diligently works to complete the cure. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property.

28. MISCELLANEOUS.

A. The Developer represents to the City that to the best of Developer's knowledge, the Property complies with all city, county, state, and federal laws and regulations, including but not limited to, subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the Property does not comply, the City may, at its option, refuse to allow construction or development work in the Property until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City or Developer under this Agreement.

C. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid or unenforceable, such decision shall not affect the validity of the remaining portion of this Contract.

E. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

F. This Agreement shall run with the land and may be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the Property and/or has obtained consents to this Agreement, from all parties who have an interest in the property; that, to

the best of Developer's knowledge, there are no unrecorded interests in the Property; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

G. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

H. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire Property, or any part of it.

I. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls the development plans, or special conditions referred to in this Agreement required to be constructed shall be constructed before any Certificate of Occupancy is issued for a lot on which a retaining wall is required to be built.

J. The proposed water main loop shall be public and maintained upon acceptance by the City. The proposed sanitary sewer and private watermain, hydrants, and storm sewer piping from the pond outlet to the storm sewer discharge shall be private and maintained by the Developer. All other piping and services shall be privately held and maintained.

29. INSURANCE. The Developer agrees to take out and maintain or cause to be taken out and maintained until after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its contractors or subcontractors. Limits for bodily injury and death shall be no less than \$2,000,000 for each occurrence; limits for property damage shall be not less than \$1,000,000 for each

occurrence; or a combination single limit policy of \$1,000,000 or more. The City and Hakanson Anderson Associates, Inc., shall be named as an additional insured on the policy. The Developer shall file with the City a certificate evidencing coverage prior to the City signing this Agreement. The certificate shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.

30. NOTICES. Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: 550 Main Street, Suite 230, New Brighton, MN 55112. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: St. Francis City Hall, 23340 Cree St NW, St. Francis, Minnesota 55070.

31. COMPLETION. The Developer shall notify the City when the construction of the Improvements has been completed. If the City determines in its sole but reasonable discretion that (i) the improvements have been constructed in substantial conformity with the approved plans, (ii) the improvements are complete for purposes of issuing a certificate of occupancy, and (iii) all applicable warranty periods have expired, the City shall, in accordance with this Agreement, return all remaining deposits or securities held relating to the project. Upon the request of the Developer the City shall furnish to the Developer a Certificate of Completion certifying the completion of the project. Such Certificate of Completion shall be in recordable form. Developer shall reimburse City for the expense of legal and professional services in preparing the Certificate of Completion.

32. INDEMNIFICATION. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless from claims made by third parties for damages sustained or costs incurred resulting from any defect in the Property. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving intentional acts of misconduct or acts of gross negligence by the City. This indemnification shall survive the execution of any Certificate of Completion.

33. WARRANTY. Two years for all Public Improvements

[Remainder of page intentionally left blank. Signatures on next page.]

**City Signature page to Development Agreement
Meadows of St. Francis 2nd Addition**

CITY OF ST. FRANCIS

BY: _____
Steven D. Feldman, Mayor

(SEAL)

BY: _____
Barbara I. Held, City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018~~2019~~, by Steven D. Feldman and by Barbara I. Held, respectively the Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

1769998v8

Developer Signature page to Development Agreement
Meadows of St. Francis 2nd Addition

DEVELOPER:
MERIDIAN BEHAVIORAL HEALTH, LLC

BY: _____
Its _____

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, ~~2018~~2019,
by _____ the _____ of Meridian Behavioral Health,
LLC, a Minnesota limited liability company, on behalf of the company.

NOTARY PUBLIC

DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD. (CMS)
400 Northtown Financial Plaza
200 Coon Rapids Blvd.
Coon Rapids, MN 55433

1769998v8

IRREVOCABLE LETTER OF CREDIT

No. _____
Date: _____

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

Dear Sir or Madam:

We hereby issue, for the account of _____ (Name of Developer) and in your favor, our Irrevocable Letter of Credit in the amount of \$ _____, available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. _____, dated _____, 2 _____, of _____ (Name of Bank) _____;
- b) Be accompanied by an affidavit signed by the Mayor or City Clerk of the City of St. Francis certifying that _____ is in default of the Development Contract with the City of St. Francis and that either five (5) business days prior written notice has been given by the City to the Developer with respect to the existence of such default, and such default has not been cured or that the Developer is in bankruptcy and such default has not been cured.
- c) Be presented for payment at _____ (Address of Bank) _____, on or before 4:00 p.m. on _____.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the St. Francis City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least sixty (60) days prior to the next annual renewal date addressed as follows: St. Francis City Administrator, St. Francis City Hall, 23340 Cree St NW, St Francis, MN 55070, and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

BY: _____

Its _____



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
4 F

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Approve Payment to Pine Technical College for EMT Course
DATE: 05/06/2019

OVERVIEW:

The fire department hosted an Emergency Medical Technician course provided by Pine Technical College (MnSCU). With the changes in the fire department policy manual approved by Council, all new firefighters as part of their training are required to complete an EMT course. We also opened up this particular course to existing firefighters to electively attend to obtain their EMT certifications. In total 9 firefighters (5 probationary and 4 active firefighters) attended the course and are in process of completing their National Registry Exam for certification. We also had one community member complete the course, paying for the tuition on their own expense. The total bill due to Pine Technical College for the course is \$15,200.00. The city has already received the resident's share of the cost, which was \$1,520.00, leaving a balance due \$13,680.00. The current balance of training funds for the fire department is at \$15,245.00 which puts the cost of the course within budget. Once all firefighters have completed their testing, the fire department staff will all be certified as EMT's or Paramedic's.

Action to be considered:

Motion to approve payment to Pine Technical College in the amount of \$15,200.00 for the Emergency Medical Technician course.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 G

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 05-02-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$122,676.11 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments -None.

Direct Transfer from Previous Month-\$18,448.23

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:

- 05-06-2019 Packet List
- 05-06-2019 Other Checks



05/02/2019 8:17 am

PAYMENT BATCH AP 05-06-19

ALWAYS BRIGHT LIGHTS LTD

04/19/2019	789	E 101-45200-311	Contract	INSTALL SUMMER BANNERS	400.00
					<u>\$400.00</u>

ANOKA COUNTY PROPERTY RECORDS

E 101-41910-441	Miscellaneous	1ST HALF TAXES	848.23
E 101-41910-441	Miscellaneous	1ST HALF TAXES	53.23
E 101-41940-441	Miscellaneous	1ST HALF TAXES	69.14
E 101-42210-441	Miscellaneous	1ST HALF TAXES	69.14
E 101-45200-441	Miscellaneous	1ST HALF TAXES	53.23
E 601-49440-441	Miscellaneous	1ST HALF TAXES	272.58
E 602-49490-441	Miscellaneous	1ST HALF TAXES	272.58
E 609-49750-441	Miscellaneous	1ST HALF TAXES	21.29
			<u>\$1,659.42</u>

ANOKA COUNTY TREASURY DEPT.

04/19/2019	B190418P	E 101-42110-321	Telephone	MAY 2019 BROADBAND	37.50
04/19/2019	B190418P	E 101-42210-321	Telephone	MAY 2019 BROADBAND	37.50
04/19/2019	B190418P	E 101-43100-321	Telephone	MAY 2019 BROADBAND	37.50
04/19/2019	B190418P	E 101-45200-321	Telephone	MAY 2019 BROADBAND	37.50
04/19/2019	B190418P	E 601-49440-321	Telephone	MAY 2019 BROADBAND	37.50
04/19/2019	B190418P	E 602-49490-321	Telephone	MAY 2019 BROADBAND	37.50
					<u>\$225.00</u>

ASPEN MILLS

04/18/2019	235593	E 101-42110-448	Reserve Officers	UNIFORMS-R JOHNSON	96.00
04/18/2019	235594	E 101-42110-437	Uniform Allowance	UNIFORMS-ALLEN	154.50
04/18/2019	235595	E 101-42110-437	Uniform Allowance	UNIFORMS-BLACK	128.85
04/18/2019	235596	E 101-42110-437	Uniform Allowance	UNIFORMS-ALLEN	189.00
					<u>\$568.35</u>

BELLBOY CORPORATION

04/09/2019	0099295500	E 609-49750-210	Operating Supplies	OPERATING	205.56
04/09/2019	0099295500	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.96
04/23/2019	0069331900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.80
04/23/2019	0069331900	E 609-49751-251	Liquor For Resale	LIQUOR	1,958.78
04/23/2019	0099370200	E 609-49750-210	Operating Supplies	OPERATING	56.31
04/23/2019	0099370200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.37
04/23/2019	0099370200	E 609-49751-254	Miscellaneous Merchandise	MISC	21.00
					<u>\$2,275.78</u>

BERNICK COMPANIES, THE

04/11/2019	494661	E 609-49751-252	Beer For Resale	BEER	281.20
04/18/2019	496215	E 609-49751-252	Beer For Resale	BEER	656.84
04/25/2019	497726	E 609-49751-252	Beer For Resale	BEER	252.15
					<u>\$1,190.19</u>

BREAKTHRU BEVERAGE

04/17/2019	1080958276	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.86
04/17/2019	1080958276	E 609-49751-251	Liquor For Resale	LIQUOR	431.68
04/17/2019	1080958276	E 609-49751-253	Wine For Resale	WINE	702.14
04/25/2019	1080960967	E 609-49751-206	Freight and Fuel Charges	FREIGHT	50.74
04/25/2019	1080960967	E 609-49751-251	Liquor For Resale	LIQUOR	3,013.40
04/25/2019	1080960967	E 609-49751-253	Wine For Resale	WINE	283.24
					<u>\$4,503.06</u>

CARLOS CREEK WINERY

04/10/2019	17114	E 609-49751-253	Wine For Resale	WINE	732.00
					<u>\$732.00</u>

CINTAS

04/16/2019	4020090041	E 101-41940-402	Janitorial Service	CITY HALL RUGS	16.16
04/16/2019	4020090075	E 609-49750-219	Rug Maintenance	RUGS & MOPS	11.26
04/16/2019	4020090114	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.66
04/16/2019	4020090114	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.65
04/23/2019	4020509027	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.66
04/23/2019	4020509027	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.65
04/30/2019	4020930819	E 601-49440-402	Janitorial Service	RUGS	23.04
04/30/2019	4020930839	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	10.64
					<u>\$79.72</u>

CITY EMPLOYEES UNION, LOCAL #3

05/01/2019	.052019	G 101-21707	Union Dues	MAY DUES	47.00
					<u>\$47.00</u>

COLONIAL INSURANCE

04/25/2019	7129661-0505333	G 101-21712	Colonial Insurance	MAY INSURANCE	415.13
					<u>\$415.13</u>

CORPORATE CONNECTION

04/17/2019	50930	E 101-42400-417	Uniform Clothing & PPE	DAHLHEIMER UNIFORMS	474.77
					<u>\$474.77</u>

COURIER, THE

04/17/2019	106877	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER	144.00
					<u>\$144.00</u>

CRYSTAL SPRINGS ICE

04/23/2019	002.B006052	E 609-49751-254	Miscellaneous Merchandise	MISC	230.58
					<u>\$230.58</u>

DAHLHEIMER DIST. CO. INC.

04/17/2019	833852	E 609-49751-252	Beer For Resale	BEER	6,334.45
04/17/2019	833852	E 609-49751-254	Miscellaneous Merchandise	MISC	355.00
04/17/2019	833852	E 609-49751-255	N/A Products	N/A	27.00
04/24/2019	129-00115	E 609-49751-252	Beer For Resale	BEER	10,958.15
04/24/2019	129-00115	E 609-49751-255	N/A Products	N/A	27.00
					<u>\$17,701.60</u>

DAVIDS HYDRO VAC, INC

04/09/2019	21787	E 602-49490-400	System Jetting	VAC SERVICES	2,877.00
					<u>\$2,877.00</u>

DELTA DENTAL

04/15/2019	7626567	G 101-21711	Dental Insurance	MAY INSURANCES	1,349.05
					<u>\$1,349.05</u>

DEPT OF EMPLOYMENT AND

04/09/2019	.0419	E 101-42210-441	Miscellaneous	UNEMPLOYMENT	80.22
					<u>\$80.22</u>

ECM PUBLISHERS, INC.

04/12/2019	685585	E 101-42110-441	Miscellaneous	FORFEITURE SALE	37.63
04/26/2019	689580	E 405-43100-804	2019 Street Improvements	2019 STREETS	145.13
					<u>\$182.76</u>

ELECTRIC SIGN & LIGHTING, INC.

04/16/2019	20661	E 101-41400-441	Miscellaneous	REPAIR SIGN	1,076.36
					<u>\$1,076.36</u>

EVERBRIDGE, INC

04/19/2019	M42561	E 101-41110-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 101-41400-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 101-42110-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 101-42210-310	Computer Consulting Fees	YEARLY CONTRACT	424.36

04/19/2019	M42561	E 101-42400-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 101-43100-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 101-45200-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 601-49440-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 602-49490-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
04/19/2019	M42561	E 609-49750-310	Computer Consulting Fees	YEARLY CONTRACT	424.36
					<u>\$4,243.60</u>

EVERGREEN RECYCLING LLC

04/29/2019	2316	E 101-43210-439	Recycling Days	RECYCLE DAYS	300.00
					<u>\$300.00</u>

EXTREME ASPHALT

04/17/2019	1125	E 601-49440-229	Project Repair & Maintenance	225TH PATCH	950.00
					<u>\$950.00</u>

FERGUSON WATERWORKS

04/08/2019	0318833	E 601-49440-259	Water Meters	SUPPLIES	431.73
04/13/2019	CM029742	E 601-49440-259	Water Meters	CREDIT	(77.00)
					<u>\$354.73</u>

FINANCE AND COMMERCE

04/25/2019	744242528	E 405-43100-804	2019 Street Improvements	2019 STREET REHABILITATION	119.50
					<u>\$119.50</u>

GOPHER STATE ONE-CALL

04/30/2019	9040757	E 601-49440-442	Gopher State	APRIL LOCATES	73.58
04/30/2019	9040757	E 602-49490-442	Gopher State	APRIL LOCATES	73.57
					<u>\$147.15</u>

GRANITE CITY JOBBING CO.

04/23/2019	133541	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/23/2019	133541	E 609-49751-254	Miscellaneous Merchandise	MISC	72.35
04/23/2019	133541	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,503.57
					<u>\$2,580.17</u>

HOISINGTON KOEGLER GROUP, INC

04/06/2019	018-041-7	E 101-41910-311	Contract	GENERAL PLANNING	10,648.33
04/06/2019	018-041-7	E 101-43100-311	Contract	PUBLIC WORKS	525.00
04/06/2019	018-041-7	G 803-22043	Esc-Laketown Homes	RIVERS EDGE	112.50
04/06/2019	018-041-7	G 803-22163	ESC-ANDERSON-LOT SPLIT	ANDERSON LOT SPLIT	297.88
					<u>\$11,583.71</u>

INNOVATIVE OFFICE SOLUTIONS, L

04/18/2019	IN2484208	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	27.17
					<u>\$27.17</u>

ISANTI COUNTY TREASURER

		E 602-49490-435	TAXES	1ST HALF TAXES	3,976.00
					<u>\$3,976.00</u>

JJ TAYLOR DISTRIBUTING

04/11/2019	2953320	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/11/2019	2953320	E 609-49751-252	Beer For Resale	BEER	305.10
					<u>\$308.10</u>

JOHNSON BROS WHLSE LIQUOR

03/31/2019	1253899	E 609-49751-253	Wine For Resale	WINE	124.00
04/17/2019	1268088	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
04/17/2019	1268088	E 609-49751-251	Liquor For Resale	LIQUOR	1,498.30
04/17/2019	1268089	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
04/17/2019	1268089	E 609-49751-253	Wine For Resale	WINE	325.75
04/24/2019	1273425	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.83
04/24/2019	1273425	E 609-49751-251	Liquor For Resale	LIQUOR	2,381.30
04/24/2019	1273426	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.41
04/24/2019	1273426	E 609-49751-253	Wine For Resale	WINE	1,106.30
04/24/2019	1273427	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.27
04/24/2019	1273427	E 609-49751-254	Miscellaneous Merchandise	MISC	382.50
04/24/2019	1273428	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.24

04/24/2019	1273428	E 609-49751-251	Liquor For Resale	LIQUOR	655.00
					<u>\$6,580.16</u>
KIMS KLEANING					
04/25/2019	5781	E 101-41940-402	Janitorial Service	CITY HALL-APRIL	150.00
04/25/2019	5782	E 101-45000-402	Janitorial Service	COMMUNITY CENTER-APRIL	100.00
04/25/2019	5783	E 101-43100-402	Janitorial Service	PUBLIC WORKS-APRIL	190.00
04/25/2019	5783	E 101-45200-402	Janitorial Service	PUBLIC WORKS-APRIL	190.00
04/25/2019	5783	E 601-49440-402	Janitorial Service	PUBLIC WORKS-APRIL	190.00
04/25/2019	5783	E 602-49490-402	Janitorial Service	PUBLIC WORKS-APRIL	190.00
04/25/2019	5784	E 601-49440-402	Janitorial Service	WATER PLANT-APRIL	160.00
04/25/2019	5785	E 101-42110-402	Janitorial Service	POLICE-APRIL	900.00
04/25/2019	5786	E 602-49490-402	Janitorial Service	WWTP-APRIL	220.00
04/25/2019	5787	E 101-42210-402	Janitorial Service	FIRE-APRIL	75.00
					<u>\$2,365.00</u>
LAW ENFORCEMENT LABOR SVCS.					
05/01/2019	.052019	G 101-21707	Union Dues	MAY DUES-SARGENTS	51.00
05/01/2019	.052019	G 101-21707	Union Dues	MAY DUES	459.00
					<u>\$510.00</u>
LUBE-TECH					
04/18/2019	1363525	E 602-49490-229	Project Repair & Maintenance	OIL	168.24
					<u>\$168.24</u>
LUPULIN BREWING					
04/18/2019	19404	E 609-49751-252	Beer For Resale	BEER	121.00
					<u>\$121.00</u>
MARTIES FARM SERVICE					
04/26/2019	105678	E 101-45200-419	Turf/Fertilizer/Weed Control	CRABGRASS PREVENT	758.00
					<u>\$758.00</u>
MAXFIELD RESEARCH & CONSULTING					
04/04/2019	16941	E 101-41910-318	Economic Development	3518 BRIDGE ST USES	2,000.00
					<u>\$2,000.00</u>
MCDONALD DIST CO.					
04/16/2019	486877	E 609-49751-252	Beer For Resale	BEER	9,076.30
04/16/2019	486877	E 609-49751-255	N/A Products	N/A	131.80
04/16/2019	486920	E 609-49751-252	Beer For Resale	BEER	(67.40)
04/23/2019	251-0033	E 609-49751-252	Beer For Resale	BEER	(17.20)
04/23/2019	487756	E 609-49751-252	Beer For Resale	BEER	8,827.15
					<u>\$17,950.65</u>
METRO SALES, INC.					
04/09/2019	INV1316282	E 101-42110-200	Office Supplies	COPIES-POLICE	336.35
					<u>\$336.35</u>
MN NCPERS LIFE INSURANCE					
04/17/2019	733400052019	G 101-21710	Deferred Comp	MAY INSURANCE	80.00
					<u>\$80.00</u>
MN POLLUTION CONTROL AGENCY					
04/11/2019	10000069683	E 602-49490-434	Permit Fees	INDIVIDUAL ANNUAL WASTEWA	1,450.00
					<u>\$1,450.00</u>
OLSEN CHAIN & CABLE, INC					
04/09/2019	634296	E 101-43100-218	Equipment Repair & Maintenance	HOIST ANNUAL INSPECTION	200.31
04/09/2019	634296	E 101-45200-218	Equipment Repair & Maintenance	HOIST ANNUAL INSPECTION	200.30
04/09/2019	634296	E 601-49440-233	Water Treatment Plant Maint	HOIST ANNUAL INSPECTION	200.31
04/09/2019	634296	E 602-49490-229	Project Repair & Maintenance	HOIST ANNUAL INSPECTION	200.31
04/12/2019	634463	E 602-49490-237	Small Equipment	CHAIN CONTAINER 60'	139.01
					<u>\$940.24</u>
OLSON, JANIKA					
		G 803-22000	Deposits	RELEASE ESCROW	500.00
					<u>\$500.00</u>

PACE ANALYTICAL SERVICES

04/16/2019	1912005234	E 602-49490-313	Sample Testing	TESTING	123.00
04/16/2019	1912005236	E 602-49490-313	Sample Testing	TESTING	123.00
					<u>\$246.00</u>

PEPSI COLA

04/16/2019	26407355	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	468.85
04/16/2019	26407356	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	(25.61)
					<u>\$443.24</u>

PHILLIPS WINE & SPIRITS CO.

04/05/2019	326471	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.57)
04/05/2019	326471	E 609-49751-251	Liquor For Resale	LIQUOR	(571.00)
04/17/2019	2539011	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.74
04/17/2019	2539011	E 609-49751-251	Liquor For Resale	LIQUOR	3,354.34
04/17/2019	2539012	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.28
04/17/2019	2539012	E 609-49751-254	Miscellaneous Merchandise	MISC	40.50
04/17/2019	2539012	E 609-49751-255	N/A Products	N/A	192.00
04/24/2019	2542703	E 609-49751-206	Freight and Fuel Charges	FREIGHT	56.51
04/24/2019	2542703	E 609-49751-251	Liquor For Resale	LIQUOR	4,150.93
04/24/2019	2542704	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.71
04/24/2019	2542704	E 609-49751-253	Wine For Resale	WINE	144.00
					<u>\$7,407.44</u>

QUILL CORPORATION

04/10/2019	6513197	E 101-41400-200	Office Supplies	SUPPLIES	18.77
04/16/2019	6633460	E 101-41400-200	Office Supplies	SUPPLIES	32.13
					<u>\$50.90</u>

ROSEVILLE, CITY OF

04/23/2019	0225990	E 101-41940-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 101-42110-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 101-42210-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 101-43100-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 101-45200-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 601-49440-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 602-49490-321	Telephone	TELEPHONE-APRIL	82.87
04/23/2019	0225990	E 609-49750-321	Telephone	TELEPHONE-APRIL	82.91
04/23/2019	026027	E 101-41110-310	Computer Consulting Fees	IT-APRIL 2019	310.13
04/23/2019	026027	E 101-41400-310	Computer Consulting Fees	IT-APRIL 2019	1,007.94
04/23/2019	026027	E 101-41910-310	Computer Consulting Fees	IT-APRIL 2019	155.15
04/23/2019	026027	E 101-42110-310	Computer Consulting Fees	IT-APRIL 2019	3,566.58
04/23/2019	026027	E 101-42210-310	Computer Consulting Fees	IT-APRIL 2019	573.75
04/23/2019	026027	E 101-42400-310	Computer Consulting Fees	IT-APRIL 2019	286.87
04/23/2019	026027	E 101-43100-310	Computer Consulting Fees	IT-APRIL 2019	310.13
04/23/2019	026027	E 101-45200-310	Computer Consulting Fees	IT-APRIL 2019	310.13
04/23/2019	026027	E 601-49440-310	Computer Consulting Fees	IT-APRIL 2019	310.13
04/23/2019	026027	E 602-49490-310	Computer Consulting Fees	IT-APRIL 2019	310.13
04/23/2019	026027	E 609-49750-310	Computer Consulting Fees	IT-APRIL 2019	155.06
					<u>\$7,959.00</u>

ROSS, BRIAN

		E 101-43100-441	Miscellaneous	REIMB MAILBOX REPAIRS	75.00
					<u>\$75.00</u>

SOUTHERN GLAZERS OF MN

04/11/2019	1806702	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.03
04/11/2019	1806703	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.12
04/11/2019	1806703	E 609-49751-251	Liquor For Resale	LIQUOR	991.73
04/18/2019	1809375	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.56
04/18/2019	1809376	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.74
04/18/2019	1809376	E 609-49751-251	Liquor For Resale	LIQUOR	2,019.20
04/25/2019	1811950	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.41
04/25/2019	1811950	E 609-49751-251	Liquor For Resale	LIQUOR	1,952.03
04/25/2019	1811951	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.48
04/25/2019	1811951	E 609-49751-253	Wine For Resale	WINE	1,102.05
					<u>\$6,139.35</u>

SUN LIFE FINANCIAL

05/01/2019	.0519	E 101-41400-130	Employer Paid Insurance	INSURANCE	273.59
05/01/2019	.0519	E 101-41500-130	Employer Paid Insurance	INSURANCE	141.09
05/01/2019	.0519	E 101-41910-130	Employer Paid Insurance	INSURANCE	79.21
05/01/2019	.0519	E 101-42110-130	Employer Paid Insurance	INSURANCE	925.16
05/01/2019	.0519	E 101-42400-130	Employer Paid Insurance	INSURANCE	72.46
05/01/2019	.0519	E 101-43100-130	Employer Paid Insurance	INSURANCE	175.11
05/01/2019	.0519	E 101-43210-130	Employer Paid Insurance	INSURANCE	38.92
05/01/2019	.0519	E 101-45200-130	Employer Paid Insurance	INSURANCE	175.11
05/01/2019	.0519	E 601-49440-130	Employer Paid Insurance	INSURANCE	152.03
05/01/2019	.0519	E 602-49490-130	Employer Paid Insurance	INSURANCE	152.02
05/01/2019	.0519	E 609-49750-130	Employer Paid Insurance	INSURANCE	136.08
					\$2,320.78

SUSA

E 601-49440-433	Dues and Subscriptions	DUES-TEICHER	125.00
E 601-49440-433	Dues and Subscriptions	DUES-BARTEN	125.00
			\$250.00

SYNOVIA SOLUTIONS

04/18/2019	118753	E 101-43100-311	Contract	LEASE ON GPS	45.79
04/18/2019	118753	E 101-45200-311	Contract	LEASE ON GPS	45.79
04/18/2019	118753	E 601-49440-311	Contract	LEASE ON GPS	45.79
04/18/2019	118753	E 602-49490-311	Contract	LEASE ON GPS	45.82
					\$183.19

THE AMERICAN BOTTLING COMPANY

04/18/2019	3562809999	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	141.10
					\$141.10

TJ ASSOCIATES

03/26/2019	230067	E 101-41110-344	Newsletter	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-41400-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-42110-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-42210-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-42400-352	General Notices and Pub Info	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-43100-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 101-43210-439	Recycling Days	2019 SPRING NEWSLETTER	242.51
03/26/2019	230067	E 101-45200-441	Miscellaneous	2019 SPRING NEWSLETTER	114.38
03/26/2019	230067	E 601-47000-601	Debt Srv Bond Principal	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 602-49490-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
03/26/2019	230067	E 609-49750-441	Miscellaneous	2019 SPRING NEWSLETTER	114.29
					\$1,385.50

TOM LYNCH ELECTRIC

04/17/2018	.041718	E 101-45200-218	Equipment Repair & Maintenance	LOCATES	150.00
04/17/2018	.041718	E 601-49440-401	Repairs/Maint Buildings	WIRING	1,015.00
					\$1,165.00

WINE MERCHANTS

04/24/2019	7231924	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
04/24/2019	7231924	E 609-49751-253	Wine For Resale	WINE	340.00
					\$347.85

FUND SUMMARY

\$122,676.11

101 GENERAL FUND	\$36,238.41
405 Street Improvement Fund	\$264.63
601 WATER FUND	\$4,676.17
602 SEWER FUND	\$10,989.00
609 LIQUOR FUND	\$69,597.52
803 ESCROW	\$910.38
Total	
	122,676.11

Checks cut since last Council Meeting

City Council
AGENDA REPORT

Agenda Item #

6 A

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: 23040 Butterfield Drive –Violation Appeal
DATE: May 6, 2019

OVERVIEW

This property has been in Code Enforcement since 2015. Issues of junk, debris and vehicles have been reasons for complaints received. In 2017 it was reported by meter readers of an unsafe condition related to a deck and foliage that prevented their ability to safely read meters. After a review of the deck structure, it was tagged by the Building Official and it was requested that it be repaired or removed. Staff continued to send notices to the property and attach notices to the front door. No response was received.

In July of 2018 staff made a final attempt to gain compliance while recognizing the fees were increasing and slowly progress was being made. By that time, the fees had reached high levels and in November assessed to the property.

Council reviewed a request from the property owner at the November 5, 2018 to reduce the fees. There were items still unattended to at that time as identified on the Agenda Report attached from November.

On April 29, 2019, City Hall received a request by the property owners to address Council in regards to the fees placed upon their property. Three assessments were placed upon the property:

- Delinquent Utilities \$1,146.32
- Administrative Citations \$19,075.00
- Storm Water \$66.00

ITEMS TO BE DICUSSED:

Review of letter as presented by property owners.

ATTACHMENTS:

Agenda Report, November 5, 2018

Property owner letter, April 18, 2019

10/22/2018

ATTN: City Clerk

received

CR 00 10-24-18

TO Whom it May Concern/ St. Francis City Council:

We are appealing the fine of \$19,000.00 imposed because of violations on our property.

Most of these have been corrected. The red monte Carlo should never have been included, it has always been licensed and insured although the 2018 tabs weren't put on immediately upon purchase.

We are senior citizens living on a low income, Jan is a disabled cancer survivor. Please do not put this fine on our taxes, it is nearly as much as our yearly income. We have nowhere else to live and the monthly increase would cause us to lose our house.

We will get whatever is left to do done as soon as possible.

Please call if you have questions 763-232-4747

John E. Brier-Walsh and R. Weller
23046 Butterfield DR NW, St Francis, MN





ADMINISTRATIVE NOTICE

OPEN IMMEDIATELY
RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Issue Date: 10/24/2017

Regarding Property: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this **Notice** before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 9/21/2017, the following violations of St. Francis City Code were documented:

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Date: 11/13/2017

Potential Initial Fine: \$100.00

Violation: Number of Unlicensed vehicles

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Action Required: License motor vehicle or store indoors

Compliance Date: 11/13/2017

Potential Initial Fine: \$100.00

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: Store in enclosed building

Compliance Date: 11/13/17

Potential Initial Fine: \$100.00

Violation: Tree branches/brush piles in yard

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

Action Required: Remove brush & branches from yard

Compliance Date: 11/13/2017

Potential Initial Fine: \$100.00

Violation: Storage of building materials on property

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Date: 11/13/2017

Potential Initial Fine: \$100.00

8-2-1: GENERAL PROVISIONS:

A. Findings. The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and

ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. Definitions. The following term, as used in this Section, shall have the meanings stated:

1. "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

2. "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

3. "Nuisance" means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance. (Ord 89, SS, 3-21-2005)

8-2-2: ABATEMENT OF EXTERIOR PUBLIC NUISANCES AND OTHER VIOLATIONS. (Ord 29, 22, 8-15-1994) (Ord 182, SS, 6-9-13)

A. Purpose. The Council of the City of St. Francis has determined that the health, safety, general welfare, good order and convenience of the public are threatened by certain exterior public nuisances and other such violations on property within the City limits. It is declared to be the intention of the Council to abate such nuisance, and this Section is enacted for that purpose.

B. Application. This Section shall apply to the abatement of the refuse, junk, nuisances, and other violations maintained exterior to the principal structure as identified in:

1. Refuse as identified in Section 8-2-1-B-1.
2. Junk as defined in Section 8-2-1-B-2.
3. Outside storage of materials and all other materials deemed to create a general public nuisance as described in Section 8-2-1-B-3.

4. Public nuisances enumerated in Section 8-2-6.

5. Zoning issues to be remedied by Section 10-3-9-C-3.

C. Hearing Officer. The position of Hearing Officer is hereby created. The City may contract with third parties for the furnishing of all services and set the rate of compensation therefore. The Hearing Officer shall be an individual trained in law; however, it shall not be required that the Hearing Officer be currently licensed to practice law in the State of Minnesota. The Hearing Officer shall have the following duties:

1. Set dates and hear all contested cases following appeals of order of the City or other duly authorized agents.

2. Take testimony from all interested parties.

3. Make complete record of all proceedings including findings of fact and conclusions of law.

4. Affirm, repeal or modify the order of the City or other duly authorized agents.

D. Inspection, Investigation and Right of Entry. The City or duly authorized agents shall cause to be inspected all public and private properties within the City which might contain an exterior public nuisance as defined in City Code as often as practicable to determine whether any such conditions exist. The City or duly authorized agents shall also investigate all reports of exterior public nuisances located within the City. The City or other duly authorized agents may enter upon all public and private properties for the purposes of conducting inspections for exterior public nuisances. If the property owner and/or occupants of any property refuses said inspector(s) right of entry for inspection, the City may seek an administrative search warrant or other order of the District Court for said purpose of entry and inspection.

E. Abatement of Violation. Upon a determination by the City or other duly authorized agent that a violation as identified in Section 8-2-2-B exists on any public or private property within the City, said official shall order the exterior public nuisance to be abated in accordance with this Section.

F. Procedure for Removal of Violation. Whenever the City or other duly authorized agent finds with reasonable certainty that a violation as identified in Section 8-2-2-B exists on any public or private property in the City, said official shall use the following procedure:

1. Notice. The City or other duly authorized agents shall notify the affected property owner by first class mail that the violation must be abated within a reasonable period of time, not less than twenty (20) days from the date of service of the notice. (Service by mail shall be deemed complete upon mailing.) The order shall set forth the following:

a. The specific nature of the violations and requirements for compliance.

b. That the property owner may, within twenty (20) days of the date of order, request a hearing before the Hearing Officer and by what procedure such hearing may be requested.

c. That failure to abate the violation or request a hearing within the applicable time period will result in summary abatement procedures, and that the cost of abatement will be assessed against the subject property.

2. Hearing. Any property owner who feels aggrieved by an order of the City or other duly authorized agent issued pursuant to this Section may request a hearing before the Hearing Officer. Such request shall be filed in writing with the City within twenty (20) days after the date of service of the notice

by the City or other duly authorized agent. The City shall notify the property owner of the date, time, and place of the hearing. The hearing shall be conducted no more than twenty (20) days after the Hearing Officer receives notice of the request, unless a later date is mutually agreed to by the Hearing Officer, the property owner and the City. Both the property owner and the City may appear at the hearing with counsel and may call such witnesses and present such evidence as is determined by the Hearing Officer to be relevant. Within ten (10) days after such hearing, the Hearing Officer shall affirm, repeal, or modify the order of the City or other duly authorized agent. The Hearing Officer's order shall be accompanied by written findings of fact, and may include a finding of fact as to the absence of value of the refuse, junk, or other material to constitute a violation. Any person aggrieved by the decision of the Hearing Officer may appeal that decision to the City Council by filing a notice of such appeal with the City within twenty (20) days of receiving notice of the Hearing Officer's decision. At its next available regular meeting following the filing of a notice of appeal, the Council shall review the decision and findings of fact of the Hearing Officer and shall affirm, repeal or modify that decision. If the Council affirms the Hearing Officer's decision declaring that an exterior public nuisance exists, the City shall abate the exterior public nuisance after twenty (20) days following the Council's final determination, unless the property owner obtains a court order to the contrary within said twenty (20) days. 3. Disposition of Property. The City maintains the right to dispose of all property that it removes from public and private properties through abatement procedures as outlines in this Section. Disposal of property deemed to have value shall occur thirty (30) days after the property is secured, unless the property owner obtains a court order to the contrary and/or pays all costs associated with the removal and storage of said property within said thirty (30) day time period. The City maintains the right to immediately dispose of refuse, junk, or other materials deemed to be without value. 4. Assessment. The City or other duly authorized agent shall keep a record of the costs of abatements done under this Section and shall provide regular reports to the City Clerk or other appropriate officer regarding all work performed for which assessments are to be made, stating and certifying the description of the land, lots or parcels involved and the amount assessable to each. The amounts to be assessed shall include up to an additional twenty-five (25) percent to cover any administrative costs associated with the abatements. On or before September 1 of each year, the City Clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this Section. The Council may then spread the charges or any portion thereof against the property involved as a special assessment under the other pertinent statutes, for certification to the County and collection the following year along with current taxes. Such assessment shall be payable in no more than ten (10) equal annual installments, pursuant to Minnesota Statutes, Section 429.01, Subd. 2. G. Severability. Every sub-section, provision or part of this Section is declared separable from every other sub-section, provision or part to the extent that if any sub-section, provision or part of this Section shall be held to be invalid, such holding shall not invalidate any other sub-section, provision or part thereof. H. Non-exclusiveness. Nothing in this Section shall be deemed a waiver or limitation of any statutory right and/or power of the City as to hazardous buildings, properties or materials, nor shall this Code Section be deemed to otherwise limit the right and/or power of the City to conduct other administrative and/or regulatory searches and inspections including, but not limited to, health inspections, fire scene and arson inspections and regulated business and industries inspections, nor shall this Section be deemed to be an exclusive remedy of the City regarding the abatement of exterior public nuisance.

Source: City Code

Effective Date: 06-01-1990

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.
Compliance Date: 11/13/2017
Potential Initial Fine: \$100.00

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at stfrancismn.org/city-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and/or access your property to abate or remedy the situation. If the city abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions.
763-753-2630







ADMINISTRATIVE CITATION

Citation #17-26
1st Occurrence

OPEN IMMEDIATELY

RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Issue Date: 11/20/2017

Regarding Address: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 10/24/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Re-Inspection Date: 11/30/2017

Fine Due: \$100.00

Violation: Number of Unlicensed vehicles

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Violation:

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: License motor vehicle or store in an enclosed building.

Compliance Re-Inspection Date: 11/30/2017

Fine Due: \$100.00

Violation: Tree branches/brush piles in yard/vegetation longer than approved by code

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

Action Required: Remove brush, branches from yard and maintain grass and vegetation so that growth is equal to or under 6 inches in length.

Compliance Re-Inspection Date: 11/30/2017

Fine Due: \$100.00

Violation: Storage of building materials on property

City Code/Summary: **8-2-1-B-2:** "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Re-Inspection Date: 11/30/2017

Fine Due: \$100.00

Violation: Unsafe deck preventing meter to be read safely.

City Code/Summary: **3-1-4-E. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal

utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

3-1-4-G. Unlawful Acts. 1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.

Compliance Re-Inspection Date: 11/30/2017

Fine Due: \$100.00

Total Fines Due: \$500.00 Payment Due by 11/30/2017 Payable to: City of St. Francis

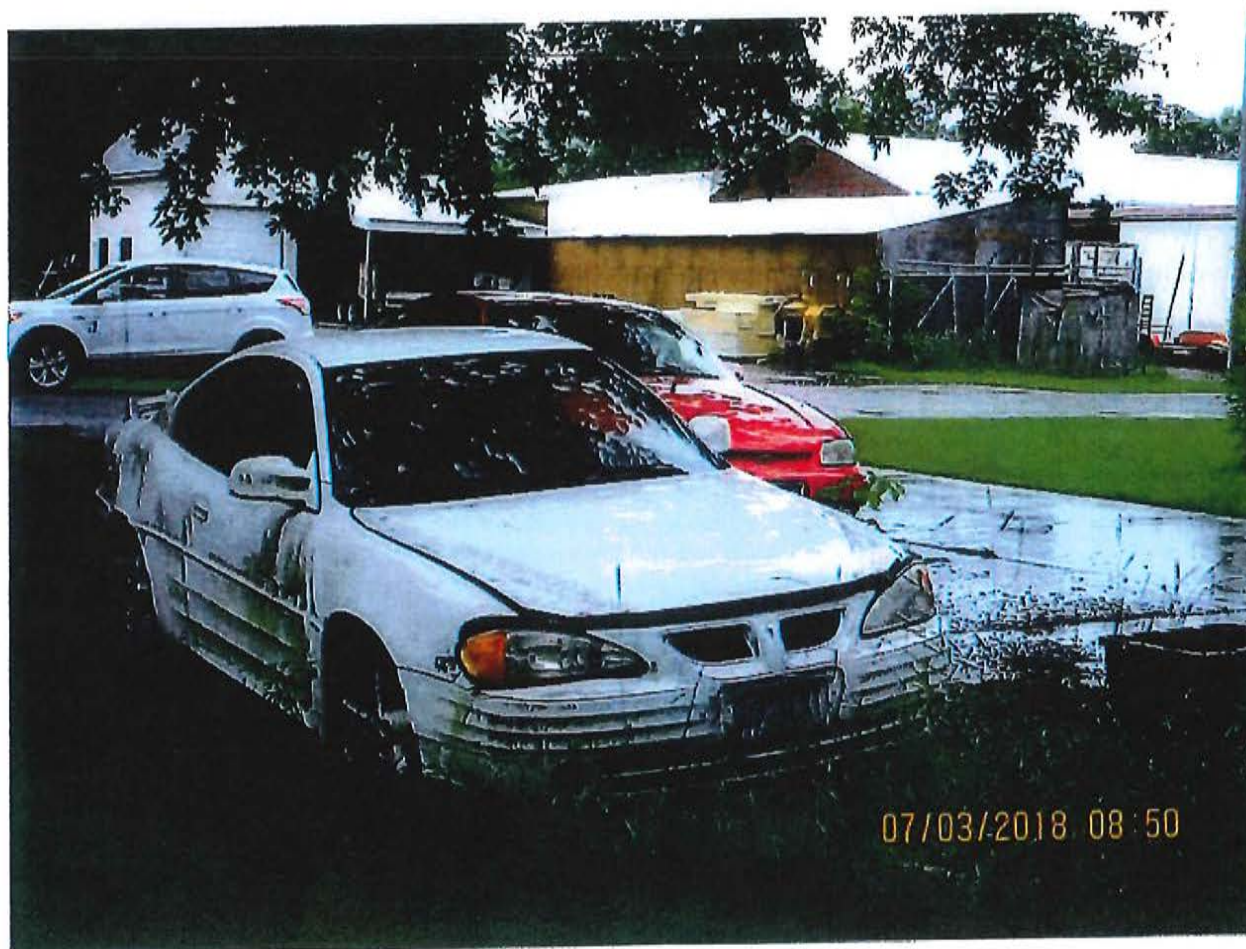
Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630





ADMINISTRATIVE CITATION

Citation #18-31
2nd Occurrence

OPEN IMMEDIATELY

RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Issue Date: 07/05/2018

Regarding Address: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 10/24/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Re-Inspection Date: 07/11/2018

Fine Due: \$200.00

Violation: Number of Unlicensed vehicles

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Violation:

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: License motor vehicle or store in an enclosed building.

Compliance Re-Inspection Date: 07/11/2018

Fine Due: \$200.00

Violation: Tree branches/brush piles in yard/vegetation longer than approved by code

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

Action Required: Remove brush, branches from yard and maintain grass and vegetation so that growth is equal to or under 6 inches in length.

Compliance Re-Inspection Date: 07/11/2018

Fine Due: \$200.00

Violation: Storage of building materials on property

City Code/Summary: **8-2-1-B-2:** "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Re-Inspection Date: 07/11/2018

Fine Due: \$200.00

Violation: Unsafe deck preventing meter to be read safely.

City Code/Summary: **3-1-4-E. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal

utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

3-1-4-G. Unlawful Acts. 1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.

Compliance Re-Inspection Date: 07/11/2018

Fine Due: \$200.00

Total Fines Due: \$1,000.00 Payment Due by 07/11/2018 Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630









ADMINISTRATIVE CITATION

Citation #18-34
3rd Occurrence

OPEN IMMEDIATELY

RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Issue Date: 07/11/2018

Regarding Address: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 10/24/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Re-Inspection Date: 07/18/2018

Fine Due: \$500.00

Violation: Number of Unlicensed vehicles

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Violation:

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: License motor vehicle or store in an enclosed building.

Compliance Re-Inspection Date: 07/18/2018

Fine Due: \$500.00

Violation: Tree branches/brush piles in yard/vegetation longer than approved by code

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

Action Required: Remove brush, branches from yard and maintain grass and vegetation so that growth is equal to or under 6 inches in length.

Compliance Re-Inspection Date: 07/18/2018

Fine Due: \$500.00

Violation: Storage of building materials on property

City Code/Summary: **8-2-1-B-2:** "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Re-Inspection Date: 07/18/2018

Fine Due: \$500.00

Violation: Unsafe deck preventing meter to be read safely.

City Code/Summary: **3-1-4-E. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal

utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

3-1-4-G. Unlawful Acts. 1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.

Compliance Re-Inspection Date: 07/18/2018

Fine Due: \$500.00

Total Fines Due: \$2,500.00 Payment Due by 07/18/2018 Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630





07/18/2018 11:44



07/18/2018 11:46



ADMINISTRATIVE CITATION

Citation #18-38
4th Occurrence

~~OPEN IMMEDIATELY~~

Issue Date: 07/18/2018

RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Regarding Address: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 10/24/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

Violation: ~~Parking on unapproved surface~~

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Re-Inspection Date: 07/25/2018

Fine Due: \$1,000.00

Violation: ~~Number of Unlicensed vehicles~~

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Violation:

8-2-1-E: ~~Junk Storage~~

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: License motor vehicle or store in an enclosed building.

Compliance Re-Inspection Date: 07/25/2018

Fine Due: \$1,000.00

Violation: Tree branches/brush piles in yard/vegetation longer than approved by code

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision 1 of this Section, and after notice given by the City Clerk/Treasurer has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk/Treasurer shall certify to the County Auditor of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

Action Required: Remove brush, branches from yard and maintain grass and vegetation so that growth is equal to or under 6 inches in length.

Compliance Re-Inspection Date: 07/25/2018

Fine Due: \$1,000.00

Violation: Storage of building materials on property

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Re-Inspection Date: 07/25/2018

Fine Due: \$1,000.00

Violation: Unsafe deck preventing meter to be read safely.

City Code/Summary: 3-1-4-E. Right of Entry. By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal

utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

3-1-4-G. Unlawful Acts. 1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.

Compliance Re-Inspection Date: 07/25/2018

Fine Due: \$1,000.00

Total Fines Due: \$5,000.00 Payment Due by 07/25/2018 Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630



ADMINISTRATIVE CITATION

Citation #18-40
5th Occurrence

OPEN IMMEDIATELY

Issue Date: 07/30/2018

RICHARD C WALLER JR
23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

Regarding Address: 23040 BUTTERFIELD DR NW
ST FRANCIS, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 10/24/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved surface and moved to an approved parking surface.

Compliance Re-Inspection Date: 08/06/2018

Fine Due: \$2,000.00

Violation: Number of Unlicensed vehicles

City Code/ Summary: 8-2-1-B-1 "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof

Violation:

8-2-1-E: Junk Storage:

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.

2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

Action Required: License motor vehicle or store in an enclosed building.

Compliance Re-Inspection Date: 08/06/2018

Fine Due: \$2,000.00

Violation: Tree branches/brush piles in yard/vegetation longer than approved by code

City Code/ Summary:

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

8-2-3: MAINTENANCE OF PRIVATE PROPERTY

City Code / Summary:

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Action Required: Remove brush, branches from yard and maintain grass and vegetation so that growth is equal to or under 6 inches in length.

Compliance Re-Inspection Date: 08/06/2018

Fine Due: \$2,000.00

Violation: Storage of building materials on property

City Code/Summary: **8-2-1-B-2:** "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Compliance Re-Inspection Date: 08/06/2018

Fine Due: \$2,000.00

Violation: Unsafe deck preventing meter to be read safely.

City Code/Summary: **3-1-4-E. Right of Entry.** By applying for, or receiving, a municipal utility service, a customer irrevocably consents and agrees that any City employee acting within the course and scope of his employment may enter into and upon the private property of the customer, including dwellings and other buildings, at all reasonable times under the circumstances, in or upon which private property a municipal utility, or connection therewith, is installed, for the purpose of inspecting, repairing, reading meters, connecting or disconnecting the municipal utility service.

3-1-4-G. Unlawful Acts. 1. It is unlawful for any person to willfully or carelessly break, injure, mar, deface, disturb, or in any way interfere with any buildings, attachments, machinery, apparatus, equipment, fixture, or appurtenance of any municipal utility or municipal utility system, or commit any act tending to obstruct or impair the use of any municipal utility.

Action Required: Apply for permit & repair unsafe deck for meter to be read safely.

Compliance Re-Inspection Date: 08/06/2018

Fine Due: \$2,000.00

Total Fines Due: \$10,000.00
Payment Due by 08/06/2018
Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

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Fee Schedule

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630









RECEIVED

APR 29 2019

City of St. Francis

April 28, 2019

St Francis City Council

I am writing to appeal the \$20,000 in fines that the City has imposed for various violations. I have attached our prior appeal from October 2018 that was supposed to be heard at a meeting that we were forced to miss because of the flu.

Attached are receipts for tabs for my car even though it was in my driveway. I always have kept current registration on my vehicle although in 2018 they weren't put on right away since the car needed repair. The tabs are due in March and were purchased in March.

I explained all of this to Mike at City Hall and told him if these fines were imposed we would lose our house since the price of the fines is approximately the same as our yearly income, thus making our monthly payments more than we make per month. He assured us this wouldn't happen.

We have done our best to comply with the cleaning although it has taken a long time. We are both disabled seniors and have to rely on the kindness of others to do this work. I realize there is still work to be done, but we are getting it done slowly with the assistance of friends and relatives.

I fought stage 4 cancer for a number of years, finally getting rid of it after several surgeries, chemotherapy and interventional radiology. In 2018 I had a pacemaker implanted. I'm far from 100% either mentally or physically, but am getting there. During this same time Rick suffered a pulmonary embolism and was diagnosed with COPD. He is on oxygen therapy except when he is at work. This is pretty much all he is able to do.

I'm telling you this in explanation so you might perhaps understand that we are not trying to be difficult or non-compliant. We have been slow in completing the work cited to due having to rely on friends and relatives to complete this work. We are disabled seniors who are just trying to live out our days in our home.

Sincerely,


Joan O'Brien-Waller


Richard Waller

10/22/2018

ATTN: City Clerk

received

Shod 10-24-18

TO Whom it May Concern/ St. Francis City Council:

We are appealing the fine of \$19,000.00 imposed because of violations on our property.

Most of these have been corrected. The red monte Carlo should never have been included, it has always been licensed and insured although the 2018 tabs weren't put on immediately upon purchase.

We are senior citizens living on a low income, Jan is a disabled cancer survivor. Please do not put this fine on our taxes, it is nearly as much as our yearly income. We have nowhere else to live and the monthly increase would cause us to lose our house.

We will get whatever is left to be done as soon as possible.

Please call if you have questions 963-232-4747

Jan E O'Brien-Walsh and Al Weller
33040 Batterfield DR NW, St Francis, MN

MINNESOTA REGISTRATION RENEWAL NOTICE REMINDER

BRING ENTIRE NOTICE TO DEPUTY REGISTRAR OFFICE WHEN PAYING IN PERSON

Plate	Year	Make	Vehicle ID Number	US DOT	Title	GVW	Base Value
190WLR	99	CHEV	2G1WW12M9X9249498		G1790Z444		19060
Reg. Tax	Min. Contribution Fee	Plate Fee	Filing Fee	Surcharges	Wheelage Tax	Total Due	
35.00			6.00			41.00	

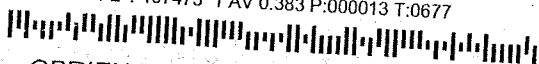
DVS
Driver &
Vehicle Services

MINNESOTA
REGISTRATION
CARD / CAB CARD

NEW EXPIRATION:

MAR 2020

40957 1 2 1 197473 1 AV 0.383 P:000013 T:0677



OBRIEN-WALLER JOAN E
23040 BUTTERFIELD DR NW
SAINT FRANCIS, MN 55070-8625

PAID

DEPUTY REGISTRAR #90

Deputy #90

CUSTOMER COPY

DVS PLATE BARCODE



X0339933



Anoka County
MINNESOTA
Respectful. Innovative. Fiscally Responsible

Anoka County License Bureau
Ham Lake License Center
17565 Central Ave Suite 330
Ham Lake, MN 55304
763-324-2100

Date: 03/28/2018 Office: LLC
Batch: 18928 Tran #: 56

Minimum Renewal

Receipt #: 00965978
Sticker #: W2876190
Plate #: 189WLR

Payment Total: \$41.00

Minimum Renewal

Receipt #: 00965979
Sticker #: W2876191
Plate #: 190WLR

Payment Total: \$41.00

Transaction Total: \$82.00
Checks Tendered: \$82.00

Thank you for your business.
Have a nice day!
www.anokacounty.us

DEPUTY REGISTRAR #090
225 ASHLAND ST S
CAMBRIDGE, MN 55008
(763) 689-1130

REG 03-28-2019 02:25 PM
000167
CT 1

1 DEPT001 \$35.00
1 DEPT001 \$35.00
1 DEPT030 \$6.00
1 DEPT030 \$6.00

4 No
TL \$82.00
CHECK \$82.00



**City Council
AGENDA REPORT
Agenda Item #
6 B**

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: 23611 Ambassador, Administrative Fines
DATE: May 6, 2019

OVERVIEW

This property was in code enforcement from 2014 to 2018. This property had a significant fire on August 31, 2017. To date building of the new structure remains in progress. During the times leading up to and after the fire there were significant code violations upon this property.

Fines for 2017 totaled \$3,300

Fines are related to the following:
6-13-2017 – work without a permit
6-14-2017 – multiple citations
8-11-2017 – multiple citations
8-30-2017 – multiple citations
9-13-2017 – multiple citations

All citations and noticed were sent to Mr. Norenberg and Mr. Bachman as attached.

ITEMS TO BE DICUSSED:

Letter from Mr. Bachman regarding administrative fines

ATTACHMENTS:

Notices, citations and photos of property concerns

3.72 Property Inquiry Detail: 32-34-24-22-0012

File Edit View Tools Topics Work Areas My Favorites Help



Search Criteria

Property: 32-34-24-22-0012 Tax Year: 2018 Effective: 01/01/2018
 As of Date: 03/11/2019 Use Start Dates Use End Dates Assessment Date: 01/02/2017

Search Results

3 Documents 4 Exemptions 5 Value Changes 6 Property Transfer 7 Merges 8 Leases
 Summary Partial Values Taxes Events 1 Receipts 2 Other

Charge Group: Include Zero Balance Charges Interest Date: 03/11/2019 Search
 Preserve Interest Date

PAID

Year	Category	TCA/District	Charged	Minimum	Bal. Due	Due Date
2018	Property Tax Principal	43015-	2,079.30	2,079.30	2,079.30	05/15/2018
2018	Property Tax Interest	43015-	57.15	57.15	57.15	03/11/2019
2018	Property Tax Penalty	43015-	176.73	176.73	176.73	03/11/2019
2018	Solid Waste Management C	02-COUNTY	24.02	24.02	24.02	05/15/2018
2018	Special Assessments Panel	02-COUNTY	2.04	2.04	2.04	03/11/2019
2018	Special Assessments Interest	02-COUNTY	0.65	0.65	0.65	03/11/2019
2018	St Francis Special Assessm	1600-STFRA	3,441.00	3,441.00	3,441.00	05/15/2018
2018	Special Assessments Panel	1600-STFRA	292.49	292.49	292.49	03/11/2019
2018	Special Assessments Interest	1600-STFRA	93.34	93.34	93.34	03/11/2019
2018	Surcharge	43015-	30.00	30.00	30.00	02/15/2019
					2369.87	
					Total Taxes	

Details...

Print Bill...

From Year

To Year

Levy Cycle: Total: 6,196.72 6,196.72 6,196.72

Close

Help...

Supervisor (Peggy) putting note in online records that normal property tax is (100%) paid.
 I am disputing the city of SF special assessments (of Administrative fines against
 Daniel Norenberg previous owner that city of SF assessed against the property for
 convenience of collection).



ADMINISTRATIVE CITATION

Citation #17-07
1st Occurrence

OPEN IMMEDIATELY
DANIEL A NORENBURG
23611 AMBASSADOR BLVD NW
ST FRANCIS, MN 55070

Issue Date: 6/13/2017

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 09/30/2015, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 6/12/2017, the following violation of St. Francis City Code continued to exist:

Violation: Failure to apply for permit on exterior work

City Code/ Summary: 4-1-2: BUILDING PERMITS REQUIRED. It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure, or any part of portion thereof, including but not limited to; the plumbing, electrical, ventilating, heating or air conditioning systems therein, or cause the same to be done, without first obtaining a separate building or mechanical permit for each such building, structure or mechanical component from the City. A violation of the code is a misdemeanor.

Action Required: Obtain permit for windows and doors

Fine Due: \$100.00

Compliance Re-inspection: 6/27/2017

Total Fines: \$100.00 Payment Due by 6/22/2017 Payable to: City of St. Francis
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630









ADMINISTRATIVE NOTICE

OPEN IMMEDIATELY
DANIEL A NORENBERG
23611 AMBASSADOR BLVD NW
ST FRANCIS, MN 55070

Issue Date: 6/14/2017

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this **Notice** before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 6/13/2017, the following violations of St. Francis City Code were documented:

Violation: Failure to apply for permit on interior work

City Code/ Summary: 4-1-2: BUILDING PERMITS REQUIRED. It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure, or any part or portion thereof, including but not limited to; the plumbing, electrical, ventilating, heating or air conditioning systems therein, or cause the same to be done, without first obtaining a separate building or mechanical permit for each such building, structure or mechanical component from the City. A violation of the code is a misdemeanor.

Action Required: Obtain permit for interior work and request and complete interior inspection.

Compliance Date: 6/20/2017

Potential Initial Fine: \$100.00

Violation: Junk and refuse on property

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation or serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

Violation: Semi-trailer parking on residential property

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

Violation: Excessive number of recreational camping vehicles, utility trailers, boats, or unlicensed vehicles

City Code/ Summary: 10-16-15-D-3: Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking: Properties which are less than seven (7) acres in size and are zoned for or used for residential purposes, located within the urban service area of the city, shall be limited to a maximum of three Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage; provided a property shall be limited to a number of one Unlicensed Vehicle (operable) and all such vehicles must be parked on an Approved Parking Surface. For purposes of this Section, an "Approved Parking Surface" shall mean a parking surface paved with a bituminous or concrete surfacing, or class V aggregate, landscaping rock (with fabric installed under the rock) or concrete pavers blocks all of which are maintained adequately to prevent the growth of vegetation. The total outside storage area for the permitted vehicles shall be limited to a maximum of five hundred (500) square feet in size

Action Required: Limit to three recreational camping vehicles, utility trailers, boats, or unlicensed vehicles.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

Violation: Parking on unapproved surface

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

Violation: Failure to maintain required vegetation on right side of yard

City Code/ Summary: 10-20-3: GENERAL LANDSCAPING AND MAINTENANCE:

A. All exposed ground areas, including street boulevards, and areas not devoted to off-street parking, drives, sidewalks, patios or other such improvements shall be landscaped with grass, shrubs, trees or other ornamental landscape materials within one year following the date on which the certificate of occupancy is issued.

B. All landscaped areas shall be maintained by the property owner and kept neat, clear and uncluttered, and where landscaping is required as part of City approvals, any plant material which is diseased or dies shall be replaced with like kind of the original size.

Action Required: Establish and maintain yard vegetation.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

Violation: Unpermitted occupancy in RV

City Code/ Summary: 4-1-6: TEMPORARY HABITATION: A. Purpose: The purpose of this Section is to provide for the erection of and habitation in temporary structures (not including model homes/temporary real estate offices or temporary classroom structures for use by a public or private institution) needed for emergency purposes or for temporary use during the construction of a permanent structure.

Action Required: Discontinue occupancy in RV and/or obtain permit.

Compliance Date: 6/28/2017

Potential Initial Fine: \$100.00

1 st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at stfrancismn.org/city-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and/or access your property to abate or remedy the situation. If the city abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions.
763-753-2630







ADMINISTRATIVE CITATION

Citation #17-13
1st Occurrence

OPEN IMMEDIATELY

Issue Date: 8/11/2017

DANIEL A NORENBURG

23611 AMBASSADOR BLVD NW
ST FRANCIS, MN 55070

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 8/8/2017, the following violation of St. Francis City Code continued to exist:

Violation: Junk and refuse on property (See Photos)

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Fine Due: \$100.00

Compliance Re-inspection: 8/21/2017

Violation: Semi-trailer parking on residential property (See Photos)

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Fine Due: \$100.00

Compliance Re-inspection: 8/21/2017

Violation: Parking on unapproved surface (See photos)

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Fine Due: \$100.00

Compliance Re-inspection: 8/21/2017

Violation: Storage of building materials on property(See Photos)

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Fine Due: \$100.00

Compliance Re-inspection: 8/21/2017

Total Fines: \$400.00 Payment Due by 8/21/2017 Payable to: City of St. Francis
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630



ADMINISTRATIVE CITATION

Citation #17-13
1st Occurrence

OPEN IMMEDIATELY

Issue Date: 8/14/2017

KEVIN BACHMAN

20050 W. FORD BROOK DRIVE NW
ANOKA, MN 55303

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 8/8/2017, the following violation of St. Francis City Code continued to exist:

Violation: Junk and refuse on property (See Photos)

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Fine Due: \$100.00

Compliance Re-inspection: 8/24/2017

Violation: Semi-trailer parking on residential property (See Photos)

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Fine Due: \$100.00

Compliance Re-inspection: 8/24/2017

Violation: Parking on unapproved surface (See photos)

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Fine Due: \$100.00

Compliance Re-inspection: 8/212017

Violation: Storage of building materials on property(See Photos)

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Fine Due: \$100.00

Compliance Re-inspection: 8/212017

Total Fines: \$400.00 Payment Due by 8/21/2017 Payable to: City of St. Francis
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Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

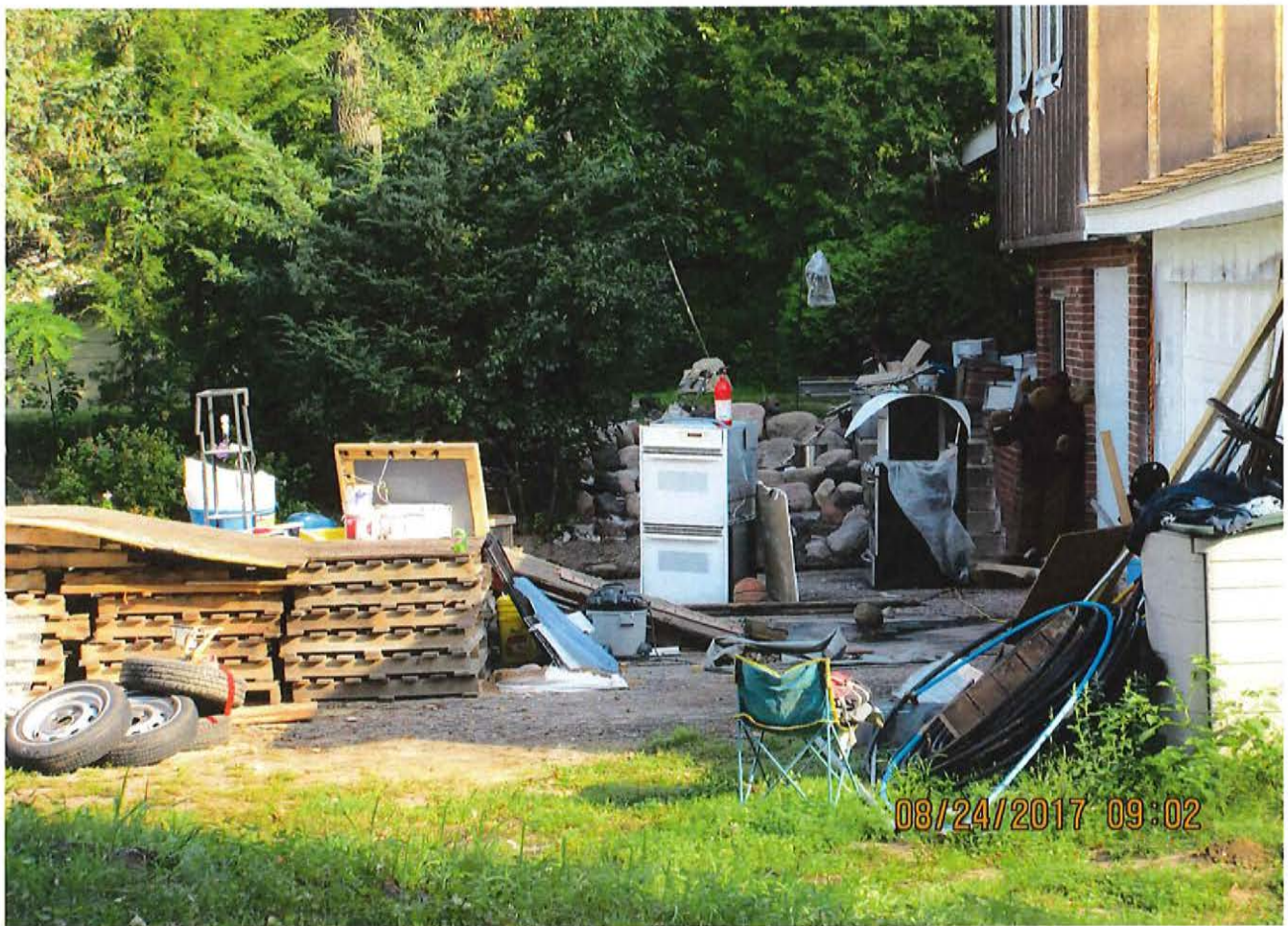
Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630







ADMINISTRATIVE CITATION

Citation #17-15
2nd Occurrence

OPEN IMMEDIATELY

Issue Date: 8/30/17

DANIEL A NORENBURG

23611 AMBASSADOR BLVD NW
ST FRANCIS, MN 55070

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 8/24/2017, the following violation of St. Francis City Code continued to exist:

Violation: Junk and refuse on property (See Photos)

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Semi-trailer parking on residential property (See Photos)

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Parking on unapproved surface (See photos)

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Storage of building materials on property(See Photos)

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Total Fines: \$800.00 Payment Due by 9/5/2017 Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630



ADMINISTRATIVE CITATION

Citation #17-15
2nd Occurrence

OPEN IMMEDIATELY

Issue Date: 8/30/2017

KEVIN BACHMAN

20050 W. FORD BROOK DRIVE NW
ANOKA, MN 55303

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 8/24/2017, the following violation of St. Francis City Code continued to exist:

Violation: Junk and refuse on property (See Photos)

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation of serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Semi-trailer parking on residential property (See Photos)

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Parking on unapproved surface (See photos)

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Violation: Storage of building materials on property(See Photos)

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Fine Due: \$200.00

Compliance Re-inspection: 9/8/2017

Total Fines: \$800.00
Payment Due by 9/5/2017
Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.org/City-code/ or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall located at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1st Offense:	\$100
2 nd Offense:	\$200
3 rd Offense:	\$500
4 th Offense:	\$1,000
5 th Offense and Beyond:	\$2,000

Contact the Community Development Department with questions.
763-753-2630















ADMINISTRATIVE CITATION

Citation #17-18
3rd Occurrence

OPEN IMMEDIATELY
DANIEL A NORENBERG
23611 AMBASSADOR BLVD NW
ST FRANCIS, MN 55070

Issue Date: 9/13/17

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 9/8/2017, the following violation of St. Francis City Code continued to exist:

Violation: Junk and refuse on property (See Photos)

City Code/ Summary:

8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

8-2-1-B-1: "Refuse" means and includes all organic and inorganic (1) material resulting from the manufacture, preparation or serving of food or food products; (2) spoiled, decayed or waste food from any source; (3) bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; (4) tree, lawn or bush clippings and weeds; (5) furniture, household furnishings or appliances, or parts or components thereof; or (6) human or household waste of all kinds not included in any other portion of this definition.

8-2-1-C: Refuse Storage.

1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.

Action Required: Remove junk and refuse or store in enclosed building.

Fine Due: \$500.00

Compliance Re-inspection: 9/21/2017

Violation: Semi-trailer parking on residential property (See Photos)

City Code/Summary: 7-4-12: TRUCK PARKING. It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within the Urban Service areas of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity. (Ord 9, SS, 11-4-1991)

Action Required: Discontinue parking semi-trailer on property.

Fine Due: \$500.00

Compliance Re-inspection: 9/21/2017

Violation: Parking on unapproved surface (See photos)

City Code/ Summary: Parking in Residential Districts: 10-16-15: Outdoor Storage:

F. It is unlawful to park a vehicle in the front yard of any property in the RR, ML-PUD, R1, R2, R3, and R4 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-19-4-B-14. Properties in the RR and ML-PUD Districts may receive a waiver from the surfacing requirements as stated in Section 10-19-4-B-21. (Ord. 190, Effective 1/18/14)

Action Required: Discontinue parking on unapproved parking surface/yard or pave with approved parking surface for continued use.

Fine Due: \$500.00

Compliance Re-inspection: 9/21/2017

Violation: Storage of building materials on property(See Photos)

City Code/Summary: 8-2-1-B-2: "Junk" means and includes all (1) unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; (2) inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; (3) used lumber or waste demolition; or, (4) felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use. (Ord 89, SS, 3-21-2005)

Action Required: Remove building materials from property or store indoors.

Fine Due: \$500.00

Compliance Re-inspection: 9/21/2017

Total Fines: \$2000.00 Payment Due by 9/21/2017 Payable to: City of St. Francis

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Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule

1 st Offense:	\$100
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3rd Offense:	\$500
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Contact the Community Development Department with questions.
763-753-2630



ADMINISTRATIVE CITATION

Citation #17-18
3rd Occurrence

OPEN IMMEDIATELY

Issue Date: 9/13/17

KEVIN BACHMAN

20050 W. FORD BROOK DRIVE NW
ANOKA, MN 55303

Regarding Address: **23611 Ambassador Blvd NW**
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On 7/18/2017, you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

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8-2-1-E: Junk Storage.

1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.

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Action Required: Discontinue parking semi-trailer on property.

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Compliance Re-inspection: 9/21/2017

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Fine Due: \$500.00

Compliance Re-inspection: 9/21/2017

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Contact the Community Development Department with questions.
763-753-2630

April 18, 2019

City of St. Francis City Council
23340 Cree Street NW
St. Francis, MN 55070

To St. Francis City Council,

Please add me to the St. Francis City Council Meeting agenda for Monday, May 6, 2019 to appear before the Council. The topic is:

Daniel Norenberg's unpaid and overdue personal behavior Administrative Fines
(labelled as special assessments on 2018 Property Taxes for 23611 Ambassador Blvd, NW)

Unpaid and overdue Administrative Fines, penalties, and interest levied against the former occupant and owner have resulted in a very large Special Assessment against the Property. The City was unable to get Daniel Norenberg to comply with city Ordinances and expectations. The City was unable to get Daniel Norenberg to pay his Administrative Fines, penalties and interest.

Filing these fines as an easy way to collect them from Daniel Norenberg as a special assessment with Anoka County was a convenient method for the city to try to collect them, but also failed. Daniel Norenberg, as evidenced by his repeated behavior and State of Minnesota Court system record of disobedience, offenses, fines, convictions, etc. has quite a history of social misbehaviors and non-compliances.

City of St. Francis failed to collect these Fines from Daniel Norenberg. Now Daniel Norenberg is gone from the property. Daniel Norenberg also dumped the property back onto the mortgagor (C/D owner) after taking a lot of money out of the property, not making house insurance, taxes, or any payments or partial payments; additionally stealing house insurance rebuild \$, and built up different types of debt against the property by not paying. The property went through a year of Notices, Contract for Deed cancellation foreclosure process steps, and Dan making no attempts to pay, negotiate or retain the property. He just left unpaid bills, unpaid fines, unpaid taxes, unpaid house insurance fees, and a burned house to rebuild. He left a mess I am having to cleanup ... at great personal financing to rebuild a quality house for your community and tax base.

Daniel Norenberg is no longer owner of the property. The new owner should not be liable to pay for Dan's personal behavior administrative fines the city was unable to collect from him for the 2017 Fines that are showing as unpaid and assessed in 2018 property taxes.

The city provided no material, service, clean up activities, or anything of value toward improving or fixing the property for the Daniel Norenberg cited misbehaviors for the items identified in the Fines. The Administrative Fines specially flagged as special assessments are not real property taxes. They are simply non-compliant behavior fines of Daniel Norenberg the city tried to have the County collect for them as a matter of convenience, which they failed to collect from him. He left those and many other items totally unpaid, with no partial payments.

This is a rare situation, possibly never happening before. I was told by the County of the process to follow: the St. Francis City Council needs to approve to remove Daniel Norenberg's special fines marked as an assessment. I am seeking approval by the City Council to remove this or reach settlement in this now-gone Daniel Norenberg matter and new owner Hardship matter faced with rebuilding the house with insufficient house insurance funds, and definitely no funds to pay for Daniel Norenberg's personal behavior social non-compliance fines and failure to repeatedly follow the law. I have no responsibility for Daniel Norenberg.

This is also being filed with Anoka County District Court to prevent the city of St. Francis from having the property taken away from the new owner due to Daniel Norenberg's personal behavior fines. No services or material were provided to the property and no cleanup activities were conducted by the city to have a property tax against the property itself per State of Minnesota "Tax Collection – Real and Personal Property" 08.04

https://www.revenue.state.mn.us/local_gov/prop_tax_admin/at_manual/08_04.pdf).

All normal and real Property Taxes for 23611 Ambassador Blvd NW, St, Francis, Minnesota for 2018 Taxes have been paid in full by the new owner. The city of St. Francis will get its normal city taxes for the parcel. See the attachment for taxes paid. The two Anoka County Property Tax / Records employees are witness to this, and this special situation was being noted specifically by the Manager (that the property taxes portion is paid in full for 2018). The Daniel Norenberg fines labelled as a special assessment, with no detail documentation, were unpaid. As you know, the City of St. Francis has the administrative fines details for this.

Keven Bachman
20050 West Ford Brook Drive NW
Anoka, MN 55303
763-607-6007

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Fee Schedule Changes
DATE: May 6, 2019

OVERVIEW

The City adopts a fee schedule to identify the fees and structure of land use permits, building permits and another other city business items.

Since the last adopted fee schedule, three items have come forward that need to be addressed. *Those include:*

1. Pawnbroker Fee, per transaction item. A pawn shop opened in St. Francis. With that, there is a software program used that reports and tracks items for the business and law enforcement. The program charges the city a per-transaction fee. Those fees are passed along to the business. The Pawnbroker Ordinance will be updated to address this fee.
2. Building Plan Review fee, this fee is part of the building permit as set forth in State Statute. The fee schedule identifies that it will charge a plan review, this language addition clarifies the amount that is charged. The amount has not changed. Language addition only.
3. Small Cell fee, this fee is set by the city, and regulated by statute in regards to the application process of a small cell permit. These fees would be applied to potential staff, engineering, planning and legal expenses. Small Cell Ordinances will be updated to further address the application process.

Based on the required schedule, the following timeline would apply:

1st Reading – May 6th

2nd Reading – May 20th

30 day comment begins May 24th

Effective - June 25th

ITEMS TO BE DICUSSED:

Staff requests Council to adopt the suggested fee and language changes for a first reading.

ATTACHMENTS:

2019 Fee Schedule- Ordinance 248

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

ORDINANCE 248, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ____ OF _____, 2019.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

2019 Exhibit A

SECTION 9 FEE SCHEDULE

SECTION:

2-9-1: Fee Schedule

2-9-1: FEE SCHEDULE.

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
 - a. 1st Offense \$100
 - b. 2nd Offense \$200
 - c. 3rd Offense \$500
 - d. 4th Offense \$1,000
 - e. 5th Offense and Beyond \$2,000
2. Administrative Hearing Fee \$750

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
 - a. 8 AM to 6 PM \$60/hour
 - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License \$10/1-2 year vaccinations
\$15/3 year vaccination
2. Kennel:
 - a. First 4 Dogs \$50/year
 - b. Each Additional Dog \$20/year
3. Chickens \$120/one time

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
 - a. Annual \$100/year
 - b. Per Event \$10/event

2019 Exhibit A

E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year + <u>\$1.25 per transaction</u>
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
a.	Week	\$50
b.	Month	\$150
c.	Year	\$300
d.	Food Truck	\$ 50 per Calendar year
14.	Excavations/Mining:	
a.	Active Area Fee	\$50/acre
b.	Inactive Area Fee	\$25/acre
c.	Restoration Credit	\$25/acre

F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
a.	Single Application	\$200
b.	Partnership	\$300
c.	Corporation	\$400

G. Tobacco License. \$150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

2019 Exhibit A

I. Document Services.

1.	Accident, Police and Fire Reports	\$.25/page; over 100 pages TBD
2.	Copies	\$.25/page copied
a.	CDs	\$15
b.	Colored Copies of Photos	\$3/page
c.	Certificate of Survey (non-homeowner)	\$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	\$25/year
2)	Non-Resident	\$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	\$12/year
2)	Non-Resident	\$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	\$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	\$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	\$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or \$75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	\$30/check
9.	Snowmobile Permit	\$15
10.	Special Assessment Administrative Fee	\$100
11.	Special Assessment Search	\$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	\$55/hour
2.	Belos with Attachment	\$55/hour
3.	Crane Truck	\$45/hour
4.	Electric Generator	\$60/hour
5.	Grader	\$90/hour
6.	Kubota/Attachments Mower	\$50/hour
7.	Pick Up Truck	\$40/hour
8.	Single Axle Truck	\$65/hour

2019 Exhibit A

- | | | |
|-----|---|-------------------------------------|
| 9. | Single Axle Truck with Plow | \$85/hour |
| 10. | Tool Cat/Skid Steer w/Attachments | \$60/hour |
| 11. | Tractor with Loader or Attachments | \$60/hour |
| 12. | Pay Loader | \$90/hour |
| * | <i>Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas</i> | |
| 13. | Staff Time | Two Times Step 8 of Their Pay Grade |

L. Council / Commission Pay.

- | | | |
|----|---|---|
| 1. | City Council Per Diems Per Day | \$35 for four hours or less;
\$70 for more than four hours |
| a. | Special Council Meetings | |
| b. | Council Retreats/Work Sessions | |
| c. | Economic Development Authority Meeting (EDA) | |
| d. | League of MN Cities Functions | Prior Approval Required |
| e. | Labor Negotiations | Prior Approval Required |
| f. | Employee Interviews | Prior Approval Required |
| g. | Mayor Only: | |
| | 1) School/County Liaison | Mayor may appoint Council members to fulfill his obligations and approve attendance |
| | 2) MN Mayors Association | |
| | 3) Speaking Engagements at Other Civic Org. | |
| | 4) Closing of Property Acquisition | |
| | 5) Fire District Study Group | |
| 2. | Planning Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 3. | Park Commission: | |
| a. | Chairman | \$25/meeting paid annually |
| b. | Member | \$20/meeting paid annually |
| 4. | Economic Development Authority | \$20/meeting paid annually |
| 5. | Upper Rum River Watershed – Resident Appointed by Council | \$20/meeting paid annually |

M. Parks and Recreation.

- | | <u>Resident</u> | <u>Non-Resident</u> |
|---|------------------------|------------------------|
| 1. Concession Stand | \$25 | \$50 |
| 2. Ball Park Use – Outside Organization | \$100/night for season | \$200/night for Season |
| 3. Clean Up Deposit | \$50 - refundable | \$75 - refundable |
| 4. Key Replacement | \$50 | \$50 |
| 5. Football Field | \$25/each | \$35/each |
| 6. Football Youth Program | \$43/week per team | |

2019 Exhibit A

7.	Gazebo Rental	\$50	\$100
8.	Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
9.	Restroom	\$25	\$50
10.	Shelter	\$25	\$50
11.	Soccer	\$34/week per team	
12.	Soccer Field	\$25/each	\$35/each
13.	Warming House	\$50	\$100
	• <i>St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.</i> • <i>St. Francis City Council has the authority to waive any fees for non-profits.</i>		

N. Community Center.

1.	Resident	\$30/event
2.	Non-Resident	\$55/event
3.	Damage Deposit	\$150
4.	Late Key Return	\$25 if not returned within 2 business days of event
5.	City Purposes	Free
6.	City Benefit:	
a.	St. Francis Lions/Lioness	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed
b.	St. Francis Senior Citizens Group	
c.	St. Francis Area Jaycees	
d.	St. Francis Youth Association (4-H, Scouts, Hockey, etc.)	
e.	St. Francis Ambassador Program	
f.	St. Francis Area Chamber of Commerce	
g.	Other Governmental Agencies	
h.	Local Church Organizations	
i.	Local Business/Non-Profit Organizations	Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed
7.	Priority for Use in Event of Conflict:	
a.	City of St. Francis	Based on earliest request if more than one applicant of the same class seeks conflicting dates
b.	Non-Profit located within City limits	
c.	Residents (individuals or groups)	
d.	Non-Profit located outside City limits	
e.	Non-Residents (individuals or groups)	

2019 Exhibit A

O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>
1. Administrative Subdivision	\$350	\$1,000
2. Annexation	\$250	\$2,000
3. Appeal	\$200	\$ 250
4. Comprehensive Plan Amendment	\$450	\$2,000
5. Conditional Use Permit	\$350	\$2,000
6. Environmental Review	\$350	\$ 650
7. Excavation/Fill Permit (Admin)	\$100	\$ 250
8. Excavation/Fill Permit (IUP)	\$350	\$2,000
9. Home Occupation (IUP)	\$350	\$2,000
10. Home Occupation (Permitted)	\$50	
11. Interim Use Permit	\$350	\$2,000
12. Minor Subdivision	\$350	\$2,000
13. Ordinance Amendment	\$350	\$1,000
14. Planned Unit Development	\$350	\$2,000
15. Rental Housing Licensing:		
a. Single Family or First Unit	\$50	
Each Additional Unit	\$15/each	
Late Fee Due 1/16	\$50	
Late Fee Due 5/1	\$150	
Conversion Fee	\$100	
Re-inspection Fee	\$25/each unit	
16. Sign Permit Zoning Review (Admin)	\$75	
17. Sign Permit Zoning Review (Full)	\$250	\$ 350
18. Sign Permit Zoning Review (Temporary)	\$25	
19. Rezoning	\$350	\$1,000
20. Site and Building Plan Review (Admin)	\$100	\$ 250
21. Site and Building Plan Review (Full)	\$350	\$ 450
<u>22. Smal Cell/Pole Attachment</u>	<u>\$500 per unit 1-5</u>	
	<u>\$100 per unit 6+</u>	
<u>223.</u> Street/Utility Easement Vacation	\$350	\$1,000
<u>234.</u> Subdivision:		
a. Sketch Plan	\$300	\$ 500
b. Preliminary Plat (Rural)	\$400	\$ 400 + \$125/lot
c. Preliminary Plat (Urban)	\$400	\$ 425 + \$175/lot
d. Final Plat	\$350	\$ 650
<u>245.</u> Temporary Habitation Permit	\$200	\$5,000
<u>256.</u> Temporary Outdoor Sales Permit/License	\$50	
<u>267.</u> Wetland Replacement Plan Review		
With Plat	\$350	\$ 650
<u>278.</u> Wetland Replacement Plan and		
Excavation	\$350	\$ 650
<u>289.</u> Wetland Delineation	\$350	\$1,000

2019 Exhibit A

2930.	Vacant Building Registration Fee;		
a.	First Year	\$125	
b.	Second Year Renewal	\$175	
c.	Third Year Renewal	\$250	
d.	Fourth Year Renewal	\$350	
e.	Fifty Year Renewal and Beyond	\$500	
301.	Vacant Building Administration Fee	\$100	
342.	Variance Application	\$350	\$1,500
323.	Park Dedication	\$2,500/lot	
334.	TIF Application/Business Subsidy	\$3,000	\$3,000
345.	Escrow Admin Fee	\$250 per property	
• Applicants are responsible for all costs incurred by the City for consultant fees.			

P. Building Permits.

Valuation Schedule for Building Permit Fees

Subdivision 1. Building permits.

(a) Fees for building permits include:

- (1) the fee as set forth in the fee schedule in paragraph; and
- (2) the surcharge required by section Minnesota Statutes Section 326B.148.

(b) The total valuation and fee schedule is:

- (1) \$1 to \$500, \$29.50;
- (2) \$501 to \$2,000, \$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
- (3) \$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
- (4) \$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
- (5) \$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
- (6) \$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
- (7) \$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
- (8) \$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.

(c) The plan review fee of 65% of the building permit fee for valuation based building & commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after the first submittal, a 25% plan review fee may be paid-residential valuation based building permits only)

2019 Exhibit A

	<u>Fee</u>	<u>Escrow/State Fee</u>
1. Accessory Structures		
Less than 200 square ft.	\$50	Need Zoning Permit
200 square ft. and greater	By Valuation	
2. Basement Finishes Permit	\$140	**See Below
3. Building Demolition	\$110	**See Below + \$500
4. Building Demolition – Commercial	By Valuation	\$1,000
5. Building Relocation Permit	\$110	Performance Security Required
6. Contractor Verification Fee	\$ 10	
7. Dock Permit	\$ 50	\$100
8. Driveway Permit – <u>New & Replacement</u>		
Under 75' – length	\$ 50	\$250
Over 75' – length	\$100	\$500
Over 600' – length	\$350	<u>\$2,000</u>
9. Fence –		
a. Residential Over Six Feet in Height	By Valuation	**See Below
b. Residential-Under Six Feet	\$50 Zoning Permit	
c. Commercial	By Valuation	
10. Fireplace	\$120	**See Below
11. Fuel Tank Removal	\$120	**See Below
12. Engineer's Review of Building Permit	\$154	
13. HVAC – Heating Installations	\$120	**See Below
HVAC – Air Conditioning	\$120	**See Below
14. Inspections – After Hours	\$70/hour, minimum 2 hours	
15. Investigation Fee	Not to exceed permit fee	
16. Irrigation – <u>Connected to City</u>	\$75 back flow preventer	** See Below
17. Manufactured Home Setup	\$100	
18. On-Site Septic:		
a. Type I – IV	\$275	**See Below
b. Type V	By cost incurred	
c. Operating Permit	\$125/year	**See Below
d. Soil Verification	\$120	
19. Parking Lot	\$120	\$1,000
20. Planning Review of Building Permit	\$195	
21. Plumbing	\$120	
22. Pools – Above Ground	\$75	**See Below
• Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.		
23. Pools – In Ground	By Valuation	

2019 Exhibit A

24.	Re-inspection Fee	Not to exceed \$75/trip	
25.	Retaining Wall Over Four Feet	By Valuation	
26.	Roofing:		
	a. Residential	\$120	**See Below
	b. Commercial	By Valuation	
27.	Septic System Pumping Verification	\$20	
28.	Siding:		
	a. Residential	\$95	**See Below
	b. Commercial	By Valuation	
29.	Signs	By Valuation	
30.	Solar- Residential	\$120	**See Below
	Commercial	\$120	**See Below
31.	Water Softener Permit & Water Heater		
	a. Residential	\$75	**See Below
	b. Commercial	By Valuation	
32.	Windows/Doors -	\$120	**See Below
33.	Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	

- Anything not listed above will be based on valuation + plan review + State surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$1 per permit.**

Q. Escrow Deposits

1.	Urban:	
	a. Curb Box and Meter	\$1,500
	b. Final Grading	\$500 - \$1,000
	c. Litter/Debris Cleanup	\$100 - \$300
	d. 2" Caliper Tree (new)	\$300
	e. Sod	\$2,000
	f. Seeding/Sprinkler	\$2,000
	g. 3" Black Dirt	\$500
	h. Erosion Control in Place	\$300
	i. Street Cleaned	\$200
	j. Driveway Installed	\$1,500
2.	Rural:	
	a. Final Grading	\$500 - \$1,000
	b. Litter/Debris Cleanup	\$100 - \$300
	c. 2" Caliper Tree (new)	\$300
	d. Sod/Seeding	\$300 - \$2,000
	e. Erosion Control in Place	\$300
	f. Culvert	\$1,500
	g. Driveway Installed	\$1,500

2019 Exhibit A

R. Utility Fees.

1. Access Charge:
 - a. Sewer Equivalent Connection \$4,284
 - b. Water Equivalent Connection \$3,060
2. Trunk Line Charge:
 - a. Water Trunk Line Availability \$2,956
 - b. Sanitary Sewer Trunk Line Availability \$4,150
3. Tapping and Connection Permits:
 - a. Tapping and Water Connection \$125
 - b. Tapping and Sewer Connection \$125
 - c. Water Connection \$50
 - d. Sewer Connection \$50
4. Meter Deposit:
 - a. $\frac{3}{4}$ " Cost
 - b. 1" and larger Cost + 10%
5. Water Shutoff (7:00 am - 3:30 pm) \$35
6. Water Reconnect (7:00 am - 3:30 pm) \$35
 - *The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.*
7. Meter Repair (not removal or Installation) Time and materials with \$50 minimum
8. Curb Stop Locate:
 - a. Summer \$25 minimum
 - b. Winter \$50 minimum
9. Curb Stop Driveway Cover Cost
10. Curb Stop Repair Time and materials with \$50 minimum
11. Curb Stop Box Cost
12. Hydrant and Gate Valve Repair Time and materials with \$50 minimum
13. Hydrant Meter Deposit \$800
14. Non-Response to Tagging Notice \$250/month until resolved
15. Unmetered Use of City Water \$200
16. Wells and Well based irrigations \$20

2019 Exhibit A

S. Water Rates.

08-06-2018 Effective Date

- | | | |
|----|--|------------------------|
| 1. | Monthly Base Fee | \$14.55 |
| a. | MN State Test Fee | \$.53 |
| 2. | Charge per 1,000 Gallons Used per Equivalent Connection: | |
| a. | 0 – 14,999 | \$4.50 equivalent conn |
| b. | 15,000 – 29,999 | \$4.72 equivalent conn |
| c. | 30,000 – 44,999 | \$5.45 equivalent conn |
| d. | 45,000+ | \$6.51 equivalent conn |
| 3. | Bulk Water: | |
| a. | System Access Charge | \$50 |
| b. | Charge per 1,000 Gallons Used | \$6.16 |

T. Sewer Rates.

- | | | |
|----|-------------------------------|--|
| 1. | Monthly Base Fee | \$20.82 |
| 2. | Charge per 1,000 Gallons Used | \$8.16 equivalent conn |
| 3. | Sewer Users Only | Sewer Base Rate + 6,000 Gallons @ Water Rate |
- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
 - *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.*
 - *Note: Consumption amounts are not billed greater than actual usage.*

STARTING IN 01/01/2016

Storm Water Rates \$5.00/month/parcel (\$60 annual)



St. Francis Police Department Quarterly Report

January – March 2019

To: City Council and City Administrator Joe Kohlmann
From Todd Schwieger, Chief of Police
Date: May 6, 2019

RE: Police Department First Quarter Report

The St Francis Police Department began 2019 by swearing in two new officers. Officer Brandon Boe came to us from the Glyndon Police Department where he worked for 2 years. Officer Chase Hedges came to us from the Bar None Treatment Facility in Nowthen. Both officers are excited to be part of the St Francis Police Department team and they look forward to serving the St Francis community.

Also during the 1st quarter of 2019 the police department proudly presented three civilians with Citizens Awards for their life saving efforts when they rendered aid to two pedestrians who were struck by a vehicle in November of 2018. These heroes played an important role in saving the lives of the two pedestrians and the police department was honored to present them with the Citizens Award.

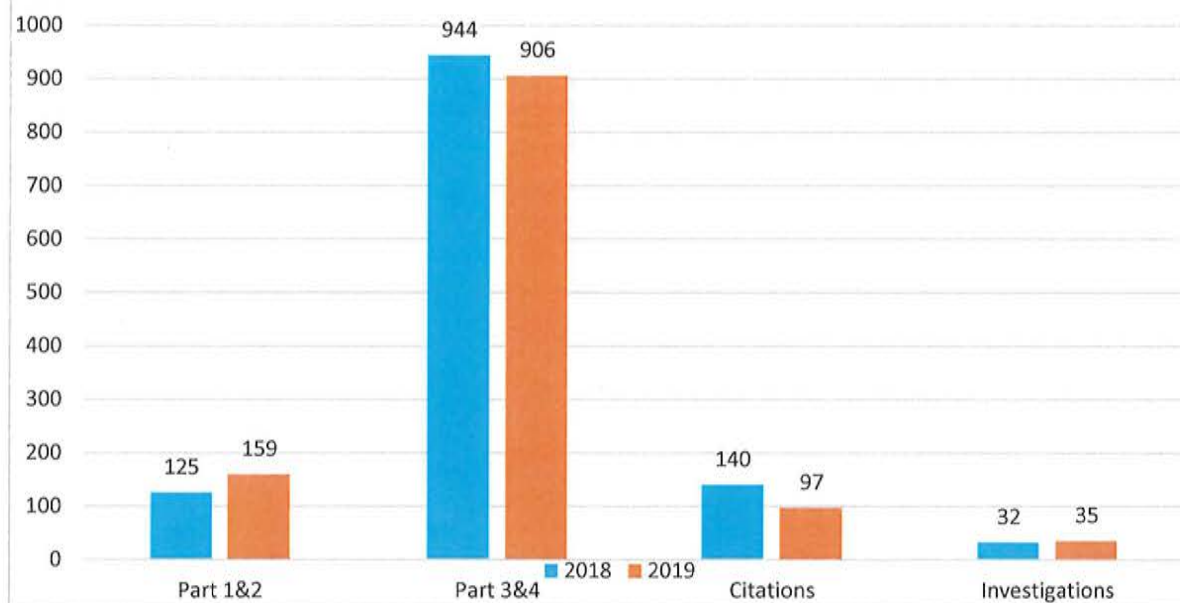
In 2019, the police department staff is continuing its community outreach efforts and several events have already been held including Winning with Cops and Reading with Cops where an officer read to young children at the Anoka County Library. The police department will continue to strive towards building a strong relationship with the public through outreach programs for the greater good of the community.

Calls for service during the 1st quarter of 2019 are consistent with the numbers from the previous year. Part 1 and 2 offenses increased slightly over the 1st quarter of the previous year and Part 3,4,5 offenses saw a slight decrease. As a reminder, Part 1 offenses are considered violent crimes such as assault and robbery. Part 2 offenses are considered property crimes such as burglary and theft. Part 3,4,5 offenses are non-reportable incidents and are the more common types of calls responded to such as medicals, alarms, vehicle accidents, domestic disputes and neighbor disputes.

The police department would like to thank the City Council for its support and we look forward to continuing to provide high quality police services to the City of St Francis.

Offense Type	Description Examples	Number of Calls- 2018	Number of Calls-2019
Part 1 and 2	Theft, Fraud, Damage to Property, Burglary, DWI, Assaults,	125	159
Part 3,4,5	Suspicious persons/activity, Vehicle lock outs, Animal complaints, Check welfare, Accidents, Alarms, Medical, Parking complaints, MV Complaints, Warrant arrests, Neighborhood Disputes, Extra Patrol requests.	944	906
Investigations		32	35
Citations		140	97
<u>Total Calls For Service</u>		1241	1,197

2018 & 2019 Call comparisons for 1st quarter



Calls for Service Breakdown Part 1 and 2 Offenses

	2018-1 st Quarter	2019 – 1 st Quarter
Thefts from Vehicle	2	1
Theft of Gas	9	1
Theft- Shoplifting	1	2
Burglaries	2	2
Assaults	5	3
DWIs	8	28
Citations	140	97
Fraud	1	7

1st quarter 2018



1st quarter 2019



Calls for Services Breakdown Part 3, 4, 5 Offenses

	2018- 1 st Quarter	2019 – 1 st Quarter
Suspicious Activity	69	51
Vehicle lockouts	30	31
Medicals	87	95
Alarms	36	49
Vehicle Accidents	39	44
Agency Assists	114	80
Domestic situations	35	62
Juvenile Activity	13	7
Civil disputes/Landlord-tenant/Child Custody	34	29

1st quarter 2018



■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Vehicle Accidents
■ Agency Assists
 ■ Domestic situations
 ■ Juvenile Activity
 ■ Civil Disputes

1st quarter 2019



■ Suspicious Activity
 ■ Vehicle Lockouts
 ■ Medicals
 ■ Alarms
 ■ Vehicle Accidents
■ Agency Assists
 ■ Domestic situations
 ■ Juvenile Activity
 ■ Civil Disputes

EVENTS:

READING WITH COPS AT THE LIBRARY:

Officer Jody Black read to a group of youngsters at the Anoka County Library in February.



WINNING WITH COPS MOVIE NIGHT:



Winning with Cops first annual Movie Night was held in March. It was another great turnout and police department staff is looking forward to participating in more events throughout the year.

SWEARING IN CEREMONY:



To kick off 2019 two new police officers were sworn in. Officer Boe and Officer Hedges have been great additions to the St Francis Police Department and they look forward to serving the community along with the rest of the police department staff.

CITIZENS AWARDS:

The St. Francis community paid special tribute to three citizens who came to help two girls hit by a car near the middle school.

During a November evening in 2018, Anneliese Lamotte and Kaia Bollmann were badly injured after a car hit them, but they survived thanks in part to the actions of three witnesses. The chief presented Adam Klinkner, Alycia Simons and Samantha Stewart with the Department Citizens Award.

