

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
MARCH 18, 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 – March 4, 2019
 - B. City Council Work Session Notes – March 11, 2019
 - C. Water Environment Technologies Program (WETT) Program Internship – Eric Jostad
 - D. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
 - A.
9. NEW BUSINESS
 - A. Ordinance 245, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-19-1 General Parking, Loading and Access Requirements (Second Reading)
 - B. Summary Publication of Ord. 245, Second Series – Resolution 2019-08
 - C. Ordinance 246, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-16-15 Outdoor Storage (Second Reading)
 - D. Ordinance 247, Second Series – Amendment to City Code Chapter 10 Zoning, Section 18 Accessory Structures (Second Reading)
 - E. Kings Hwy/Riverbank Lane Street Improvement – Review of Bids Resolution 2019-09
 - F. Isanti 183 Acres – Lease Agreement
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Department Reports – Public Works
 - B. Councilmember Reports -
 - C. Upcoming Events –

Mar 20 Planning Comm. Meeting @ St. Francis Area Schools District Office 7:00 pm

Mar 22 Winning with Cops movie night @ SF Police Dept 6:00-8:30 pm

Apr 1 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
12. ADJOURNMENT

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
March 4, 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 Planners Beth Richmond and Brad Scheib (HKGi Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Liquor Store Manager John Schmidt, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

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

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND UDVIG TO APPROVE THE CONSENT AGENDA ITEMS A- D AS FOLLOWS:

- A. City Council Minutes – February 19, 2019
- B. Northern Lighter Pyrotechnics Fireworks Contract – Pioneer Days June 8, 2019
- C. Declaring Surplus Property – Resolution 2019-06 (Extrication Equipment)
- D. Payment of Claims \$107,082.16 (Check #'s 75543-75598)

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

- A. Wastewater Agreement with Oak Grove (Ponds Development)

Mayor Feldman said he would like some discussion on this for the record. Feldman asked City Administrator Joe Kohlmann if he wanted to give any input to this before we start our discussion. Kohlmann stated late this afternoon he spoke with Loren Wickham, Oak Grove's City Administrator. They did want to clarify the profit sharing on the decommission pond was in respond to the negotiation with the city of St. Francis. It had to do with the reduced sewer access charge (SAC) fee. They wanted to come up with more cash for us and that is why they came up with the potential profit sharing from the future sale of the land. They wanted me to share that with you. I believe the biggest sticking point is the rates at this point.

Feldman stated on page 22 of the packet it highlights their seven points of request. I happen to not agree with any of these. These entire requests are totally unreasonable to me. My opinion is we can't give anymore than we have given.

Feldman said we will discuss this with the council but we have talked about this before. \$100,000.00 is the amount Oak Grove would pay to have the 222 residents in the Ponds connect to our WWTF. The minute they hook up they owe us \$50,000 and at the end of the first year they owe us the balance \$50,000.

On page 27 Feldman read from their memo s; *two potential options are an interfund loan from the City or if eligible a low interest loan from the Public Facilities Authority (PFA). We ran assumptions based on a 1% and 1.5% interest rate with a 20-year pay back the actual rate would depend on market rates at the time of borrowing and project eligibility. In order to qualify for PFA funding we may have to wait an additional 1-2 years before becoming eligible for funding to decommission the plant. There is no guarantee our project would score enough points to be funded. Once the current plan is decommissioned the City could potentially sell the approximately 20 acres to a developer to recoup some or all of the costs from the decommissioning and further reduce the amount of debt service required on the monthly bill.* Feldman said here they acknowledge they might not even get prioritized enough to get the loan from the PFA which puts them out on a broader market or wait one to two years. Or they could be hooked up to us pretty quickly, maybe even this summer.

Page 31 it reads; *prior to decommissioning the purchaser may pump effluent from the ponds into the sellers wastewater system.* I don't see anything about dollar amounts, hot loads. There is a section that was written by our public works director, the correct way to do this. Feldman asked Teicher the size of the their pond. Teicher thought about 8 acres. Ours were about 10-12 acres between the three ponds. Teicher stated they would pump it down to six inches and we would then take that last six inches at the time of decommissioning.

Kohlmann stated this too came up in phone call with their city administrator. Teicher changes were inadvertently missed by their attorney. Our language should be included. Feldman said, that is good.

On page 26 of the packet Feldman referenced the proposal rates.

Oak Grove's request to reduce our base rate of \$20.82 to \$11.76 would cost our city \$482,716.80 over twenty years. Because the 222 residents in the Ponds are not new construction and have already paid a sewer applied charge (SAC) to Oak Grove our city charged them \$450.45 per resident ($222 \times \$450.45 = \$100,000.00$). If they would have been new construction homes the SAC charge would be \$4,284.00 each (this saves their residents \$851,048.10). If Oak Grove does sign up to connect to our WWTF then any new construction homes after the original 222 will be charged the full rate of \$4,284.00.

They have charged way too low for way too long. This a problem they have created themselves. I feel some empathy for them but then again I don't because I know what we went through and didn't charge properly and are working it out.

On page 25 of the packet it states a connection fee of \$100,000, pipe connection to St. Francis \$60,000-\$80,000, decommission costs \$375,000 - \$675,000 with their projection cost to hook up to St. Francis \$535,000-\$855,000.

Feldman stated with the estimated cost of building their own plant and using their own numbers they would save \$700,000 by hooking up to St. Francis. I don't understand. First would like to thank our staff, consultants, and councilmembers for working on this for months and getting nowhere.

This is what I am going to tell Oak Grove. Like to show good faith, leave our proposal on our table while they go through the facility plan and have the MPCA look at it. If they don't get prioritize enough to even get on the PFA list leave our proposal on the table, they can come back on this proposal. If they break ground, the proposal is off.

From now on any city from Bethel, Nowthen that wants to come to us we will negotiate between both cities right from the start. Do I want regionalization yes, but won't give away the farm.

Bauer said looking at their new proposal; I am in disagreement with, like you Mr. Mayor, I can't see reducing the base rate again. Not sure why decommission is part of the agreement. They either hook up to us, pay the base rate we proposed and decommission their own plant at their own cost.

Feldman stated our three ponds were fenced in. To do decommission they have to follow MPCA guidelines. What I do know if they fill in the pond area you can't build on it for a number of years. Annexing has nothing to do with the process. We said will not solicit annexation. Doesn't mean if their people come to us regarding annexation we won't look at it but we will not solicit annexation.

Udvig said coming from where we have been through this whole process, I feel for the residents of Oak Grove. Telling them, they can get a new plant for an extra \$5 and a

few cents or more, I don't think they are being realistic with their residents. That is just the cost of the plant, not staffing or anything else. Do not think we should help with the decommissioning. They want us to offer something that won't benefit us. I don't see this as a good business deal. You don't run to break even, need to make a little profit. As I said before if they came back and had other cost changes, I wasn't going to support it. It's still where I stand. I can justify this to the people who put me in office.

Muehlbauer agrees with the rest of you that already have spoken. Keep our offer on the table. Don't want our residents to have to pay more to support their system.

Robinson applauded everyone who has worked on this so far. This is a business deal it is good or it is bad deal. I think I will be far better for saying less it will mean so much more. I believe we have a reasonable deal on the table. You (St. Francis) have gone through your own growing pains the last five to six years. You (St. Francis) dealt with it. Oak Grove can keep your taxes and levy low then there is no money to fix things. Why, because they ran so tight. That is not a bad thing. We started this conversation four months ago. They haven't even raised the rates since they discovered their problem. Cost money to run and do things.

Feldman stated when you are hooked up by Met Council like Andover, Rogers they are a customer. So Oak Grove would be a customer. When our rates go up theirs will go up when ours go down, theirs will go down. That is our goal. Can't promote your city to grow without your wastewater. I don't understand why a city would want to deal with wastewater when you don't have to because we are here. Proposal stands as is. What is on the table is on the table. This is our best foot forward. We will leave the door open during the time to see if you could get a PFA loan. If you put a scoop in the ground it's done. If you would want West Lake George to come on later, it is a whole different deal, which will be negotiated from day one with both councils.

Feldman asked if they needed to make a motion. City Attorney Dave Schaps said no motion is needed. You have conveyed to staff you are not changing anything in your proposed agreement. Feldman thanked everyone for being patient.

9. **NEW BUSINESS**

A. HKGi - 23038 Rum River Blvd – Concept Plan

Planner Beth Richmond reported the applicant; Larry Anderson is seeking a concept plan review of a lot split located at 23038 Rum River Blvd. Because this land has access onto CR 72, staff contacted Anoka County's Highway Department for their preliminary comments. As part of the subdivision process, the County would require additional right-of-way to be dedicated for future improvements to CR 72.

The Planning Commission reviewed this concept plan at their meeting February 20, 2019. Commissioners highlighted the importance of considering the development of this parcel in conjunction with the possible future development of the property to the west, especially concerning access points and roadways. They also discussed the

possibility of moving the parcel's access point to the north onto the County Park access road. This was also discussed as part of the Northern Anoka County River Crossing Study completed by the Council in 2012 and will require further coordination and collaboration with the Anoka County Parks department. The Planning Commission also discussed the need to provide adequate parking facilities to serve the proposed lots. The stormwater/grading easement agreement over a portion of this property was also discussed.

Planner Richmond asked that the council examine the proposed lot split and provide feedback for the applicant's consideration. Applicant, Larry Anderson was in attendance.

Feldman said the driveway access is a concern of his. Asked if applicant had any plans for the site.

Anderson replied he had no plans at this time. I would divide it off and then sell the existing building. Want to show there is space for another building site.

Planner Richmond said parking would depend on the use. Also if County is okay with the driveway off the park road. She said it was their suggestion but it would still go through the process when this is split.

Anderson said Walt Hiller owns the parcel to the west. Good relationship with him and he may want to do something too some time. Driveway off park road makes sense.

Robinson said he sat in at the Planning Commission meeting. My questions were answered at that time.

Muehlbauer said my only question was the driveway access.

Bauer said he does not want to make a decision until we know for sure if they can have driveway access of park drive.

Udvig had same question with the driveway and parking. Not sure until we know what is going there.

Feldman asked Anderson to state his name and address for the record.

Anderson 708-209th Lane Oak Grove stated if this does get divided the area does not qualify for a church to be there. When I spoke with Anoka County regarding access, they don't want to talk to me regarding the access until the split is complete. They would like your preliminary concept approved first.

Planner Richmond said the next step would be for Anderson to see if he wants to proceed with the lot split.

Anderson said you have great people working for you and getting me through this process.

B. HKGi - 2040 Comprehensive Plan – Resolution 2019-07

Community Development Director Kate Thunstrom asked if we could move forward to the ordinances. Brad of HKGi is on his way.

C. Ordinance 245, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-19-1 General Parking, Loading and Access Requirements (First Reading)

Community Development Director Kate Thunstrom reported over the past couple years staff and engineering has worked with several landowners regarding driveways and existing driveway standards. The codes are not clearly representing what is needed or required. Driveways within the urban area are typically designed based on development standards. Driveways within the rural areas and at lengths over 600 feet are creating difficulties in enforcement and issues with emergency service needs. In light of long driveways going into townships and within the city itself. Great deal of language that moved. Planning Commission held a public hearing and no public input was received either in person or in writing. The Planning Commission also did not request any changes, updates or additions to what staff proposed. This is the first reading with a potential effective date of April 23, 2019.

The council liked the needed changes and clarifications.

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE FIRST READING OF ORDINANCE 245, SECOND SERIES AENDING THE ST. FRANCIS ZONING ORDINANCE 10-19-1 REGARDING "GENERAL PARKING, LOADING AND ACCESS REQUIREMENTS".

Roll Call: Ayes: Robinson, Muehlbauer, Feldman, Bauer and Udvig.

Nays: None

Motion carried 5-0.

D. Ordinance 246, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-16-15 Outdoor Storage (First Reading)

Thunstrom reported the council has addressed issues of Code Enforcement and the needs of the City to create a system that supports resident concerns. One of the largest barriers in code enforcement are the differences outlined between "urban" and "rural". We have many residential districts in both areas of the city that struggle with neighbors that have extreme issues including those of junk and debris. Code language that separates the districts makes it difficult for a city to assist some neighborhoods with enforcement. Council requested changes to eliminate the differences between the urban and rural areas. Planning Commission held a public hearing February 20, 2019 on the changes with no public input either in person or in writing was received. This is the first reading with a potential effective date of April 23, 2019.

Feldman liked how it was clarified. Simplification is a good thing,

Udvig, Bauer, Muehlbauer, Robinson all agreed much needed, like clarification.

MOTION BY UDVIG SECOND ROBINSON APPROVING THE RIST READING OF ORDINANCE 245, SECOND SERIES AMENDING THE ST. FRANCIS ZONING ORDINANCE 10-16-15 REGARDING "OUTDOOR STORAGE".

Roll Call: Ayes: Muehlbauer, Feldman, Bauer, Udvig, Robinson
Motion carried 5-0.

E. Ordinance 247, Second Series – Amendment to City Code Chapter 10 Zoning, Section 18 Accessory Structures (First Reading)

Thunstrom reported that on September 10, 2018 the Council held a Work Session and instructed staff to further review the accessory structure sizes as it relates to the current "urban" district. The current city code outlines the city accessory structure codes in two categories, "urban" and "rural". Staff reviewed numerous cities to take a broad look at various regions, cities with mix of urban and rural style lots, cities nearby and as best practices. Comparisons were provided in the council packet. Currently the code allows for 200 square feet in urban lots and rural lots less than 1 acre is 600 square feet. After reviewing comparisons Staff recommends urban lots be allowed 400 square foot accessory structure at time of review they must meet setbacks and impervious surface requirements. Planning Commission held a public hearing on February 20, 2019 with no public or written comment. This is the first reading with a potential effective date of April 23, 2019.

Feldman said this pertains pretty much to urban areas. We discussed this at a work session. I had heard about our size of accessory structures when I was out campaigning. I like the idea of people containing their property/equipment inside. I would like to throw out the idea of going 250 square feet for ¼ acre and 500 square feet for ½ acre. Having to put an escrow down for a variance they might not want to move ahead. Also only on the buildable portion of the lot. Think that is what it should be based on, buildable area of the lot.

Robinson said I am not on top of the fees for a variance. Thunstrom explained requesting variance process. Robinson said he too heard from people about accessory structures sizes when campaigning but it was more in the rural lots. Robinson feels the escrow cost is a lot if they would not get the variance. He also discussed the rural lots area and the cost of a variance and whether or not the city uses types of mother nature, tree lines etc. when considering accessory structures. Thunstrom stated at a staff level we go by city code.

Feldman said this discussion is for urban lots. I thinks it should go by size of lot not

your water source.

Robinson said if focusing on urban lots I do not have any questions at this time.

Muehlbauer said I think if we are going larger than what we have they shouldn't have a problem with it. But want to take into consideration the impervious area and easements I don't want drainage problems. Are we creating more work if you go by lot size for staff?

Feldman said this is a way to clarify that we are listening and this gives us some control on what they can build. Again, I say size shouldn't be determined on your water supply source.

Muehlbauer likes 400 square footage.

Bauer likes the idea to increase it. Interested in the footprint of a rambler versus a second story percentage of open space. Rear yard space is going to be different. Muehlbauer said I see code compliance issues with that.

Thunstrom said if you go with percentage, you would have to define what we are considering is a rear yard. You would need to look at utility and drainage easements, right of ways, set backs and the impervious surface. That would all apply.

Bauer having a blanket size will be easier for staff. Thunstrom said I think they both have their pros and cons. A set square footage whatever you decide would be easier for staff. Currently anything between 120-200 square feet, under 36" high comes in for a zoning review/permit. Over 200 square feet requires a building permit.

Feldman asked how would 500 square foot building affect the impervious surface. Thunstrom said our code does define what qualifies for impervious.

Bauer what about that lot comes in at .49 acres and their neighbor has .50 acres. That is why I was thinking percentage. I am for increasing the size for sure.

Udvig also in favor of increasing the size. Asked Thunstrom what she thought of the maximum of 400 versus 500 square feet.

Thunstrom said I think either one will work. I used the 400 square foot as a blanket. If you decide to change it to $\frac{1}{4}$ or $\frac{1}{2}$ we have to restructure the language to represent that. We do have some homeowners who think they bought a ten-acre parcel and the county records say it is 9.9 acres. We go with what the county records show unless they can show us a survey that states differently. There a lot of variables in doing it either way. Right now, our minimum garage size is 440 square feet so you are almost building a single car garage. It is really what you want to see in these neighborhoods. This will set the next step on what you are allowing people to build.

Feldman some of these ½ acres have large back yards. I like when people are thinking of putting their toys in a shed and getting them out of the back yard. Still would like to see 250 on a ¼ acre and 500 square foot on a ½ acre. And myself I would consider .49 a half an acre.

Thunstrom said we go by what Anoka County GIS system acreage states. If they are short they would have to apply for a variance to determine the accessory structure size. Unless they can supply us with a survey to show the County's GIS is off because we go with what the County says.

There was discussion on when a variance might be worth going for. If the language is changed do we have to come back for a first reading with new language.

Kohlmann asked do you want to come back for another first reading or just make the changes tonight.

Attorney Schaps said we would need two motions. The first is a voice vote approving the new language and the second would be approving the first reading of the ordinance with a roll call vote.

MOTION BY MUEHLBAUER SECOND ROBINSON TO CHANGE THE LANGUAGE ON ORDINANCE 247, SECOND SERIES TO ALLOW A 250 SQUARE FOOT ACCESSORY STRUCTURE ON A ¼ ACRE AND A 500 SQUARE FOOT ACCESSORY STRUCTURE ON A ½ ACRE BASED ON BUILDABLE SPACE.
Motion carried 5-0.

MOTION BY BAUER SECOND ROBINSON TO APPROVE THE FIRST READING OF ORDINANCE 247, SECOND SERIES AMENDING THE ST. FRANCIS ZONING ORDINANCE 10-18-06 REGARDING "ASSESSORY UILDINGS, STRUCTURES AND USES – AREA, NUMBER AND HEIGHT LIMITATION.

Roll Call: Ayes: Feldman, Bauer, Udvig, Robinson, and Muehlbauer.

Nays: None

Motion carried 5-0.

B. HKGi - 2040 Comprehensive Plan – Resolution 2019-07

Brad Scheib of Hoisington Koegler Group, Inc. (HKGi) who is part of the project team to complete the City's 2040 Comprehensive Plan was present. What we are asking you to do today is consider the resolution authorizing or directing staff to submit the formal comprehensive plan to the Metropolitan Council for their review process. Once they take it through their review process and it comes back from them, that is when the city council will officially adopt the plan. So what you are looking at today is not necessary what you will be adopting but it allows us to keep the process moving. I am going to cover a little about process, changes that have been made

since you last had a presentation, implementation and some of the next steps as we move through the rest of the process.

Planning Commission did hold a public hearing on this, February 20, 2019. No members of the public spoke to the plan at the public meeting. I will try to highlight some of their discussion and invite Councilmember Robinson for input as he was there as well.

Scheib presented a power point presentation to give an overview of the Comprehensive Plan to date.

(Copy of the power point will be included with the minutes)

The following changes were made to the Comprehensive Plan:

- Changes as noted in response to other jurisdictions' comments
- Refinements in the land use chapter as related to the areas outside of the urban service area. This included the definitions, locations, densities, and approaches to flexible residential development in the Agricultural Preserve, Agriculture, Urban Reserve, and Rural Residential classifications.
- Discussion about the Wild and Scenic River rules and the process to vary from those rules to accommodate reasonable and logical growth
- Additional language identifying the need to address dangerous intersections, specifically Pederson Drive and Highway 47

The Planning Commission wanted to add language regarding the relationship between community facilities and economic development and action items to study the opportunities this relationship may present in St. Francis. The Planning Commission comments additions were included in your council packet.

Scheib ended his presentation and opened it up for discussion.

Feldman stated I didn't see much input from other jurisdictions, am I wrong on that?

Scheib said no, and the input we received was very technical, like this road should be labeled this.

Feldman asked for a clarification on page 59 of our packets, Community Facilities, it states insert on page 6-9 (replaces Coordination with Schools sections).

Richmond stated what that means is right now there is a section called Coordination with Schools in the Comprehensive Plan Draft. This language has basically been massaged, rewritten with a little bit more emphasize on what Scheib said was discussed at the Planning Commission to include a signature park or community area. So instead of what is in the Draft currently we would include this new section.

Feldman said I think it is key that we coordinate with St. Francis Area Schools. I like

what HKGi told us in the St. Francis Forward Plan, they are here to stay and we need to work around and with them.

Feldman said another thing he also likes about HKGi is they tone down the populations projections of Met Council. As far as the rest of it, thorough and good job. Looks like there are some good possibilities here. As our slogan says "*A City of Progress, Pride and Possibilities*".

Udvig said it looks good and looking forward on how it all plays out.

Bauer agreed with Udvig, likes the Comprehensive Plan and the forecast, great job.

Muehlbauer liked the changes that were made. Like the forward thinking in the regionalization aspect. Also with the work with Rivers Edge, thank you.

Robinson agreed on a nice job but still want us as a community to not to lose sight to what we are as well. Yes, other agencies have comments but this is a fluid document and don't forget what we have here again public input is really important. They said 1,500 points of input. Was it 6 people or 600? Don't forget who we are. Great to talk about parks and trails but you need to come inside to talk about it. Things can change. I want to ducktail to what the Mayor said, it's about having realistic expectation about growth, we need something to look forward to. I read the St. Francis Forward Plan and at first I thought oh its one of those studies, but it means a lot more to me when I started reading it the second time around, it means a lot. It has a lot of validity to it. Now with the younger parents and community gaining youth, they want these things. I think the St. Francis Forward Plan means a lot. The younger youth want these things. I would like to see them get involved.

Feldman said he wants to commend staff and HKGi, I think the St. Francis Forward Plan was well done. We had a lot of input from many people. Made us get direction on Bridge Street, gives us different ideas. It gives us a good reference point and guiding for the future. I agree we need to keep the identity of rural and urban. People moved out here for the rural effect. But the city is changing, from 1977 with this variance situation in place the city is a lot different than 42 years ago, becoming more urban. We are growing and this gives us some pathway. Thank you again to staff and HKGi.

MOTION BY MUEHLBAUER SECOND UDVIG ADOPT RESOLUTION 2019-07 A RESOLUITON AUTHORIZING THE SUBMITTAL OF THE 2040 COMPREHENSIVE PLAN TO METROPOLITAN COUNCIL AS REQUIRED BY MINNESOTA STATE LAW (METROPOLITAN LAND PLANNING ACT). Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**
None

11. **REPORTS**

A. Councilmember Reports-
Robinson nothing extra to report.

Muehlbauer looking forward to Winning with Cops event, March 22. Good job by our Officers and staff. Thanked public works dealing with the snow removal.

Bauer said he reported this last meeting but it is cold out there bring a survival kit for your vehicles.

Udvig attended the St. Francis Area Schools school board meeting. Good to get Bernice, St. Francis Area Schools Director of Finance back. On March 11 they will be holding a financial forum. I will not be able to attend due to our scheduled work session.

Feldman asked Fire Chief Dave Schmidt how to get right of surplus equipment that has no value. Schmidt said we will probably contact a salvage yard, cut some of it up so it is not reusable and put it in a dumpster. I would not want to put that in any ones else's hands for safety reasons. Feldman said so you will decommission it completely. Feldman said he wants to thank the public works for plowing I know council and staff feel the same way, they have done a great job. I had one resident text me and said where are the plows, that did not stomach me very well. I called that gentleman up right away, be patient. Because we have a great staff and the public works doing a good job plowing the roads, again be patient. We only have so much equipment and staff. These guys are tired. Be careful when you back out of your driveway, those mounds are high.

Hoping to get warmer weather too. Two weeks from Wednesday will be spring on the calendar. A lot of snow this year.

I want to say, in dealing with Oak Grove, Nowthen and the past councils to where the city lays today. This city has done a tremendous turn around, it really has. That is with the help of the councils thinking, now, staff has always been in place but now staff is at the table where we are listening and discussing. What I have always said about how this city has changed we have multiple meetings, discussions we do our due diligence, full research, asked a lot of questions and check things out before we make a decision or vote. We are also flexible where we can be without changing policies and ordinances. I really think that has really made a big change in this city compared to other cities. I feel good about our city right now; we have residents starting to trust us which is a big, big thing and have staff and department heads really positioned well. We have staff that are really good people working for the city that actually care about the city which is huge. And you have a council that is receptive to listening. I have always said you give me five people at a table and one of two things will happen at the end of the day, you will have a solution to your problem or

direction to the solution. We are proving that every day here. First two years were rough and hopefully the next two are a little less rough. We have done some really good things here but we have a lot of work to do but we are working as a team. I have always said this to staff, I may initiated the conversation but it isn't me the mayor or any individual council member that makes it happen it is us starting the conversation putting it on the table and at the end of the day it is the team effort with residents, staff and council working together to make it happen. This city today works on the premise that our forefathers wrote; this is governed for the people by the people and it truly is in this city. We do listen to our residents; we allow and want them to bring their concerns to us. We look into it. We may not be able to give them the answer they want to hear but we will give them a truthful, honest, researched answer as we can, which is the best we can do. We owe it to them; they are the owners of this city. I again want to commend staff it's a pleasure working with you. Example a week or two back during a storm our new truck had a problem with the hydraulics to lift up the plow and Jeremy (Shook, Public Works) during a snow storm drove to a parts supplier brought it back changed it and made the truck work, that's initiative. I don't think any problem is unsolvable as long as we work together. That's the key. We're a team and going in the right direction as long as we work together.

Once again, I want to thank HKGI, the move to have you come on as a planner was a great move for our city. You rounded out our consultants, Hakanson Anderson and Ehlers.

It's been cold out there be safe and be cautious. Thank you

C. Upcoming Events -

Mar 10 Daylight Savings Time Starts

Mar 18 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

Mar 20 Planning Comm. Meeting @ St. Francis Area Schools District Office 7:00 pm

Mar 22 Winning with Cops movie night @ SF Police Dept 6:00-8:30 pm

Apr 1 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:50 pm.

Barbara I. Held, City Clerk



CITY OF ST FRANCIS

Comprehensive Plan

Hoisington Koegler Group Inc.



Overview

- Intro to Comprehensive Planning
- Process
 - Community Engagement
 - Visioning & Vision Goals
 - Drafting & Review
- Changes since 2030 Plan
- Implementation
- Next Steps

Components of a Comprehensive Plan

- Vision/Guiding Principles
- Land Use
- Economic development
- Housing
- Parks, Recreation, Trails, and Open Space and Natural Resources
- Transportation
 - Street/Roadway Network
 - Transit
 - Bike/Ped
 - Freight
- Water Resources – Infrastructure
 - Sanitary Sewer
 - Potable water
 - Storm water
- Implementation

Purpose of a Comprehensive Plan

- Help the City anticipate upcoming needs
- Allow the community to express a vision for their future
- Guide elected officials
- Help the private sector plan how and where to invest
- Satisfy The Metropolitan Land Planning Act

Process

- **March 2017** Project kickoff
- **Summer 2017** Community Engagement
- **July 2018** Plan sent for adjacent jurisdiction review
- Metropolitan Council 3-month extension received (through March 2019)
- **January 2019** Jurisdiction review closed
- **February 20, 2019** Public Hearing

Projected Growth, 2017 - 2040

Based Upon Met Council Projections

Population	+ 4,906
------------	---------

Households	+ 2,426
------------	---------

Employment	+ 1,363
------------	---------

While St. Francis may not meet the projections from Met Council, the Comprehensive Plan must show how the community could meet the projections through 2040.

Input from Community

Comprehensive Plan

- 2 Open Houses
- 2 Surveys

St. Francis Forward Process:

- Stakeholder Interviews
- 3 Public Workshops
- 3 Surveys

~1,500 Points of Input

Key Points & Themes based on Public Input

- Invest in our infrastructure wisely and efficiently.
- We've got unique and worthwhile natural resources. Keep that character.
- St. Francis is a great place to live, let's attract more people to call it home.
- Continue to grow and diversify shopping and job options.
- We want to be able to get to destinations safely, no matter what mode of transportation we choose.

Changes Since 2030 Plan

- “Right Sizing” commercial land use at intersection of Hwy 47 and Ambassador Blvd
- Cleaning up land uses in NW Corner of Hwy 47 and Ambassador Blvd to better reflect constraints to development and anticipated absorption
- Introduction of flexible residential development approaches

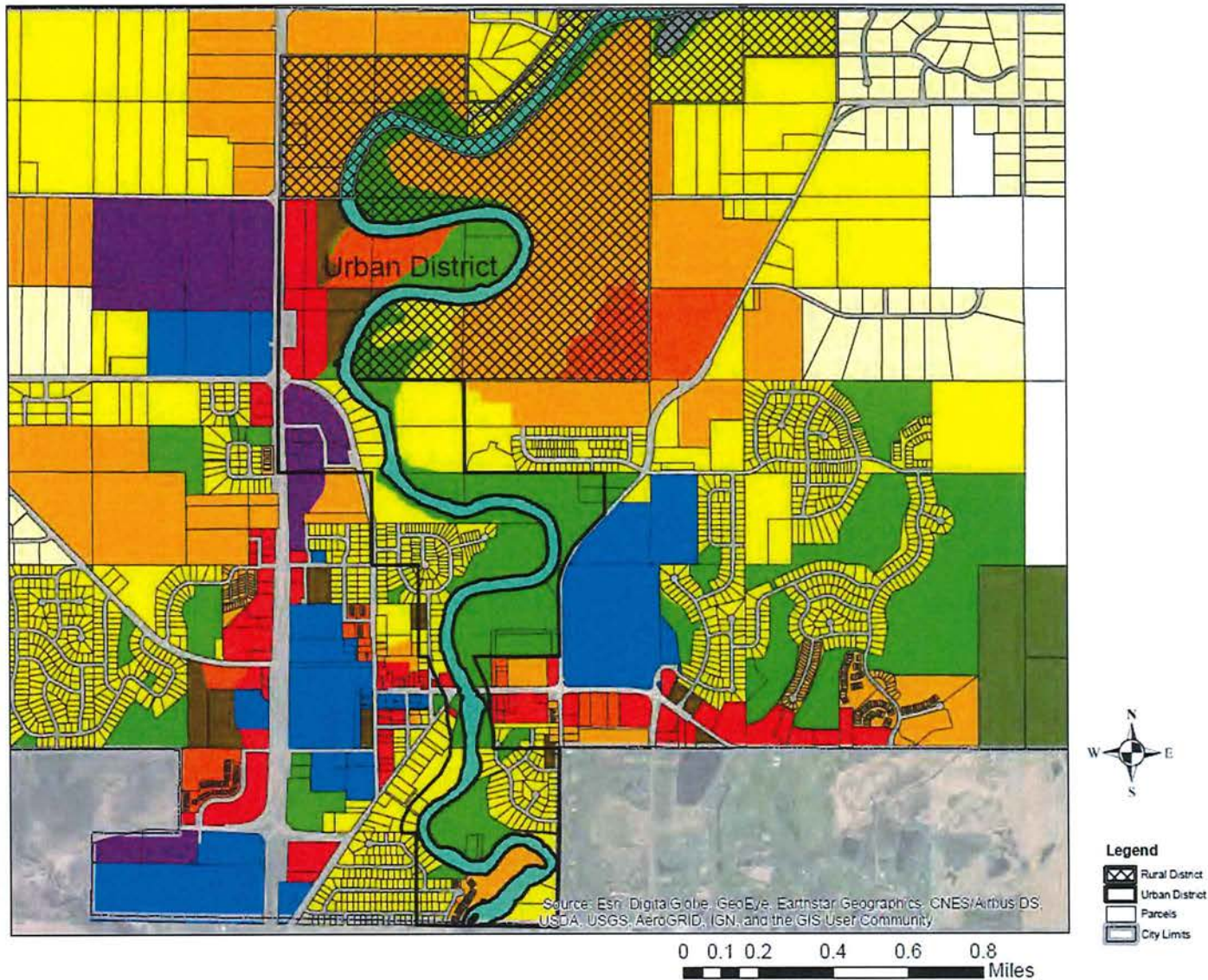
Recent Changes

- Wild & Scenic
- Responses to jurisdiction comments
- Land use refinements, small map changes
- Reinforced language about need to address dangerous intersections
- Language about relationship between community facilities and economic development

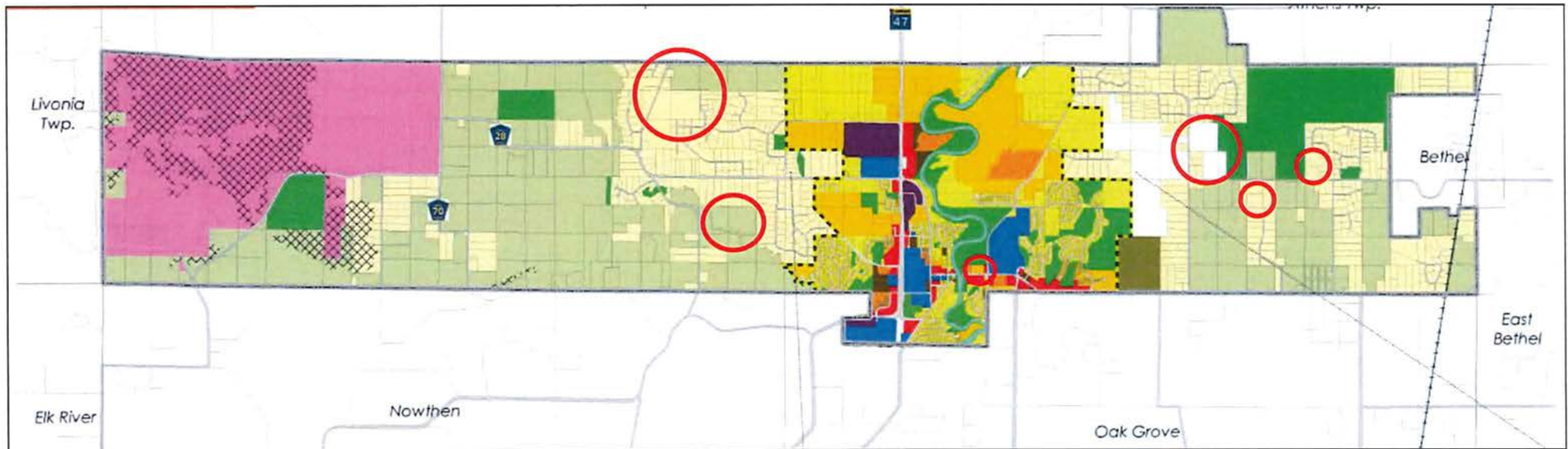
Wild & Scenic

- The Rum River in St. Francis is designated as a wild and scenic river.
- As the City grows, it is important that the City can achieve new growth while also keeping the integrity of the intent of the wild and scenic designation.
- Areas identified as rural 40 years ago are now at the growing edge of the City's neighborhoods and the City's services.
- The City is currently working with the Department of Natural Resources to reach a agreeable approach to helping St. Francis grow in a logical and orderly manner and protect the river.

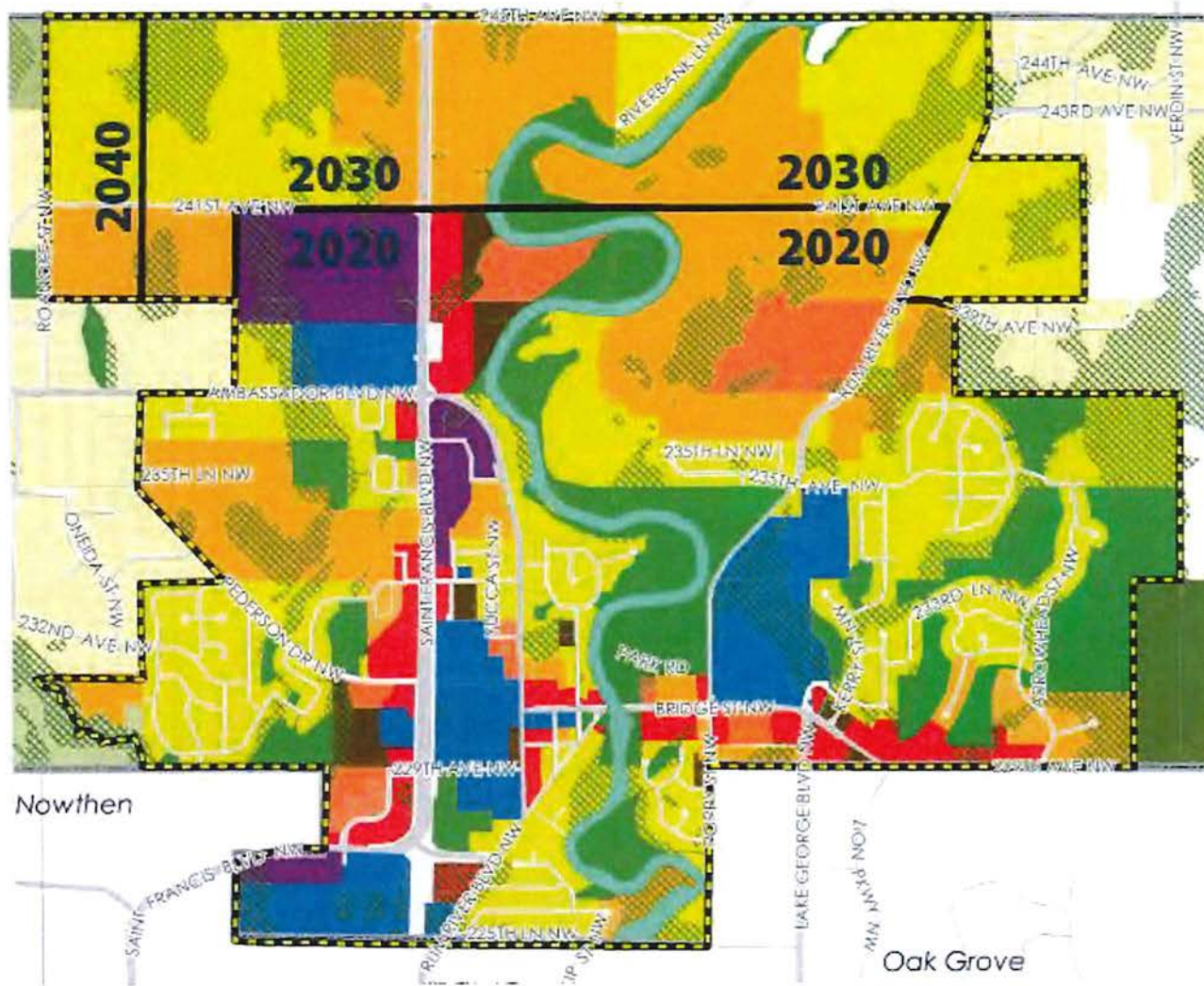
Wild & Scenic



Planned Land Use



Phasing



- City Limits
- Urban Service Area
- Permanent Agriculture
- Agriculture
- Urban Reserve
- Rural Residential
- Low Density Residential
- Medium Density Residential
- Med/High Density Residential
- High Density Residential
- Commercial
- Low Intensity Industrial
- Business Park / Light Industrial
- Park/Open Space
- Public/Institutional
- Aggregate Resources

Next Steps

- City Council Review (Tonight)
 - Resolution to approve submittal to Metropolitan Council
- Submit to Metropolitan Council for official review (March)
- Metropolitan Council returns review with official comments (Fall)
- City Council adopts Comprehensive Plan (Fall)
- Update Zoning and Subdivision Ordinances

THANK YOU + DISCUSSION



CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL WORK SESSION NOTES

MARCH 11, 2019

1. **CALL TO ORDER/ROLL CALL**

The City Council Work Session was called to order at 6:02 pm by Mayor Steve Feldman.

Members present: Council member Sarah Udvig, Council member Robert Bauer, Mayor Steve Feldman, Council member Joe Muehlbauer, and Council member Kevin Robinson.

Also present, City Administrator Joe Kohlmann and Pamela Whitmore from the League of MN Cities.

2. **LEAGUE OF MN CITIES TRAINING**

City Administrator Joe Kohlmann introduced Pamela Whitmore from the League of MN Cities to the Council. Kohlmann stated Ms. Whitmore has a power point presentation and other training materials.

Ms. Whitmore thanked the council for speaking with her on the phone and gave a little background on herself and the LMC's Collaboration program.

The power point topics addressed:

- Good Governance & Open Meeting Law
- Activity
- Overview of Today's Agenda
- Key elements to good Governance
- Charter City
- Mayor-Council Charter
- City Code
- As Soon as Elected – Mind Set
- Roles
- Policy Role of Elected
- Council Duties
- Mayor Duties
- Staff
- Roles: No Individual Authority/Act as a Body
- Table Time: Activity
- Council Tips when Working with Staff

- On Dais
- Perspectives
- Productive Mindset – As a Council
- Elected Officials During Meeting
- Workshops
- Committees
- Build Trust
- Make Meetings Matter
- Open Meeting Law 101
- OML – Purpose
- Basic Requirements
- What's a Meeting
- Council Meetings
- Violation or Not?
- Trip Ups
- Pre & Post-Meeting Discussions
- Serial Meetings
- Social Gatherings
- League Trainings
- Electronic Communications
- Interactive TV/Skype
- Closed Meetings
- Statutory Reasons
- Process to Close
- What Groups Need to Comply with Open Meeting Laws
- Violation or Not
- Hypothetical
- Personal Liability
- Data Practices Act
- Social Media
- Social Media Goals
- Social Media, in the eyes of residents
- Social Media Legal Issues
- Tips to minimize conflict
- I Commit or I Learned

The Council thanked Ms. Whitmore for her presentation.

3. **OTHER DISCUSSION**

- a) Mayor gave an update on a request from the League of MN Cities to support road infrastructure funding.

- b) Councilmember Robinson submitted items for future discussion with the Council (beekeeping, hours of operation, and Council meetings times)
- c) Councilmember Udvig inquired about the utility drop box and the security associated with it.
- d) Mayor gave a brief update on the joint Wastewater Agreement with Oak Grove.
- e) Councilmember Udvig noticed the Public Works crew was cleaning out storm drains and wanted to express her gratitude for them getting ahead of potential flooding.

4. **ADJOURNMENT**

The Mayor adjourned the City Council Work Session at 8:25 pm.

Submitted by,

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 C

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: WETT Program Student Internship
DATE: 03-18-2019

OVERVIEW:

A current student in the Water Environment Technologies Program approached the Public Works Department and asked if they could do a 2 week internship with the City in the Wastewater Department. An internship is required for all students enrolled in the WETT program. Our wastewater treatment plant is suitable for the proper training experience and meets the educational needs of the students enrolled in the program. The City is able to provide a site where students can learn and develop skills needed to gain entry into the field of water and wastewater treatment. Having the opportunity to teach and develop future operators is an exciting endeavor.

ACTION TO BE CONSIDERED:

Council is asked to consider authorizing the Public Works Director to sign agreements with St Cloud Technical and Community College for student training experience/internship.

BUDGET IMPLICATION:

None: This is an unpaid internship.

Attachments:

- Memorandum of Agreement

STUDENT'S NAME Eric Jostad

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE**

**MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP
FOR NON-ALLIED HEALTH PROGRAMS**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud Technical and Community College; 1540 Northway Drive; St Cloud, Minnesota ("the College/University") and

★ City of St. Francis ("the Facility"). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the College/University and to identify the responsibilities of the College/University and the Facility.

A. THE PARTIES UNDERSTAND THAT:

1. The College/University has a Water Environment Technologies Program (the "Program") for qualified students enrolled in the College/University; and
2. The College/University has been given authority to enter into Agreements regarding academic programs; and
3. The Facility has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Facility to provide a training site where College/University students can learn and develop skills and qualifications needed to achieve the student's occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The College/University and the Facility want to cooperate to furnish a training experience at the Facility for students of the College/University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. **The College/University agrees to:**
 - a. make arrangements with the Facility for a training experience at the Facility that will support the student's occupational goals and meet any applicable Program requirements.

- b. make periodic visits to the Facility's training site to observe the student or receive periodic reports from the Facility and/or the student, and discuss the student's performance and progress with the student and any site supervisor at the Facility, as needed.
- c. discuss with the Facility any problems or concerns arising from the student's participation.
- d. notify the Facility in the event the student is no longer enrolled in the Program at the College/University.
- e. keep any necessary attendance and progress records as set forth in the College/University attendance policy.
- f. assist in the evaluation of the student's performance in the training experience.

2. The Facility agrees to:

- a. cooperate with the College/University in providing a mutually agreeable training experience at the Facility that supports the student's educational and occupational goals.
- b. consult with the College/University about any difficulties arising at the Facility's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the College/University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

3. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. TERM OF AGREEMENT

This Agreement is in effect from April 1, 2019 or when fully executed, and shall remain in effect until April 12, 2019. This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

5. FINANCIAL CONSIDERATION

- a. The College/University and the Facility each agree to bear their own costs associated with this Agreement and that no payment is required by either College/University or the Facility to the other party.
- b. The Facility is not required to reimburse the College/University faculty or students for any services rendered to the Facility or its customers pursuant to this Agreement.

6. **CHANGES OR ADDITIONS TO THE AGREEMENT**

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. **ASSIGNMENT**

Neither the College/University nor the Facility shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

8. **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The Facility agrees that in fulfilling the duties of this Agreement, the Facility is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. **DATA PRIVACY**

The requirements of Minnesota Statute Section 13.05, subd. 11 apply to this contract. The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 [“the Act”]) that classify the College/University’s written and electronic information as public, private or confidential. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the Facility receives a request from a third party for any data provided to the Facility by the College/University, the Facility agrees to immediately notify the College/University. The College/University will give the FACILITY instructions concerning the release of the data to the requesting party before the data is released and the Facility agrees to follow those instructions. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C.1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

10. **STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT**

The student assigned to a training experience/internship at the Facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Facility.

11. **NON-DISCRIMINATION**

The Facility recognizes that it is the policy of the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Facility agrees to adhere to this policy in implementing this Agreement.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized

Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Facility and College/University.

★ FACILITY

City of St. Francis WWTP

Minnesota State Colleges and Universities
St. Cloud Technical and Community College

Name: *Paul TEICHER*

Name: _____

Authorized Facility Representative

Dean: _____

Title: *Public Works Director*

Date: _____

Date: *3-12-19*

Signature: *[Signature]*

AS TO FORM AND EXECUTION

Phone Number: *763-235-2304*

By: (authorized College/University signature)

Title: _____

Date: _____

ATTACHMENT A
STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: St. Cloud Technical and Community College

Name of College/University Program ("the Program"): Water Environment Technologies

Type of Training Experience/Internship: Involved with day to day water plant & utility operations.

Dates of Training/Internship: April 1st - 12th, 2019

Student's Name: Erik Jostad Phone #: 309-696-4635

Average number of hours to be worked by the Student each week: 40

★ Facility Name and Address: City of St. Francis 4058 St. Francis Blvd

★ Location Where Training will Occur (if different from Facility's Address above):

St. Francis Laundry

★ Facility Representative's Name: Patrick Barten Phone #: 320-283-6830

★ Activities/Job tasks and skills the Student will learn:

wastewater treatment, Lab, wastewater terminology

★ Tools and Equipment the Student will use:

Lab Equipment, shoe shoe.

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and

5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: 

Student's Name (please print): Eric Jostad

Date: 03/12/2019

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

St. Cloud Technical and Community College, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.



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

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 03-14-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$167,546.82 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-\$150,924.70

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:

- 03-18-2019 Packet List
- 03-18-2019 Other Checks



03/14/2019 3:32 pm

PAYMENT BATCH AP 03-18-19

AIRGAS NORTH CENTRAL

02/28/2019	9959950580	E 101-43100-217	Other Operating Supplies	MARCH CYLINDAR RENTAL	11.44
02/28/2019	9959950580	E 101-43210-217	Other Operating Supplies	MARCH CYLINDAR RENTAL	11.44
02/28/2019	9959950580	E 101-45200-217	Other Operating Supplies	MARCH CYLINDAR RENTAL	11.44
02/28/2019	9959950580	E 601-49440-217	Other Operating Supplies	MARCH CYLINDAR RENTAL	11.44
02/28/2019	9959950580	E 602-49490-217	Other Operating Supplies	MARCH CYLINDAR RENTAL	11.48
					<u>\$57.24</u>

ALLINA HEALTH

01/31/2019	II10025017	E 101-42210-305	Medical & Testing Fees	FIRST QTR 2019 EDUCATION BIL	1,148.25
03/03/2019	314459997	E 601-49440-441	Miscellaneous	MEDICAL & TESTS - OLSON, JAC	67.00
03/03/2019	314459997	E 602-49490-441	Miscellaneous	MEDICAL & TESTS - OLSON, JAC	67.00
					<u>\$1,282.25</u>

ANOKA COUNTY CENTRAL COMM.

02/27/2019	2019007	E 402-42110-581	Radios	POLICE RADIOS	14,340.25
					<u>\$14,340.25</u>

ANOKA COUNTY TREASURY DEPT.

03/06/2019	S190306H	E 101-42110-311	Contract	JLEC 2019 SHARED COSTS	8,593.00
					<u>\$8,593.00</u>

ASPEN MILLS

02/22/2019	232316	E 101-42110-448	Reserve Officers	UNIFORMS-NORTEN	148.70
02/28/2019	232620	E 101-42110-448	Reserve Officers	UNIFORMS-BOE	1,435.19
03/06/2019	233006	E 101-42110-437	Uniform Allowance	UNIFORMS-BLACK	50.00
					<u>\$1,633.89</u>

BAUER BUILT INC.

01/29/2019	940056031	E 101-42110-221	Vehicle Repair & Maintenance	FIREHAWK PVS	258.20
					<u>\$258.20</u>

BELLBOY CORPORATION

02/26/2019	0068509800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.55
02/26/2019	0068509800	E 609-49751-251	Liquor For Resale	LIQUOR	2,458.36
					<u>\$2,490.91</u>

BERNICK COMPANIES, THE

02/28/2019	484425	E 609-49751-252	Beer For Resale	BEER	463.15
03/07/2019	486039	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
03/07/2019	486040	E 609-49751-252	Beer For Resale	BEER	159.00
					<u>\$642.15</u>

BGS (BARNA GUZY)

02/28/2019	199716	E 101-41600-312	Criminal Legal Fees	PROSECUTION/RETAINER FILE	5,000.00
02/28/2019	199956	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,900.00
02/28/2019	199957	E 101-41600-304	Civil Legal Fees	COMMUNITY DEVELOPMENT	1,246.00
02/28/2019	199958	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUR	3,720.00
02/28/2019	199959	E 101-41600-304	Civil Legal Fees	MISC/NON-RETAINER	3,472.00
					<u>\$15,338.00</u>

BREAKTHRU BEVERAGE

02/08/2019	2080228195	E 609-49751-251	Liquor For Resale	LIQUOR	(50.00)
02/28/2019	1080935717	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.19
02/28/2019	1080935717	E 609-49751-251	Liquor For Resale	LIQUOR	1,265.89
02/28/2019	1080935717	E 609-49751-253	Wine For Resale	WINE	103.33
03/07/2019	1080938884	E 609-49751-206	Freight and Fuel Charges	FREIGHT	104.50

03/07/2019	1080938884	E 609-49751-251	Liquor For Resale	LIQUOR	10,731.29
03/07/2019	1080938884	E 609-49751-253	Wine For Resale	WINE	43.33
03/07/2019	1080938884	E 609-49751-254	Miscellaneous Merchandise	MISC	272.85
					\$12,503.38

CAPITOL BEVERAGE SALES, L.P.

03/11/2019	6115610	E 609-49751-252	Beer For Resale	BEER	141.65
					\$141.65

CENTURY LINK

03/07/2019	031419	E 601-49440-321	Telephone	PHONE	71.09
03/07/2019	031419	E 602-49490-321	Telephone	PHONE	71.08
					\$142.17

CINTAS

03/05/2019	4017701601	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.26
03/05/2019	4017701602	E 601-49440-401	Repairs/Maint Buildings	RUG MAINTENANCE	23.04
03/12/2019	4018050763	E 101-43100-401	Repairs/Maint Buildings	RUG MAINTENANCE	12.02
03/12/2019	4018050763	E 101-45200-401	Repairs/Maint Buildings	RUG MAINTENANCE	12.02
03/12/2019	4018050763	E 601-49440-401	Repairs/Maint Buildings	RUG MAINTENANCE	12.02
03/12/2019	4018050763	E 602-49490-401	Repairs/Maint Buildings	RUG MAINTENANCE	12.02
03/12/2019	4018050775	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS	2.00
03/12/2019	4018050775	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS	2.00
03/12/2019	4018050775	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	1.98
03/12/2019	4018050775	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	2.00
					\$90.36

COUNTY MARKET - CITY ACCOUNT

03/05/2019	030519	E 101-42210-212	Motor Fuels	FUEL	404.07
					\$404.07

DAHLHEIMER DIST. CO. INC.

02/26/2019	201098	E 609-49751-252	Beer For Resale	BEER	(7.20)
02/27/2019	1402457	E 609-49751-252	Beer For Resale	BEER	5,362.40
02/27/2019	1402457	E 609-49751-254	Miscellaneous Merchandise	MISC	275.20
02/27/2019	1402457	E 609-49751-255	N/A Products	NA	27.00
03/06/2019	1402508	E 609-49751-252	Beer For Resale	BEER	8,341.30
					\$13,998.70

DELL MARKETING L.P.

02/28/2019	10301026958	E 101-42210-240	Office Equip	OPTIPLEX 7060	573.00
02/28/2019	10301083096	E 101-42210-240	Office Equip	OPTIPLEX 7060	573.00
02/28/2019	10301083109	E 101-42210-240	Office Equip	OPTIPLEX 7060	573.00
03/14/2019	10297832596	E 402-42110-570	C-O-L Office Equip & Misc.	POLICE COMPUTER	3,300.00
					\$5,019.00

DEX MEDIA EAST LLC

03/05/2019	03052019	E 609-49750-340	Advertising	ADVERTISING	80.00
					\$80.00

DRIVER & VEHICLE SERVICES

03/07/2019	030719	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE TABS	141.00
					\$141.00

ECM PUBLISHERS, INC.

03/08/2019	677056	G 803-22159	ESC-DENKER	IUP DECKER-PH	43.00
					\$43.00

ELITE SANITATION

03/04/2019	25558	E 101-45200-402	Janitorial Service	PORTABLE TOILET RENTAL	305.00
					\$305.00

EMERGENCY MEDICAL PRODUCTS

03/05/2019	03052019	E 101-42210-237	Small Equipment	FINGER PULSE OXIMETER	340.76
					\$340.76

FLYTE HCM LLC

03/05/2019	40844	E 101-41540-301	Auditing and Acct g Services	MONTHLY ADMIN FEE	117.00
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					\$117.00
GRANITE CITY JOBBING CO.					
02/26/2019	126782	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
02/26/2019	126782	E 609-49751-254	Miscellaneous Merchandise	MISC	53.16
02/26/2019	126782	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,903.70
					\$1,961.11

HACH COMPANY					
03/04/2019	11363683	E 602-49490-235	Lab Supplies	SAMPLER, WATER CORE	269.62
03/05/2019	11367296	E 602-49490-235	Lab Supplies	SENSOR CAP REPLACEMENT	129.00
					\$398.62

HANSON, SHERI					
02/20/2019	03072019	G 601-22200	Deferred Revenues	REFUND ACCT #3984	60.52
					\$60.52

HAWKINS, INC.					
03/01/2019	4454315	E 602-49490-216	Chemicals and Chem Products	FERRIC CHLORIDE	4,977.80
					\$4,977.80

IACP					
02/14/2019	34124	E 101-42110-433	Dues and Subscriptions	ANNUAL BILLING	525.00
					\$525.00

INNOVATIVE OFFICE SOLUTIONS, L					
02/27/2019	IN2419366	E 101-42110-200	Office Supplies	OFFICE SUPPLIES - POLICE	94.88
					\$94.88

JJ TAYLOR DISTRIBUTING					
02/27/2019	2954045	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/27/2019	2954045	E 609-49751-252	Beer For Resale	BEER	589.60
02/27/2019	2954045	E 609-49751-255	N/A Products	NA	29.20
03/07/2019	2932385	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/07/2019	2932385	E 609-49751-252	Beer For Resale	BEER	425.55
					\$1,050.35

JOHNSON BROS WHLSE LIQUOR					
02/27/2019	1230564	E 609-49751-206	Freight and Fuel Charges	FREIGHT	387.05
02/27/2019	1230564	E 609-49751-251	Liquor For Resale	LIQUOR	18,076.95
02/27/2019	1230565	E 609-49751-206	Freight and Fuel Charges	FREIGHT	80.08
02/27/2019	1230565	E 609-49751-253	Wine For Resale	WINE	2,929.40
02/27/2019	1230566	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.57
02/27/2019	1230566	E 609-49751-254	Miscellaneous Merchandise	MISC	37.00
03/06/2019	1236237	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.40
03/06/2019	1236237	E 609-49751-253	Wine For Resale	WINE	1,161.80
03/06/2019	1236238	E 609-49751-252	Beer For Resale	BEER	249.48
					\$22,954.73

LEAGUE OF MN CITIES					
		E 101-41400-433	Dues and Subscriptions	DEDUCTIBLES-BLACK, SIEBER	542.36
					\$542.36

LUPULIN BREWING					
03/07/2019	19228	E 609-49751-252	Beer For Resale	BEER	65.00
					\$65.00

MAHCO					
		E 101-41910-208	Training and Instruction	JODIE STEFFES	80.00
					\$80.00

MARTIN-MCALLISTER					
02/28/2019	12285	E 601-49440-441	Miscellaneous	EVALUATION-OLSON, JACOB	300.00
02/28/2019	12285	E 602-49490-441	Miscellaneous	EVALUATION-OLSON, JACOB	300.00
					\$600.00

MCDONALD DIST CO.					
02/26/2019	112-0500	E 609-49751-252	Beer For Resale	BEER	(28.90)

02/26/2019	480575	E 609-49751-252	Beer For Resale	BEER	(118.17)
02/26/2019	480633	E 609-49751-252	Beer For Resale	BEER	7,819.90
03/05/2019	481466	E 609-49751-252	Beer For Resale	BEER	3,827.75
					<u>\$11,500.58</u>

MED-COMPASS, INC.

01/30/2019	34978	E 101-42210-305	Medical & Testing Fees	PULMINARY FUNCTION TEST	820.00
					<u>\$820.00</u>

METRO CITIES - AMM

01/09/2019	155	E 101-41400-433	Dues and Subscriptions	2019 METRO CITIES DUES	3,178.00
					<u>\$3,178.00</u>

MIDCONTINENT COMMUNICATIONS

03/02/2019	13331300110147	E 101-41940-321	Telephone	CITY HALL	37.17
03/02/2019	13331300110147	E 101-42110-321	Telephone	POLICE	16.93
03/02/2019	13331300110147	E 101-43100-321	Telephone	PUBLIC WORKS	16.94
03/02/2019	13331300110147	E 601-49440-321	Telephone	WATER	300.00
03/02/2019	13331300110147	E 609-49750-321	Telephone	LIQUOR STORE	150.00
					<u>\$521.04</u>

MN DEPT OF HEALTH

03/07/2019	030719	E 601-49440-313	Sample Testing	1ST QUARTER	2,669.00
					<u>\$2,669.00</u>

MN DNR

E 101-41910-318	Economic Development	DNR VARIANCE	4,585.00
			<u>\$4,585.00</u>

MN MANAGEMENT & BUDGET

E 101-41910-318	Economic Development	DNR VARIANCE	4,585.00
			<u>\$4,585.00</u>

MN MUNICIPAL BEVERAGE ASSN.

03/12/2019	031219	E 609-49750-208	Training and Instruction	HOTEL-SCHMIDT	240.00
					<u>\$240.00</u>

MN POLLUTION CONTROL AGENCY

03/13/2019	031319	E 602-49490-433	Dues and Subscriptions	WASTEWATER OPERATOR RENI	23.00
					<u>\$23.00</u>

NIEMI, DEAN

02/20/2019	030719	G 601-22200	Deferred Revenues	REF ACCT #5397	67.28
					<u>\$67.28</u>

OPUS 21

03/03/2019	190213	E 601-49440-382	Utility Billing	UTILITY BILLING	1,579.77
03/03/2019	190213	E 602-49490-382	Utility Billing	UTILITY BILLING	1,579.76
					<u>\$3,159.53</u>

PACE ANALYTICAL SERVICES

02/26/2019	1912003940	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
02/28/2019	1912004019	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
03/01/2019	1912004053	E 602-49490-313	Sample Testing	SAMPLE TESTING	123.00
03/07/2019	1912004179	E 602-49490-313	Sample Testing	SAMPLE TESTING	123.00
03/07/2019	1912004182	E 602-49490-313	Sample Testing	SAMPLE TESTING	108.00
03/07/2019	1912004196	E 602-49490-313	Sample Testing	SAMPLE TESTING	120.00
					<u>\$660.00</u>

PAUSTIS WINE COMPANY

02/25/2019	42012	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.50
02/25/2019	42012	E 609-49751-253	Wine For Resale	WINE	624.00
03/11/2019	43549	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
03/11/2019	43549	E 609-49751-253	Wine For Resale	WINE	272.00
					<u>\$911.00</u>

PEPSI COLA

03/12/2019	24375204	E 609-49751-254	Miscellaneous Merchandise	MISC	263.35
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\$263.35**PHILLIPS WINE & SPIRITS CO.**

02/22/2019	322263	E 609-49751-251	Liquor For Resale	LIQUOR	(109.57)
02/27/2019	2512394	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.11
02/27/2019	2512394	E 609-49751-251	Liquor For Resale	LIQUOR	3,486.40
02/27/2019	2512395	E 609-49751-206	Freight and Fuel Charges	FREIGHT	67.52
02/27/2019	2512395	E 609-49751-253	Wine For Resale	WINE	1,788.75
03/06/2019	2516240	E 609-49751-206	Freight and Fuel Charges	FREIGHT	41.61
03/06/2019	2516240	E 609-49751-251	Liquor For Resale	LIQUOR	3,657.20
03/06/2019	2516241	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.71
03/06/2019	2516241	E 609-49751-253	Wine For Resale	WINE	185.34
03/06/2019	2516242	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.64
03/06/2019	2516242	E 609-49751-254	Miscellaneous Merchandise	MISC	239.50
					\$9,417.21

SOUTHERN GLAZERS OF MN

02/21/2019	1788265	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.20
02/21/2019	1788266	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.92
02/21/2019	1788266	E 609-49751-251	Liquor For Resale	LIQUOR	1,545.47
02/21/2019	1788267	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.84
02/21/2019	1788267	E 609-49751-253	Wine For Resale	WINE	288.00
02/28/2019	1790742	E 609-49751-206	Freight and Fuel Charges	FREIGHT	38.62
02/28/2019	1790742	E 609-49751-251	Liquor For Resale	LIQUOR	5,494.88
02/28/2019	1790743	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.56
02/28/2019	1790743	E 609-49751-253	Wine For Resale	WINE	1,086.00
03/07/2019	1793392	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
03/07/2019	1793393	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.36
03/07/2019	1793393	E 609-49751-251	Liquor For Resale	LIQUOR	1,951.68
03/07/2019	1793394	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.84
03/07/2019	1793394	E 609-49751-253	Wine For Resale	WINE	280.00
					\$10,764.65

STERLING TROPHY

01/03/2019	23462	E 101-42210-441	Miscellaneous	BLK & WHITE PAR TAG PLASTIC	11.25
					\$11.25

THE AMERICAN BOTTLING COMPANY

02/28/2019	3562809043	E 609-49751-254	Miscellaneous Merchandise	MISC	230.18
					\$230.18

TJ ASSOCIATES

12/26/2018	229320	E 101-41110-441	Miscellaneous	BUSINESS CARDS-KEVIN, SARA	78.00
01/29/2019	229610	E 101-42110-200	Office Supplies	BUSINESS CARDS-HEDGES	39.00
02/19/2019	229807	E 101-42110-308	Community Education	CITIZENS AWARDS - POLICE	45.60
03/11/2019	229927	E 101-41910-200	Office Supplies	BUSINESS CARDS-STEFFFES	39.00
03/12/2019	229950	E 101-41400-200	Office Supplies	#10 WINDOW ENVELOPES	169.00
					\$370.60

U S BANK EQUIPMENT FINANCE

E 101-41400-240	Office Equip	COPIER LEASE	201.24
E 101-43100-240	Office Equip	COPIER LEASE	201.24
E 101-43210-240	Office Equip	COPIER LEASE	201.24
E 101-45200-240	Office Equip	COPIER LEASE	201.24
E 601-49440-240	Office Equip	COPIER LEASE	201.24
E 602-49490-240	Office Equip	COPIER LEASE	201.25
			\$1,207.45

VINOCOPIA, INC.

02/22/2019	0227379-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
02/22/2019	0227379-IN	E 609-49751-251	Liquor For Resale	LIQUOR	68.00
03/08/2019	0228314-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.00
03/08/2019	0228314-IN	E 609-49751-253	Wine For Resale	WINE	440.00
					\$522.50

WINE MERCHANTS

02/27/2019	7224234	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
02/27/2019	7224234	E 609-49751-253	Wine For Resale	WINE	560.00

\$567.85

FUND SUMMARY

\$167,546.82

101 GENERAL FUND	\$45,728.62
402 CAPITAL EQUIPMENT	\$17,640.25
601 WATER FUND	\$5,364.38
602 SEWER FUND	\$8,304.01
609 LIQUOR FUND	\$90,466.56
803 ESCROW	\$43.00
Total	<u>167,546.82</u>

Checks cut since last Council Meeting

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #

9 A**TO:** Joe Kohlmann, City Administrator**FROM:** Kate Thunstrom, Community Development Director**SUBJECT:** General Parking, Loading and Access Requirements – 2nd Reading**DATE:** March 18, 2019

OVERVIEW

Staff and engineering has worked with several land owners regarding driveways and existing driveway standards finding codes are not clearly representing what is needed or required. Driveways within the urban area are typically designed based on development standards. Driveways within the rural areas and at lengths over 600 feet are creating difficulties in enforcement and issues with emergency service needs. In working with City Engineer updates have been made to provide clarity in the expectation of the City driveway requirements

Planning Commission held a Public Hearing on February 20, 2019. There was no public input received on the changes either in person or in writing as the public can respond by either means. Planning Commissioners did not request any changes, updates or additions to what staff proposed.

ITEMS TO BE DISCUSSED:

On March 4, 2019 Council approved the changes as recommended by staff and moved changes as a first reading. Tonight the changes would move forward for a second reading.

The ordinance is moving forward as follows:

March 4 – 1st Reading

March 18 – 2nd Reading

Publish March 22nd for 30 day comment

Effective: April 23, 2019

ATTACHMENTS:

City Code 10-19 General Parking, Loading and Access Requirements

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 245, SECOND SERIES

AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE 10-19-1
REGARDING "GENERAL PARKING, LOADING, AND ACCESS REQUIREMENTS"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-19-1 of the Zoning Ordinance shall hereby be amended to read as follows:

SECTION 19. - GENERAL PARKING, LOADING, AND ACCESS REQUIREMENTS

10-19-1. - Purpose.

The regulation of off-street parking spaces, loading areas, and site access is to alleviate or prevent congestion of the public rights-of-way and to promote the safety and general welfare of the public, by establishing minimum requirements for off-street parking and loading areas for motor vehicles in accordance with the intensity of utilization of various parcels of land or structures.

10-19-2. - Application of off-street parking regulations.

The regulations and requirements set forth in this Chapter shall apply to the required and non-required off-street parking facilities in all use districts.

10-19-3. - General provisions.

- A. *Site Plan Requirements.* All applications for a building permit or a certificate of occupancy in all zoning districts shall be accompanied by a site plan, indicating the location and number of off-street parking and loading spaces, meeting the requirements set forth in this Chapter.
- B. Permit Required – All proposed driveway, street, and private drive connections to a City street shall require a permit.
- C. Combined with Other Permits – Sites that receive subdivision approval or site plan approval, and for which the proposed driveway or street connection was clearly depicted in the approved plans, shall not require a separate permit.
- D. Permits Prior to Effective Date. Structures or uses for which a building permit has been issued prior to the effective date of this Ordinance shall be exempt from the parking

requirements in this Ordinance if the structure is completed within six (6) months after the effective date of this Ordinance.

- GE.** *Reduction of Existing Off-Street Parking Space.* Off-street parking spaces and loading spaces existing upon the effective date of this Ordinance shall not be reduced in number unless the number exceeds the requirements set forth herein for a similar new use.
- DE.** *Change of Use or Occupancy of Land.* No change of use or occupancy of land already dedicated to a parking area, parking spaces, or loading spaces shall be made, nor shall any sale of land, division or subdivision of land be made which reduces area necessary for parking, parking stalls, or parking requirements below the minimum prescribed by this Ordinance.
- EG.** *Change of Use or Occupancy of Buildings.* Any change of use or occupancy of any building or buildings including additions thereto requiring more parking area shall not be permitted until additional parking spaces are provided as required by this ordinance.
- FH.** *Off-Site Parking Facilities.* When required accessory off-street parking facilities are provided elsewhere than on the lot in which the principal use served is located, they shall be in the same ownership or control, either by deed or long-term lease, as the property occupied by such principal use.
- GI.** *Use of Parking Area.* All parking lot designs shall be well planned to minimize conflicts between vehicular and pedestrian traffic. Required off-street parking spaces in any district shall not be utilized for vehicle repair, open storage, stockpiling of snow, debris, materials, goods or for the storage of vehicles which are inoperable or for sale or for lease. Parking spaces for the disabled shall comply with current state requirements.
- HJ.** *Computation of Required Spaces.* In computing the number of parking or loading spaces required the following rules shall govern:
1. The term "floor area" for the purpose of calculating the number of off-street parking spaces shall be the net usable floor area of the various floors, exclusive of hallways, utility space, restrooms, window show cases, and ornamental space not used for assembly.
 2. Where fractional spaces result, the parking spaces required shall be construed to be the nearest whole number.
 3. The parking space requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator.
 4. When computing total number of parking spaces required for a use, individual activities within the use will be calculated separately and added together to arrive at the total required parking spaces for each specific use proposed.
- IK.** *Disability Accessible Parking.* Disability parking and associated signage shall be provided per the applicable State or Federal standards, whichever is more restrictive.

(Ord. 153, SS, 5-8-2011)

10-19-4. - Performance standards.

All off-street parking facilities shall comply with the following dimensional standards:

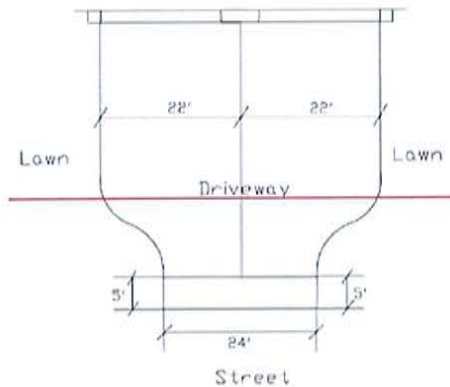
A. *Drive Aisles/Parking Lots/Stall Dimensions.*

Angle	Minimum Stall Dimensions	Minimum Parking Lot Drive Aisle Width
90 Degree	9 x 19	24 feet (two-way traffic)
60 Degree	9 x 19	18 feet (one-way traffic)
Parallel	8 x 22	24 feet (two-way traffic)

B. Driveway and Private Street Requirements.

- Two-way traffic: The minimum drive width for two-way traffic shall be ~~T~~twenty-four (24) feet.
- One-way traffic: The minimum drive width for one-way traffic shall be ~~T~~twenty (20) feet minimum if necessary for fire truck access.
- Drive-up window lanes: The minimum drive width for drive-up window lanes shall be ~~F~~fourteen (14) feet if fire truck access required.
- ~~All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City.~~
- ~~Bituminous, concrete, pavers, or other similarly surfaced driveways on paved roadways shall extend to and adjoin the existing paved surface. Driveways constructed along roads that are constructed as a rural section street shall meet the rural driveway standard set forth in the City's Development Standards.~~
- ~~Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts. Driveways that service commercial and industrial uses may extend to the side property line with approval by the adjacent land owner.~~
- ~~No residential driveway shall exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.~~
- ~~Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.~~
- ~~No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.~~

10. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.
11. ~~All driveways in the Urban Service Area that are constructed after the effective date of this Chapter shall be constructed with bituminous, concrete, pavers, or other similar surface. (Ord 153, SS, 5-8-11)~~
12. ~~Driveways shall not have a slope of greater than ten (10) percent.~~
13. ~~Driveways in the Rural Service Area shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10-foot driving surface, with a driveway base that is suitable to support the City's largest piece of fire-fighting apparatus. Obstructions adjacent to and directly over the driveway, including but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed.~~
14. ~~All new or relocated driveways shall require a permit prior to construction. Driveways located on City streets shall obtain a permit from the City of St. Francis. Driveways located on State Highway 47 shall obtain a permit from MnDOT and driveways located on a County Road shall obtain a permit from the Anoka County Highway Department.~~
15. ~~The property owner shall be responsible for the maintenance in safe condition of all driveways leading to his or her property, including the portions of sidewalks used as part of said driveways.~~
16. ~~The center island separating townhome driveways shall be landscaped with hardy shrubs.~~
17. ~~The center island separating townhome driveways shall not be used for snow storage.~~
18. ~~The property owners of the townhomes shall share maintenance responsibilities of the center island.~~
19. ~~In lieu of two separate townhome driveways, one shared driveway may be utilized subject to the following conditions:~~
 - a. ~~The shared driveway shall not exceed twenty-four (24) feet in width at the point it adjoins the street.~~
 - b. ~~Townhome driveways shall be required and maintained by a property owner association.~~



20. ~~Town homes and multi-family dwellings under the ownership and/or control of a property owner association shall be maintained, repaired, and replaced under the cost of property owner association. Said association shall maintain a capital improvement program for the driveways under its ownership.~~
21. ~~In the Rural Residential and Marginal Land PUD Districts, primary driveways that lead to the principle structure or primary garage shall be paved with a bituminous, concrete, paver, or similar surface. Secondary driveways shall be paved in a similar manner from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met. The City Engineer may waive this requirement in cases where the adjacent public roadway is not paved.~~
- C. *Private Street Standards.* All private streets intended to service Commercial, Industrial, Institutional, and Multi-family Projects shall be constructed in accordance to the City's Public Street Standard, including but not limited to; street width, curb and gutter, intersection standards, pavement section and design standard.

(Ord. 153, SS, 5-8-2011)

10-19-5. - Joint parking requirements.

Required parking facilities serving two (2) or more uses may be located on the same lot or in the same structure, except in residentially zoned districts, provided that the total number of parking spaces furnished shall be not less than the sum total of the separate requirements for each use during any peak hour parking period when the parking facility is used at the same time by two (2) or more uses. Conditions required for joint uses are:

- A. The proposed joint parking space is within five hundred (500) feet of the use it will serve.
- B. The applicant shall demonstrate that there is not substantial conflict in the principal operating hours of the two (2) or more buildings or uses for which joint use of off-street parking facilities is proposed.
- C. A properly drawn legal instrument executed by the parties concerned for joint use of off-street parking facilities shall be filed as a deed restriction on both properties in the recorder's office of Anoka County.

10-19-6. - Off-site parking.

- A. Any off-site parking which is used to meet the requirements of this Ordinance may, as applicable, be allowed by a conditional use permit for long term off-site parking facilities as

regulated under the provisions of Chapter 6 of this Ordinance, or an interim use permit for short term temporary off-site parking facilities as regulated under the provisions of Chapter 7 of this Ordinance, and shall be subject to the conditions listed below.

- B. Off-site parking shall be developed and maintained in compliance with all requirements and standards of this Ordinance.
- C. Reasonable access from off-site parking facilities to the use being served shall be provided.
- D. Except as provided by this Ordinance, the site used for meeting the off-street parking requirements shall be under the same ownership as the principal use being served or under public ownership.
- E. Off-site parking for multiple-family dwellings shall not be located more than two hundred fifty (250) feet from any normally used entrance of the principal use served.
- F. Off-site parking for non-residential uses shall not be located more than five hundred (500) feet from the main public entrance of the principal use being served. Off-site parking located more than five hundred (500) feet from the main entrance may be allowed with the provision of a private shuttle service.
- G. Any use which depends upon off-site parking to meet the requirements of this Ordinance shall maintain ownership and parking utilization of the off-site location until such time as on-site parking is provided or a site in closer proximity to the principal use is acquired and developed for parking.

10-19-7. - Proof of parking requirements.

The City may allow reductions in the number of required parking spaces to be installed under one (1) or more of the following circumstances via a conditional use permit:

- A. The unique characteristics of the proposed use are such that it will generate a need for less parking than the Ordinance standard; or
- B. All requests for reductions in the amount of required parking to be installed shall be accompanied by a plan showing where the total required parking spaces can be added on the lot, if necessary, up to the total amount required by this Ordinance, (meeting green area requirements) without requiring a variance.

(Ord. 153, SS, 5-8-2011)

10-19-8. - Design and maintenance of off-street parking.

A. *Curb Cuts and Property Access Points.*

1. ~~Width. No driveway curb cut access within the public right-of-way shall exceed twenty-four (24) feet.~~
2. ~~Number Allowed. Residential lots within the Urban Service Area shall be limited to no more than one driveway access on to a public street. Residential lots within the Rural Service Area may have two driveway accesses, provided the driveways have at least a one hundred (100) foot separation and the second driveway is intended to service an accessory structure. Both driveways shall have culverts meeting City Code requirements.~~ Lots developed for Commercial, Industrial, Multi-family and/or Public

Institutional uses may be permitted multiple driveways onto a public street ~~after~~ subject to review and approval by the City Engineer.

3. ~~Setbacks. Curb cuts may not be placed closer than three (3) feet to any side or rear lot line.~~
 4. *County/State Roads.* Curb cuts onto County/State roads shall require review by the County/State Engineer. The County/State Engineer shall determine the appropriate location, size, and design of such access drives and may limit the number of access drives in the interest of public safety and efficient traffic flow.
 5. ~~Sensitive Areas. Curb cuts to principal structures which traverse wooded, steep, or open field areas shall be constructed and maintained to a width and base material depth sufficient to support access by emergency vehicles as determined by the City Engineer.~~
- B. *Signs.* Signs shall not be located in a required parking area except as necessary for disability accessibility and for the orderly operation of traffic movement. Such signs shall not be a part of the permitted advertising space.
- C. *Curbing.* Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.
- D. *Striping.* Except for single, two family and townhouses, all parking stalls shall be marked with white or yellow painted lines not less than four (4) inches wide.
- E. *Surfacing.*
1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts and shall meet a 9-ton design. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
 2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
 3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.
- F. *Lighting.* Lighting in an off-street parking area shall be shaded or diffused so as to reflect the light away from adjoining property and adjacent traffic areas as regulated in accordance with Section 10-16-8 of this Ordinance. All light fixtures shall be a down-cast style.
- G. *Maintenance of Off-Street Parking Spaces.* It shall be the joint responsibility of the operator and owner of the principal use, uses and/or building to maintain, in a neat and adequate manner, the parking space, access ways, landscaping and required fencing.
- H. *Location.* All accessory off-street parking facilities required herein shall be located as follows:
1. Spaces accessory to one and two family dwellings shall be on the same lot as the principal use served unless guest parking is provided elsewhere.
 2. There shall be no off-street parking space within five (5) feet of any property line except as provided below:

- a. B-2 and B-3 Districts. Zero lot line parking area setbacks shall be allowed within B-2 and B-3 Districts subject to the following conditions:
 - (1) A five (5) foot parking area setback shall be maintained along street rights-of-way (not including alleys). Such setback area shall be sodded or landscaped with approved ground cover, shrubs or trees.
 - (2) The parking area shall not abut a residential zoning district or use.
 - (3) If applicable, a maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
 - (4) Encroachment into established utility easements shall be allowed only via permit and an encroachment agreement with the City.
- b. Shared Access and Joint Parking. Zero lot line setbacks shall be allowed in cases of shared access and joint parking subject to the following conditions:
 - (1) The access and/or parking area layout is approved by the City Engineer.
 - (2) A maintenance and joint use agreement shall be executed and recorded against the titles of the affected properties.
 - (3) If applicable, the conditions of Section 10-19-5 of this Ordinance related to joint parking are satisfied.
3. When parking stalls abut a sidewalk, the minimum sidewalk width shall be six (6) feet.
4. Parking stalls shall not be located where they obstruct doorways, driveways, or pedestrian walkways.
5. All disability accessible stalls shall be located in close proximity to entrance areas and shall not be hindered by inappropriately located curb cuts, catch basins, etc.
- I. *Use of Parking Area.* Required off-street parking spaces in all districts shall not be used for open storage, or sale of goods, or for the storage of vehicles which are inoperable, for lease, rent or sale or the stockpiling of snow.
- J. *Parking and Storage of Recreational Vehicles.* The parking and storage of recreational vehicles shall be regulated in accordance with Section 7-4-5 of the City Code and Section 10-16-15 of this Ordinance.

(Ord. 153, SS, 5-8-2011; Ord. [227](#), SS, 8-7-2017)

10-19-9. - Parking supply requirements.

USES	REQUIRED NUMBER OF PARKING SPACES
RESIDENTIAL	
Assisted Living Facility	One-half (½) space per unit.
Daycare Nursery	One (1) space per teacher/employee on the largest work shift, plus one (1) off-street loading space per six (6)

	students.
Elderly (Senior Citizen) Housing (uses with occupancy limited to persons age 55 and over)	One (1) space per unit. One-half ($\frac{1}{2}$) of required stalls may be provided at initial development for projects with occupancy restricted to persons age 55 and older. The development shall include a proof-of-parking area sufficient to meet the parking requirements.
Group Home (Dwelling)	One (1) space per sleeping room or one (1) space for every four (4) beds.
Manufactured Home	Two (2) parking spaces per manufactured home (A minimum of one (1) parking space shall be enclosed)
Multiple Family (Apartment) Dwelling	
(see also Guest Parking)	One and one-half ($1\frac{1}{2}$) parking spaces for each efficiency and one bedroom unit and two and one-quarter ($2\frac{1}{4}$) parking spaces for units with two (2) or more bedrooms. A minimum of one (1) of the required parking spaces per unit shall be an enclosed garage space. A land area requirement credit of three hundred (300) square feet toward the satisfaction of lot area requirements shall be given for each garage space under the principal building.
Multiple Family Guest Parking	One-half ($\frac{1}{2}$) space per townhouse or apartment unit, distributed throughout the development, in addition to the required parking per unit.
Nursing Home other than Assisted Living Facility	One (1) space per six (6) patient beds, plus one (1) space per employee on the largest work shift.
One and Two Family Residence	A four hundred forty (440) square foot garage shall be constructed at the same time as the principal structure.
Townhome Dwelling Unit (see also Guest Parking)	Each dwelling unit shall have an attached garage with a minimum of two (2) garage spaces and two (2) driveway spaces per unit. The minimum garage space shall be two hundred twenty (220) square feet for dwellings with basements and five hundred forty (540) square feet for dwellings without basements. Garages shall be a minimum of twenty (20) feet in width.

COMMERCIAL:	
Automobile Repair (Associated with Motor Fuel Station)	Two (2) spaces for each service stall plus motor fuel requirements.
Automobile Repair, Major	At least two (2) off-street parking spaces plus four (4) off-street parking spaces for each service stall.
Automobile Repair, Minor	One (1) space per two hundred (200) square feet of floor area.
Automobile Sales	One (1) space per five hundred (500) square feet of showroom plus one (1) space for each three thousand (3,000) square feet of outdoor sales lot.
<u>Drive-In</u> Bank	One-Four (14) parking space for each three hundred one thousand (3001,000) square feet of floor area, plus five (5) stacking spaces for each drive-in window.
Bar, Tavern, Night Club	At least one-half (10.5) space per three one (31) patron seats, plus one (1) space per employee on the largest work shift.
Beauty or Barber Shop	Two-One (21) parking spaces per chair, plus one (1) space per employee on the largest work shift.
Boarding House	At least one (1) parking space for each person for whom accommodations are provided for sleeping.
Bowling Alley	Five (5) parking spaces for each alley, plus additional spaces as may be required herein for related uses contained within the principal structure.
Car Wash (Accessory to motor fuel station)	Four (4) off-street stacking spaces per drive-through car wash. The bay inside the car wash shall not be considered a stacking space.
Car Wash (Drive-Through) as Principal Use	A minimum of ten (10) spaces or one (1) space for each employee on the maximum shift, whichever is greater.
Community Center, Private Club, Lodge, Museum, Art Gallery	Ten (10) spaces, plus one (1) for each one hundred fifty (150) square feet in excess of two thousand (2,000) square

	feet of floor area in the principal structure.
Convenience Grocery	One (1) parking space per one hundred (100) square feet of floor area. Parking areas at pump islands may be counted as parking spaces.
Fitness Center	One (1) space per exercise station (e.g., strength machine or cardiovascular) plus one (1) space per employee on the largest work shift plus additional parking required for ancillary uses.
Funeral Home	Twenty (20) spaces per chapel or parlor, plus one (1) space for each company vehicle maintained on site. Adequate stacking space shall also be provided for staging funeral processions.
Grocery or Supermarket	One (1) space per one hundred (100) square feet of floor area of customer sales and service, plus one (1) space per two hundred (200) square feet of floor area of storage.
Hotel or Motel	At least one (1) space for each dwelling unit or lodging room, plus one (1) additional space for each eight units. Additional spaces shall be required for liquor or restaurant facilities.
Instructional Studio (Dance, Karate, Music, and similar uses)	One (1) space for each two hundred (200) square feet of floor area.
Laundromat	One-half (½) space per machine.
Mini-Storage	Two (2) parking spaces per employee area plus one (1) space per six thousand (6,000) square feet of indoor storage area.
Motor Fuel Station	One (1) space per pump plus one (1) space per employee on the largest work shift. With convenience grocery; include one (1) space per one hundred (100) square feet of floor area. Parking areas at pump islands may be counted as parking spaces.
Outdoor Storage and/or Display of Retail Merchandise	One (1) space per two thousand (2,000) square feet of outdoor storage or display area in addition to the total

	parking required on the site for the individual use.
Pool Hall and Arcade	One (1) space per four (4) patrons at the maximum occupancy load of the facility, plus one (1) space per employee on the largest work shift, plus one (1) space per one hundred (100) square feet of kitchen, dining, or snack bar area.
Religious Institution, Theater, Auditorium	One (1) space for each three (3) seats. Based upon maximum design capacity, plus additional spaces as may be required herein for related uses contained within the principal structure.
Restaurant (Fast Food <u>Establishment</u>)	One-Ten (10) spaces per fifty-one thousand (501,000) square feet of floor area, plus one (1) space per employee on the largest work shift.
Restaurant (Sit Down) including outdoor seating	Five (5) spaces per one thousand (1,000) square feet of floor area
Restaurant, Take-Out (No seating)	One (1) space per one hundred (100) square feet of floor area.
Retail Sales and Multiple occupancy retail service building	One (1) space per two hundred fifty (250) square feet of floor area and outdoor sales space.
Retail Sales/Service and storage	One (1) space per two hundred (200) square feet of floor area of retail space and one (1) space per five hundred (500) square feet of storage area.
OFFICE:	
Medical, Dental, or Chiropractic Office or Clinic	Five (5) spaces per doctor or dentist, plus one (1) space for each employee on the largest work shift.
Office (Business and Professional)	One (1) space for each four hundred (400) square feet of floor space.
Veterinary Office (with or without kennels)	Three (3) spaces per doctor, plus one (1) space per employee on the largest work shift.
INDUSTRIAL:	

Industrial	A minimum of one (1) space per employee on the largest work shift plus one (1) space per company vehicle regularly stored on premises, plus addition spaces that may be required depending upon the specific use.
Manufacturing, Fabricating or Processing of a Product	One (1) space per one thousand (1,000) square feet of floor area, plus one (1) space for each company owned truck (if not stored inside principal structure).
Manufacturing, Office	One (1) space per three hundred fiftyone thousand (3501,000) square feet of floor area, plus one (1) space per company vehicle not stored within the principal structure.
Warehouse	Office Area: One (1) space per two hundred (200) square feet of office area. Warehouse Area: One (1) space per one thousand (1,000) square feet of floor area plus one (1) space per company vehicle not stored within principal structure.
INSTITUTIONAL:	
Cemetery	One (1) space per employee
Church	One (1) space per three (3) seats of maximum capacity.
Community Recreation Center	One (1) space per two hundred fifty (250) square feet of floor area, or one (1) space per four (4) patrons at the maximum occupancy load, whichever is greater, plus one (1) space per employee on the largest work shift.
Hospital	Two (2) spaces per three (3) patient beds, plus one (1) space per employee on the largest work shift.
Library	One (1) space per two hundred fifty (250) square feet of floor area or one (1) space per four (4) seats at the maximum occupancy load, whichever is greater, plus one (1) space per employee on the largest work shift.
School, College or Trade	One (1) space per staff member on the largest work shift, plus one (1) space per two (2) students of the largest class attendance period.

School, Elementary and Junior High	One (1) space per seven (7) students based upon building design.
School, High School and Post High School Facilities	One (1) space per three (3) students based on building design capacity, plus one (1) space per classroom.
RECREATIONAL:	
Athletic Field (Private or private nonprofit)	One (1) space per eight (8) seats of design capacity.
Athletic Stadium/Auditorium/Indoor Sports Area	One (1) space per four (4) seats.
Golf Course	Four (4) spaces per hole, plus fifty (50) percent of the requirements for any other associated use, except in planned residential, resort, or commercial developments, which have otherwise adequate provisions for parking.
Golf Driving Range, Miniature Golf, Archery Range	Ten (10) off-street spaces, plus one (1) for each one hundred (100) square feet of floor area.
Skating Rink, Ice	One (1) space per three hundred (300) of rink area.
Tennis, Racquet, Handball Court	Four (4) spaces per court, plus one (1) space per employee on the largest work shift.
GENERAL PARKING:	
Uses Not Listed	The parking space requirement for a use not specifically mentioned herein shall be the same as required for a similar use as determined by the Zoning Administrator.

10-19-10. - Off-street loading requirements.

Any of the following uses with a gross floor area of six thousand (6,000) square feet or more which requires deliveries or shipments shall provide off-street loading facilities in accordance with the requirements specified below unless a conditional use permit is granted:

- A. Every retail establishment, industrial or manufacturing use, warehouse, or wholesale use having a gross floor area of six thousand (6,000) square feet or more shall provide off-street loading facilities as follows:

Gross Floor Area in Square Feet	Number of Loading Spaces
6,000—24,999	1
25,000—74,999	2
75,000—150,000	3
For each additional one hundred thousand (100,000) square feet (or fraction thereof) of gross floor area	One (1) additional off-street loading space shall be provided

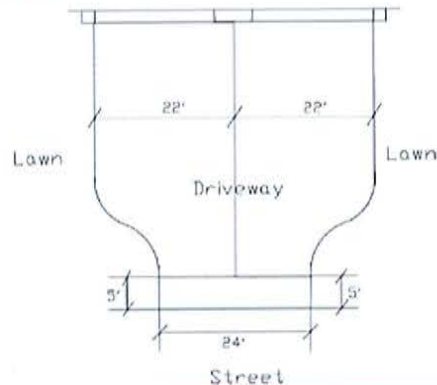
- B. Every public assembly use, such as auditoriums, convention halls, exhibition halls, stadiums or sports arenas, with a gross floor area of greater than one hundred thousand (100,000) square feet shall be provide a minimum of one (1) off-street loading space.
- C. Funeral Homes, restaurants and hotels with a gross floor area of greater than thirty thousand (30,000) square feet and offices with a gross floor area of one hundred thousand (100,000) square feet or more shall provide a minimum of one (1) off-street loading space.
- D. Off-street loading spaces shall be at least ten (10) by twenty-five (25) feet, excluding area for maneuvering vehicles.
- E. At no time shall any part of a truck or van be allowed to extend into the right-of-way of a public street while the truck or van is being loaded or unloaded.

10-19-15 – Residential Driveway Performance Standards

1. All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City.
2. Driveways that access roads that have a paved surface shall be surfaced with bituminous, concrete pavement, concrete pavers, or other similar material as approved by the Zoning Administrator and shall extend from the existing paved surface to the principal structure in the urban service area, or a minimum of fifty (50) feet in the rural service district, unless a longer length is needed to control erosion.
3. Controlling Erosion. All driveways shall be constructed in a matter which controls erosion. Driveways with moderate slopes (greater than 4%) which drain towards a paved street shall extend the bituminous, concrete pavement, concrete pavers or other similar hard surface to the crest of the hill. Drainage swales shall be utilized adjacent to the driving surface to control stormwater runoff.
4. Driveways that access roads that have a gravel surface shall meet the rural driveway standard set forth herein. Driveways shall be constructed to minimize erosion by utilizing drainage swales adjacent to the driving surface to control stormwater runoff.

5. No residential driveway shall be less than ten (10) feet in width or exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.
6. Number allowed. Residential lots within the urban service district shall be limited to one driveway access to a public street. Residential lots within the rural service area may have two driveway accesses, provided that the driveways have at least one hundred (100) foot separation and the secondary driveway is intended to serve an accessory structure.
7. Secondary driveways which access paved roads shall be surfaced with bituminous, concrete, or pavers from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met.
8. Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts.
9. Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.
10. No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.
11. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.
12. Driveways shall not have a slope of greater than ten (10) percent.
13. Rural Driveway Standard. Driveways shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10 foot wide driving surface with a driveway base that is suitable to support the City's largest piece of fire fighting apparatus. Gravel driveways in the rural service district shall have a minimum class 5 aggregate thickness of eight (8) inches compacted. Obstructions adjacent to and directly over the driveway, including but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed to provide a fourteen (14) feet clear height.
14. The property owner shall be responsible for the maintenance in safe condition of all driveways leading to his or her property, including the portions of sidewalks used as part of said driveways.
15. In lieu of two separate townhome driveways, one shared driveway may be utilized subject to the following conditions:
 - a. The shared driveway shall not exceed twenty-four (24) feet in width at the point it adjoins the street.

b. Townhome driveways shall be required and maintained by a property owner association.



16. Town homes and multi-family dwellings under the ownership and/or control of a property owner association shall be maintained, repaired, and replaced under the cost of property owner association. Said association shall maintain a capital improvement program for the driveways under its ownership.

17. Financial Surety. Driveways that will exceed six hundred (600) feet in length and are not combined with another permit (i.e. principal structure) will require a financial surety in the amount 150% of the estimated construction cost in the form of a cash escrow or Irrevocable Letter of Credit in a form as approved by the City Attorney.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

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

APPROVED:

ATTEST:

Steven D. Feldman
Mayor of St. Francis

Barbara I. Held
City Clerk

(seal)



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Summary Publication for Ord. 245, SS – Amending Zoning Ordinance
DATE: March 18, 2019

OVERVIEW:

Zoning Ordinance, Section 19 "General Parking, Loading and Access Requirement which is being amended is somewhat of a lengthy ordinance. As stated in Resolution 2019-08 a copy of the changes are available at city hall for review. This is allowed by State Statute and reduces the publication cost. This ordinance amendment will take effect 30 days after publication of the attached resolution.

The reason the other two ordinances presented will be published in full is because they have more wide spread impacts to the community.

ACTION TO BE CONSIDERED:

Adopt Resolution 2019-08 A Resolution Authorizing the Summary Publication of Ordinance 245, Second Series.

BUDGET IMPLICATION:

Cost savings by not publishing the entire ordinance.

Attachments: Resolution 2019-08

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

RESOLUTION 2019-08

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 245, SECOND SERIES AMENDING SECTION 10-19-1 OF THE CITY
CODE(ZONING ORDINANCE) REGARDING “GENERAL PARKING, LOADING
AND ACCESS REQUIREMENTS”**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 245, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 245, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 245, SECOND SERIES**

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby amending Section 10-19-1 of the Zoning Ordinance regarding “General Parking, Loading, and Access Requirements”. Code updates are in regard to modify the performance standards for driveways

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF MARCH, 2019.

APPROVED:

Attest:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #
9 C

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Code Changes – Outdoor Storage – 2nd Reading
DATE: March 18, 2019

OVERVIEW

To address concerns of Code Enforcement staff has revised the city ordinance to reduce the barriers outlined between the “urban” and “rural” districts. We have many residential areas in both districts of the city that struggle with neighbors that have extreme issues including those of junk and debris.

Code language that separates the districts makes it difficult for the city to assist some neighborhoods with enforcement. Staff proposes minor changes to the outdoor storage codes as identified in 10-16-15-D-3, E and F as attached.

Planning Commission held a Public Hearing on February 20, 2019. There was no public input received on the changes either in person or in writing as the public can respond by either means. Planning Commissioners did not request any changes, updates or additions to what staff proposed.

ITEMS TO BE DISCUSSED:

On March 4, 2019 Council approved the changes as recommended by staff and moved changes as a first reading. Tonight the changes would move forward for a second reading.

The ordinance is moving forward as follows:

March 4 – 1st Reading
March 18 – 2nd Reading
Publish March 22nd for 30 day comment
Effective: April 23, 2019

ATTACHMENTS:

City Code 10-16-15 with proposed changes

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

ORDINANCE 246, SECOND SERIES

AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE 10-16-15
REGARDING "OUTDOOR STORAGE"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-16-15 of the Zoning Ordinance shall hereby be amended to read as follows:

10-16-15. - Outdoor storage.

- A. *District Requirements:* Except as herein provided or as specifically allowed within the specific zoning districts established by this Ordinance, all materials and equipment shall be stored within a building.
- B. *Exceptions:*
 - 1. Clothes line pole and wires.
 - 2. Play equipment.
 - 3. Recreational vehicles and equipment may be parked or stored outdoors as regulated by Section 10-16-15.D of this Ordinance.
 - 4. Construction and landscaping material currently being used on the premises.
 - 5. Off-street parking of operable motor vehicles as specified in the respective zoning districts.
- C. *Vehicle/Equipment Sales:*
 - 1. *Residential Districts:*
 - a. Personal vehicles, recreational vehicles, farm machinery, and equipment and similar merchandise offered for sale in residential zoning districts shall comply with the following:
 - (1) The merchandise sold in residential areas shall be the personal property of the occupant.
 - (2) Sales of personal merchandise herein addressed shall be limited to no more than three (3) items per calendar year.
 - (3) Merchandise items for sale shall not be parked in any portion of the public right-of-way, public boulevard, or required front yard except a designated, improved driveway.

- (4) For sale signs on or in such merchandise shall be limited to four (4) square feet in area and three (3) feet in height.
 - b. Garage or rummage sales conducted in residential zones shall comply with the following:
 - (1) Sales shall be limited to a maximum of four (4) consecutive days and occurring no more than two (2) times within one calendar year per property.
 - (2) Signs shall be governed by Chapter 23 of this Ordinance.
 - 2. *Non-Residential Districts:* Motor, commercial and recreational vehicles shall not be displayed "for sale" or sold within non-residential districts unless as part of an approved licensed sales dealership or for short-term parking (twelve [12] hours or less) if the vehicle is owned by an employee of said business where the vehicle is parked with the consent of the business owner.
- D. *Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, and Parking:*
- 1. Definition. The terms **Recreational Camping Vehicle, Utility Trailer, Boat and Unlicensed Vehicle (Operable)** mean any of the following:
 - a. **Travel Trailer** —A vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses, permanently identified "Travel Trailer" by the manufacturer of the trailer.
 - b. **Pickup Coach** —A structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation and vacation.
 - c. **Motor Home** —A portable, temporary building to be used for travel, recreation and vacation, constructed as an integral part of a self-propelled vehicle.
 - d. **Camping Trailer** —A folding structure, mounted on wheels and designed for travel, recreation and vacation uses.
 - e. **Utility Trailer** —A trailer used for the transporting of items typically associated with a residential use. Utility Trailers shall not include trailers used to transport equipment used for commercial use.
 - f. **Boat** —For the purpose of this definition, "boat" shall include a water craft of less than twenty-two (22) feet in length, that is intended for personal use by the resident.
 - g. **Unlicensed Vehicle (Operable)** —Any passenger vehicle which does not have a current registration, but is capable of legally being operated on a public street. A vehicle having a flat tire or tires, missing wheel or wheels, lack of an engine or critical component parts thereof preventing immediate ignition of the engine, broken or cracked windshield, broken or non-functioning headlights, or other characteristics of a vehicle not capable of

being immediately legally driven on a public road shall be presumed to be inoperable.

2. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
 3. Properties which are less than ~~seven-ten~~(710) 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 not less than two inches in depth, or covered with a Class V aggregate, landscaping rock (with landscaping fabric installed under the rock) or concrete paver 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.
- E. *Truck Parking:* It is unlawful to park a truck (other than a truck of twelve thousand (12,000) gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within ~~residential districts (RR, ML-PUD, R1, R2, R3 and R4) 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. For purposes of this section "construction equipment" and/or "construction trailers" shall mean only such equipment and trailers as is decreed per Minnesota Department of Transportation requirements and actively used in connection with the operation of a construction-related business.
- F. *Parking in Residential Districts:* 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.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

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

APPROVED:

ATTEST:

Steven D. Feldman
Mayor of St. Francis

Barbara I. Held
City Clerk

(seal)

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #

9 D

TO: Joe Kohlmann, City Administrator

FROM: Kate Thunstrom, Community Development Director

SUBJECT: Ordinance Change - Accessory Structures -2nd Reading

DATE: March 18, 2019

OVERVIEW

At a work session September 10, 2018, Council instructed staff to review the accessory structure sizes as it relates to the current "urban" district. Staff reviewed multiple cities to determine where St. Francis fell in regards to standard practice. The following comparisons were reviewed:

St. Francis	Urban Lots = 200 sq. ft.
Andover	1,200 sq. ft., attached plus detached, must not exceed 50% residential foot print
Cambridge	1,000 sq. ft., or the total floor area of the principal structure, whichever is less. If detached garage, two building are allowed not to exceed 1,000 sq. ft.
Chanhassen	1,000 sq. ft., setback from property line based on size of structure Less than 140 sq. ft. = 5' rear setback 141 to 399 sq. ft. = 10' rear setback 400 plus sq. ft. = 30' rear setback Overall structure must not occupy more than 30% of the area in rear yard.
Columbus	1,800 sq. ft.
Corcoran	1,250 sq. ft. or 25% of the area of the rear yard, whichever is less
East Bethel	0-0.499 acres = 580 sq. ft. 0.5 to 1 acre = 960 sq. ft.
Lakeville	1,000 sq. ft. for interior lot 1,250 sq. ft. for corner lot
Oak Grove	Lots less than 1.49 acres = 1,200 sq. ft.
Princeton	No accessory or detached garage, based on sq. ft., shall occupy more than a total of 25% of the rear yard, or exceed 800 sq. ft. of total floor area
Ramsey	0-0.5 acres = 10 % of lot or 1,500 sq. ft. whichever is less 0.5 – 1 acre = 1,800 sq. ft.
Rogers	528 sq. ft.
St. Michael	0-1 acre = 1,200 sq. ft. detached and attached garages are included in the calculation



Planning Commission held a Public Hearing on February 20, 2019. There was no public input received on the changes either in person or in writing. Planning Commissioners did not request any changes, updates or additions to what staff proposed.

At the March 4th Council meeting staff provided discussion the following items:

1. Urban size requirements are less than comparable cities
2. Eliminating language on "urban" and "rural" parcels and to base structure size solely on parcel size created a negative situation.
3. Staff recommended increasing urban lots to a Maximum of 400
4. Staff requests including clarification and language to address ongoing questions and uncertainties that have been raised on accessory structure codes.

ITEMS TO BE DICUSSED:

On March 4th Council requested a change in language to the following:

- Increase the full urban area to 250 sq. ft. this standard would apply to all properties and address those in the quarter acre as discussed.
- Add a new size option on properties that are a half acre or greater in buildable. Properties would be allowed up to 500 sq. ft. Changes were made on the attached code.

On March 4, 2019 Council changed language and approved the process proceed as a first reading. If approved tonight, the changes would move forward as a second reading.

The ordinance is moving forward as follows:

March 4 – 1st Reading

March 18 – 2nd Reading

Publish March 22nd for 30 day comment

Effective: April 23, 2019

ATTACHMENTS:

City Code 10-18-6 Area, number and height limitation.

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

ORDINANCE 247, SECOND SERIES

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE 10-18-06
REGARDING "ASSESSORY BUILDINGS, STRUCTURES AND USES – AREA,
NUMBER AND HEIGHT LIMITATIONS"**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-18-06 of the Zoning Ordinance shall hereby be amended to read as follows:

10-18-6. - Area, number and height limitations.

Accessory structures shall comply with the following area, number and height limitations:

A. *Rural Service Area:*

1. Attached accessory structures shall not exceed eight hundred forty (840) square feet in size, except that the maximum square footage can be increased to one thousand (1,000) square feet, provided that the accessory structure size does not exceed eighty (80) percent of the foundation footprint of the principal structure.
2. Detached accessory structures shall be limited as follows:

LOT SIZE	ACCESSORY STRUCTURE LIMITS	
a. Less than 1 acre	Total detached square footage	600
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
b. 1 acre but less than 2 ½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1

	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
c. 2 ½ but less than 5 acres	Total detached square footage	1,500
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
d. 5 acres but less than 10 acres	Total detached square footage	4,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
e. 10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

B. Urban Service Area:

1. Attached and detached private residential garages shall not exceed eight hundred forty (840) square feet in size, except that the minimum square footage can be increased to one thousand (1,000) square feet, provided that the accessory structure does not exceed eighty (80) percent of the foundation foot print of the principal structure.
2. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-19-9. For one and two family dwelling units, said accessory

structure shall have a minimum floor area of at least four hundred forty (440) square feet.

3. Residential properties within the Urban Service Area may have one detached accessory structure in addition to a private residential garage. Structure shall not to exceed two hundred and fifty (200250) square feet in size, in addition to private residential garage. On properties that have no less than one half acre of buildable land, the detached accessory structure, may be up to five hundred (500) square feet in size. Buildable land is space excluding drainage and utility easements, wetlands, floodplain, Scenic River, Shoreland or buff land, septic and drainfield, and shared easements. This second detached accessory building shall not exceed sixteen (16) feet in height.
4. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage, ~~less two hundred (200) square feet.~~
5. Unless otherwise permitted, all detached accessory buildings shall not exceed twenty (20) feet in height or the height of the principal structure, whichever is less.

C. General Standards and Conditions, All Districts:

1. MLPUD/PUD Districts in rural areas, 1,200-square feet or as otherwise identified in the Development Agreement.
2. Temporary, hoop, carport, tarpaulin ~~or similar~~ types of non-permanent structures are not permitted.
3. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
4. Moving storage containers, ~~Potable on demand storage (PODS) units~~ or similar ~~type units~~ may be allowed with city approval for up to 30 days within an 18 month period.
5. No structures shall be located within a drainage, utility or ~~any other publicly owned~~ easement.
6. Proposed accessory building(s) which meet the definition of the term "agricultural building" in MN Stat. 326B.103, Sub.3 may be exempt from the requirement to obtain a building permit but are subject to all standards[DRS1] to this section with exception of size restrictions and total square footage restrictions. A site plan must be submitted and approved from the City prior to commencing construction on any accessory which qualifies as an agricultural building.

7. Lean-to's[DRS2] attached to an existing structure shall be included in the allowable square footage of the building and square footage restrictions on lot sizes.

Section 2. Effective Date. This Ordinance shall take effect 30 days after its publication.

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

APPROVED:

ATTEST:

Steven D. Feldman
Mayor of St. Francis

Barbara I. Held
City Clerk

(seal)



**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
9 E

TO: Joe Kohlmann, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: Kings Highway and Riverbank Lane Project – Review of Bids and Resolution 2019-08 Resolution Ordering Hearing

DATE: March 18, 2019

OVERVIEW:

Pursuant to Council direction, Hakanson Anderson Associates, Inc. has solicited bids for the Kings Highway and Riverbank Lane Improvement Project. A total of three bids were received. A summary of the bids is included on the attached tabulation. As summarized below the project costs are higher than the costs reported in the feasibility report.

In general these improvements include reconstructing the existing gravel surfaces to paved surfaces, installing new driveway and road culverts, ditch reconstruction, and water quality improvements.

Per Minnesota Statutes 429 the council must conduct an assessment hearing to pass on the proposed project assessments to the benefiting property owners. The purpose of the assessment hearing is to give property owners an opportunity to express their comments and concerns about the actual assessment. The assessment hearing is proposed to be April 15, 2019 at 6:00 pm in the council chambers.

ACTION TO BE CONSIDERED:

Consideration to adopt Resolution 2019-09 Resolution Ordering Hearing

BUDGET IMPLICATION:

This project is proposed to be financed by the Stormwater Utility Fund and assessments. The total estimated project cost based on the feasibility was \$482,600. The total estimated project cost based on the project bids is \$617,578. The proposed fund split is \$308,789 from the Stormwater Utility Fund and \$308,789 from assessments.

Project costs would be assessed on a per unit basis with one-unit assessment for each benefiting property. There are 29 benefiting properties total. Based on the feasibility report the assessment was proposed to be \$8,320. Based on the actual bid and a total assessment amount of \$308,789 the per unit assessment would be \$10,647. The assessments are proposed to be over a 15 year period at a rate of 3.68%. Based on the proposed assessment rate and term the annually and monthly payments would be \$952.69 and \$79.42, respectively.



ATTACHMENTS:

RESOLUTION 2019-09 - RESOLUTION ORDERING HEARING.

BID TABULATION

BID TABULATION
CITY OF ST. FRANCIS
Kings Highway and Riverbank Lane Improvement Project

Bids opened at 2:00 p.m. Monday, February 25, 2019
There were 3 bids received, as shown herein.

Base Schedule "A" - Base Bid				North Valley, Inc.		Dresel Contracting, Inc.		US Sitework	
Item	Description	ESTIMATED QUANTITY	UNIT	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION	1.0	LUMP SUM	\$16,063.03	\$16,063.03	\$45,420.00	\$45,420.00	\$49,011.94	\$49,011.94
2	CLEARING	20.0	TREE	\$307.61	\$6,152.20	\$300.00	\$6,000.00	\$143.00	\$2,860.00
3	GRUBBING	20.0	TREE	\$184.56	\$3,691.20	\$240.00	\$4,800.00	\$143.00	\$2,860.00
4	REMOVE PIPE CULVERT	492.0	LIN FT	\$8.82	\$4,339.44	\$11.43	\$5,623.56	\$29.00	\$14,268.00
5	REMOVE CONCRETE PAVEMENT	129.0	SQ YD	\$10.71	\$1,381.59	\$8.37	\$1,079.73	\$20.50	\$2,644.50
6	REMOVE BITUMINOUS PAVEMENT	184.0	SQ YD	\$8.57	\$1,576.88	\$11.74	\$2,160.16	\$20.50	\$3,772.00
7	REMOVE SIGN	9.0	EACH	\$53.54	\$481.86	\$42.00	\$378.00	\$57.00	\$513.00
8	REMOVE MAIL BOX	5.0	EACH	\$16.06	\$80.30	\$54.00	\$270.00	\$18.50	\$92.50
9	REMOVE MAIL BOX SUPPORT	31.0	EACH	\$42.83	\$1,327.73	\$30.00	\$930.00	\$49.00	\$1,519.00
10	SALVAGE MAIL BOX	26.0	EACH	\$16.06	\$417.56	\$30.00	\$780.00	\$18.50	\$481.00
11	SAWING CONCRETE PAVEMENT (FULL DEPTH)	144.0	LIN FT	\$5.35	\$770.40	\$7.50	\$1,080.00	\$5.50	\$792.00
12	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	160.0	LIN FT	\$2.68	\$428.80	\$3.60	\$576.00	\$3.80	\$608.00
13	SALVAGE TOPSOIL (EV) (P)	1031.0	CU YD	\$26.47	\$27,290.57	\$8.38	\$8,639.78	\$2.80	\$2,886.80
14	COMMON EXCAVATION (EV) (P)	5239.0	CU YD	\$7.29	\$38,192.31	\$8.25	\$43,221.75	\$5.20	\$27,242.80
15	HAUL AND DISPOSE EXCESS MATERIAL (LV)	6810.0	CU YD	\$7.83	\$53,322.30	\$11.48	\$78,178.80	\$13.59	\$92,547.90
16	SALVAGE AGGREGATE BASE (EV)	1100.0	CU YD	\$14.21	\$15,631.00	\$7.85	\$8,635.00	\$11.50	\$12,650.00
17	SUBGRADE PREPARATION	37.0	ROAD STA	\$174.04	\$6,439.48	\$350.27	\$12,959.99	\$379.00	\$14,023.00
18	AGGREGATE BASE CLASS 5	1100.0	TON	\$17.75	\$19,525.00	\$16.91	\$18,601.00	\$22.00	\$24,200.00
19	MILL BITUMINOUS SURFACE (1.5")	5.0	SQ YD	\$53.54	\$267.70	\$60.00	\$300.00	\$25.00	\$125.00
20	BITUMINOUS MATERIAL FOR TACK COAT	511.0	GALLON	\$3.05	\$1,558.55	\$1.92	\$981.12	\$3.30	\$1,686.30
21	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	927.0	TON	\$62.02	\$57,492.54	\$79.46	\$73,659.42	\$75.50	\$69,988.50
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	1239.0	TON	\$63.70	\$78,924.30	\$69.87	\$86,568.83	\$76.50	\$94,783.50
23	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	1144.0	SQ YD	\$20.39	\$23,326.16	\$25.20	\$28,828.80	\$27.50	\$31,460.00
24	CONCRETE FLUME	1	EACH	\$1,606.31	\$1,606.31	\$1,800.00	\$1,800.00	\$1,455.00	\$1,455.00
25	CULVERT AND MANHOLE MARKER	7	EACH	\$107.09	\$749.63	\$60.00	\$420.00	\$244.00	\$1,708.00
26	15" CAS PIPE APRON	33.0	EACH	\$385.83	\$12,732.39	\$278.18	\$9,179.94	\$480.00	\$15,840.00
27	15" RC PIPE APRON	4.0	EACH	\$1,653.56	\$6,614.24	\$930.00	\$3,720.00	\$1,190.00	\$4,760.00
28	18" RC PIPE APRON	1.0	EACH	\$1,653.56	\$1,653.56	\$1,050.00	\$1,050.00	\$1,815.00	\$1,815.00
29	15" CAS PIPE CULVERT	546.0	LIN FT	\$49.61	\$27,087.06	\$47.67	\$26,027.82	\$57.00	\$31,122.00
30	12" RC PIPE CULVERT DESIGN 3006 CLASS V	27.0	LIN FT	\$49.61	\$1,339.47	\$65.56	\$1,770.12	\$70.00	\$1,890.00
31	15" RC PIPE CULVERT DESIGN 3006 CLASS V	115.0	LIN FT	\$49.61	\$5,705.15	\$58.89	\$6,772.35	\$73.50	\$8,452.50
32	18" RC PIPE CULVERT DESIGN 3006 CLASS III	60.0	LIN FT	\$55.12	\$3,307.20	\$61.56	\$3,693.60	\$78.50	\$4,710.00
33	18" HDPE PIPE CULVERT	253.0	LIN FT	\$40.79	\$10,319.87	\$58.15	\$14,711.95	\$94.00	\$23,782.00
34	CASTING ASSEMBLY	4.0	EACH	\$937.02	\$3,748.08	\$540.00	\$2,160.00	\$987.00	\$3,948.00
35	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	1.0	EACH	\$1,984.28	\$1,984.28	\$840.00	\$840.00	\$3,980.00	\$3,980.00
36	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48	20	LIN FT	\$606.30	\$12,368.52	\$564.71	\$11,520.08	\$747.00	\$15,238.80
37	RANDOM RIPRAP CLASS II	20	CU YD	\$82.68	\$1,653.60	\$174.60	\$3,492.00	\$151.00	\$3,020.00

BID TABULATION
CITY OF ST. FRANCIS
Kings Highway and Riverbank Lane Improvement Project

Base Schedule "A" - Base Bid - Continued				North Valley, Inc.		Dresel Contracting, Inc.		US Sitework	
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION
38	CONCRETE CURB & GUTTER DESIGN B418	1855.0	LIN FT	\$12.31	\$22,835.05	\$13.80	\$25,599.00	\$25.00	\$46,375.00
39	CONCRETE CURB & GUTTER DESIGN B618	450.0	LIN FT	\$20.35	\$9,157.50	\$22.80	\$10,260.00	\$31.50	\$14,175.00
40	7" CONCRETE DRIVEWAY PAVEMENT	345.0	SQ YD	\$67.46	\$23,273.70	\$75.60	\$26,082.00	\$88.50	\$30,532.50
41	MAIL BOX	5.0	EACH	\$29.45	\$147.25	\$60.00	\$300.00	\$33.50	\$167.50
42	MAIL BOX SUPPORT	32.0	EACH	\$112.44	\$3,598.08	\$150.00	\$4,800.00	\$128.00	\$4,096.00
43	TRAFFIC CONTROL	1.0	LUMP SUM	\$1,445.67	\$1,445.67	\$1,620.00	\$1,620.00	\$1,645.00	\$1,645.00
44	SIGN PANEL TYPE C	105.0	SQ FT	\$53.54	\$5,621.70	\$60.00	\$6,300.00	\$61.00	\$6,405.00
45	SIGN PANEL TYPE D	30.0	SQ FT	\$35.34	\$1,060.20	\$39.60	\$1,188.00	\$40.00	\$1,200.00
46	PRUNE TREE	8.0	HOUR	\$307.61	\$2,460.88	\$135.00	\$1,080.00	\$106.00	\$848.00
47	STABILIZED CONSTRUCTION EXIT	1.0	LUMP SUM	\$1,285.04	\$1,285.04	\$1,140.00	\$1,140.00	\$2,260.00	\$2,260.00
48	STORM DRAIN INLET PROTECTION	4.0	EACH	\$133.86	\$535.44	\$180.00	\$720.00	\$124.00	\$496.00
49	CULVERT END CONTROLS	3.0	EACH	\$107.09	\$321.27	\$180.00	\$540.00	\$186.00	\$558.00
50	SILT FENCE, TYPE MACHINE SLICED	1430.0	LIN FT	\$1.81	\$2,588.30	\$3.60	\$5,148.00	\$2.50	\$3,575.00
51	FLOTATION SILT CURTAIN TYPE MOVING WATER	35.0	LIN FT	\$43.91	\$1,536.85	\$24.00	\$840.00	\$45.00	\$1,575.00
52	LOAM TOPSOIL BORROW (LV)	210.0	CU YD	\$41.94	\$8,807.40	\$39.00	\$8,190.00	\$17.00	\$3,570.00
53	FERTILIZER TYPE 1	858.0	POUND	\$0.86	\$737.88	\$1.08	\$926.64	\$0.85	\$729.30
54	EROSION CONTROL BLANKETS CATEGORY 3	1160.0	SQ YD	\$1.60	\$1,856.00	\$2.40	\$2,784.00	\$1.60	\$1,856.00
55	HYDRAULIC NATURAL TACKIFIER	8580.0	SQ YD	\$0.86	\$7,378.80	\$0.60	\$5,148.00	\$0.45	\$3,861.00
56	SEEDING	2.9	ACRE	\$428.35	\$1,225.08	\$420.00	\$1,201.20	\$931.00	\$2,662.66
57	SEED MIXTURE 25-121	175.0	POUND	\$11.78	\$2,061.50	\$4.80	\$840.00	\$5.40	\$945.00
58	SEED MIXTURE 33-262	4.0	POUND	\$23.56	\$94.24	\$18.00	\$72.00	\$12.50	\$50.00
Total Bid Schedule "A"				\$547,578.09		\$621,608.74		\$700,319.00	

BID TABULATION
CITY OF ST. FRANCIS
Kings Highway and Riverbank Lane Improvement Project

Bid Schedule "B" - Alternate Bid No. 1				North Valley, Inc.		Dresel Contracting, Inc.		US Sitework	
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	SALVAGE FENCE	140.0	LIN FT	\$10.71	\$1,499.40	\$7.07	\$989.80	\$5.50	\$770.00
2	SALVAGE TOPSOIL (EV) (P)	82.0	CU YD	\$24.92	\$2,043.44	\$14.49	\$1,188.18	\$3.50	\$287.00
3	COMMON EXCAVATION (EV) (P)	376.0	CU YD	\$16.68	\$6,271.68	\$10.53	\$3,959.28	\$3.50	\$1,316.00
4	HAUL AND DISPOSE EXCESS MATERIAL (LV)	489.0	CU YD	\$8.57	\$4,190.73	\$8.82	\$4,312.98	\$14.00	\$6,846.00
5	RANDOM RIPRAP CLASS II	10.0	CU YD	\$82.68	\$826.80	\$160.20	\$1,602.00	\$204.00	\$2,040.00
6	INSTALL FENCE	128.0	LIN FT	\$32.13	\$4,112.64	\$9.28	\$1,187.84	\$15.00	\$1,920.00
7	LOAM TOPSOIL BORROW (LV)	55.0	CU YD	\$41.94	\$2,306.70	\$42.33	\$2,328.15	\$20.50	\$1,127.50
8	FERTILIZER TYPE 1	60.0	POUND	\$0.86	\$51.60	\$1.20	\$72.00	\$0.85	\$51.00
9	EROSION CONTROL BLANKETS CATEGORY 3	225.0	SQ YD	\$1.60	\$360.00	\$2.40	\$540.00	\$1.70	\$382.50
10	HYDRAULIC NATURAL TACKIFIER	968.0	SQ YD	\$0.86	\$832.48	\$0.60	\$580.80	\$0.50	\$484.00
11	SEEDING	0.2	ACRE	\$428.35	\$85.67	\$600.00	\$120.00	\$1,550.00	\$310.00
12	SEED MIXTURE 25-121	9.0	POUND	\$11.78	\$106.02	\$24.00	\$216.00	\$5.40	\$48.60
13	SEED MIXTURE 33-262	8.0	POUND	\$23.56	\$188.48	\$36.00	\$288.00	\$12.50	\$100.00

Total Bid Schedule "B"

\$22,875.64

\$17,385.03

\$15,682.60

SUMMARY OF BIDDING:

North Valley, Inc.

Dresel Contracting, Inc.

US Sitework

Total Bid Schedule "A" - Base Bid

\$547,578.09

\$621,608.74

\$700,319.00

Total Bid Schedule "B" - Alternate Bid No. 1

\$22,875.64

\$17,385.03

\$15,682.60

TOTAL:

\$570,453.73

\$638,993.77

\$716,001.60

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

RESOLUTION 2019-09

**A RESOLUTION FOR HEARING ON PROPOSED FOR THE KINGS HIGHWAY AND
RIVERBANK LANE IMPROVEMENT PROJECT**

WHEREAS, the city clerk shall prepare a proposed assessment of the cost of the Kings Highway and Riverbank Lane Improvement Project including Kings Highway from 245th Avenue to Riverbank Lane and Riverbank Lane from the municipal boundary to the cul-de-sac, and

WHEREAS, the clerk has notified the council that such proposed assessment will be completed and filed in her office for public inspection,

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

1. A hearing shall be held at 6:00 p.m. on April 15, 2019, in the city council chambers located at 4115 Ambassador Boulevard NW, St. Francis, MN 55070 to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certifications of the assessment to the county auditor, pay to the whole of the assessment on such property, with interest accrued to the date of payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the city clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY
OF MARCH, 2019.

APPROVED:

ATTEST:

Barbara I. Held, City Clerk

Steven D. Feldman, Mayor

City Council
AGENDA REPORT
Agenda Item #
9 F

TO: Joe Kohlmann, City Administrator
FROM: Paul Teicher, Public Works Director
SUBJECT: Isanti 183 Acres – Lease Agreement
DATE: March 18, 2019

OVERVIEW:

In August 2018, staff was directed to lease the Isanti property for the 2019 growing season if the current tenant was interested. Staff found the current tenant interested if a change to the lease could be agreed upon. The changes consist of a rental scale based on corn prices, rather than a flat yearly rental price and an amendment to the start time of the lease. These changes to section 3 and section 2 are shown below in red and strike thru:

Section 3. RENT. Tenant agrees to pay Landlord as annual rent for the Term of this Lease the greater of ~~Eighteen Thousand Seventy Five dollars (\$18,075.00)~~ per year or the taxes and assessments due and payable by the Landlord for the Leased Premises for that year **or the rate per acre as calculated with the following scale. Corn pricing per bushel will be determined at the end of day trading on the third Thursday of April per the St Paul Minneapolis Archer Daniels Midland (or equivalent regional pricing firm) website. <https://admfarmview.com/cash-bids/bids/103450160>**

Corn Price \$/bushel	Rent per acre	Annual rent
\$3.99 or less	\$81.83	\$14,424.83
\$4.00 to \$4.99	\$101.83	\$18,074.83
\$5.00 or more	\$121.83	\$21,624.83

Landlord will provide Tenant with documentary evidence of the amount of **annual rent due** or taxes and assessments **due whichever is greater**. This annual amount will be paid at the time and place as specified below:

Section 2. TERM

The term of this Lease shall commence ~~as of the 1st day of December, 2019~~ **upon full execution of this document** and will automatically renew every year until either the Landlord or Tenant decide to terminate this lease pursuant to Section 6 of this Agreement.

These changes would reflect risk / reward for the Tenant and the Landlord. Current expenses to holding the land include 2018 annual taxes of \$8162.00 and annual insurance of \$747.00 **Total annual cost = \$8909.00**



ACTION TO BE CONSIDERED:

Council to consider accepting changes to lease and again entering into lease with current Tenant.

BUDGET IMPLICATIONS:

Proposed changes will continue to allow the City to cover anticipated annual cost to retain the land.

Attachments:

- Copy of lease with proposed changes.

AGRICULTURAL LEASE AGREEMENT

THIS AGRICULTURAL LEASE AGREEMENT (the "Lease") is made and entered into this 18th day of March 2019, by and between the City of St. Francis, 23340 Cree Street NW St. Francis, MN 55070 (hereinafter referred to as "Landlord") and Scott LaRowe 31925 Lakeway Drive NE, Cambridge, MN 55008 (hereinafter referred to as "Tenant").

Section 1. DESCRIPTION OF LEASED PREMISES. Landlord, in consideration of the Rent hereinafter specified to be paid by the Tenant, and the covenants and agreements herein contained, does hereby lease, demise, and let unto Tenant that certain real property located in the County of Anoka, State of Minnesota, and legally described as set forth on Exhibit "A" attached hereto and incorporated by reference as though fully set forth herein, together with all the buildings and improvements located thereon, which property consists of approximately 177.5 acres of crop land (the "Leased Premises").

Section 2. TERM. The term of this Lease shall commence ~~as of the 1st day of December, 2019~~, upon full execution of this document and will automatically renew every year until either the Landlord or Tenant decide to terminate this lease pursuant to Section 6 of this Agreement.

Section 3. RENT. Tenant agrees to pay Landlord as annual rent for the Term of this Lease the greater of ~~Eighteen Thousand Seventy Five dollars (\$18,075.00) per year or the taxes and assessments due and payable by the Landlord for the Leased Premises for that year~~ or the rate per acre as calculated with the following scale: Corn pricing per bushel will be determined on the end of day trading on the third Thursday of April per the St Paul Minneapolis Archer Daniels Midland (or equivalent regional pricing firm) website. - <https://admfarmview.com/cash-bids/bids/103450160>

<u>Corn Price \$/bushel</u>	<u>Rent per acre</u>	<u>Annual rent</u>
<u>\$3.99 or less</u>	<u>\$81.83</u>	<u>\$14,424.83</u>
<u>\$4.00 to \$4.99</u>	<u>\$101.83</u>	<u>\$18,074.83</u>
<u>\$5.00 or more</u>	<u>\$121.83</u>	<u>\$21,624.83</u>

Landlord will provide Tenant with documentary evidence of the amount of annual rent due or taxes and/or assessments due whichever is greater. This annual amount will be paid at the time and place as specified below:

By Mail to: City of St. Francis, 23340 Cree Street NW St. Francis, MN 55070.
Due: First half payment on or before May 1, Second half payment on or before November 1 of each applicable year.

Payment of Rent shall be considered delinquent if not paid by the fifth (5th) day after which it is due. A delinquent payment shall be subject to a late payment penalty of five percent (5%) of the delinquent amount, said late payment penalty fee being payable with in and addition to the Rent and shall be paid directly to Landlord. In addition to the Rent, Tenant shall maintain adequate

insurance coverage on the Leased Premises during the Term of this Lease.

Section 4. COVENANTS OF TENANT. The Tenant hereby covenants and agrees as follows:

- (a) The Leased Premises shall be used only for agricultural purposes.
- (b) Tenant shall cultivate, irrigate, fertilize, prune and otherwise farm the Leased Premises in accordance with approved practices of good husbandry and in accordance with the standard farming practices of the vicinity.
- (c) Tenant shall comply with all applicable State and Federal laws, local ordinances, or other governmental regulations in connection with the Leased Premises, the farming of the Leased Premises, pest and weed control, and land use on the Leased Premises. Tenant agrees to use only chemicals and pesticides in accordance with labeled directions and not use any chemicals or pesticides which are banned or determined to be hazardous in nature.
- (d) Tenant shall keep the Leased Premises, together with any buildings, fences, irrigation systems or other structures on the Leased Premises in good repair at the sole cost of the Tenant. Tenant hereby affirmatively acknowledges that Tenant is solely responsible for maintaining the existing Landlord owned irrigation systems in good repair.
- (e) Tenant shall maintain a record identifying the name, date, and quantity of all chemicals and pesticides used on the Leased Premises and shall use such chemicals and pesticides in accordance with labeled directions and shall take all necessary measures to prevent drift or overspray during application.
- (f) Tenant shall keep the Leased Premises free of the accumulation of any waste material, debris, refuse, garbage, or similar items.
- (g) Tenant further agrees to comply with any requirement of any governmental agency regarding the mowing of weeds and the maintenance of the Leased Premises during the term of this Lease.
- (h) Tenant agrees to pay for the cleanup of any hazardous chemical spill occurring on the Leased Premises when the spill is the direct or indirect result of the Tenant's farming activities and operations. The Tenant shall keep the Landlord safe, harmless, and indemnified as to any losses, claims, fees, damages, legal fees, causes of action, including all costs of cleanup, and other costs and expenses resulting from any such spill or contamination.
- (i) Tenant shall protect and preserve established watercourses or ditches on the Leased Premises.
- (j) Tenant shall protect and preserve all forms of ingress and egress on the Leased Premises.
- (k) Tenant shall not commit, suffer, or permit any waste on the Leased Premises.
- (l) Tenant shall be solely responsible for obtaining and paying for adequate insurance

coverage for the Tenant's personal property, machinery, and equipment located on the Leased Premises. Said insurance shall specifically cover the existing irrigation system located on the Leased Premises. Tenant shall obtain and provide Landlord with an insurance certificate naming Landlord as additional insured under such coverage in an amount reasonably determined by Landlord and Tenant. Tenant agrees to reimburse Landlord for any amounts (including deductible) incurred by the City related to damage/theft against the irrigation system.

(m) Tenant shall also obtain general liability insurance for the Leased Premises providing coverage of no less than \$1,500,000.00 per occurrence and identifying Landlord as an additional insured party under such policies.

(n) Tenant agrees that they will, upon the expiration or termination of this Lease, quietly yield and surrender the Leased Premises and existing Irrigation System to Landlord in as good condition and repair as when taken, reasonable wear and tear and damage by the elements excepted.

(o) Tenant shall pay Landlord all costs and expenses, including attorneys' fees, in a reasonable sum, in any action brought by the Landlord to recover any rent due and unpaid hereunder, or for the breach of any of the covenants or agreements contained in this Lease, whether such action progresses to judgment or not.

(p) If any rent shall be due and unpaid, or if default shall be made in any of the covenants or agreements on the part of the Tenant contained in this Lease, Landlord may, at its option at any time after such default or breach, and without any demand on or notice to Tenant or to any other person, of any kind whatsoever, re-enter and take possession of the Leased Premises and remove all persons therefrom, without such actions working a forfeiture of the rents to be paid by the Tenant.

(q) Tenant assumes by this Lease all risk of personal injury or, or death to, themselves, their employees, customers, invitees, licensees, family or guests while on or about the Leased Premises, and agree to indemnify, defend and hold harmless the Landlord for any and all claims, suits, costs, losses, damage and expenses arising out of such injury or death. Tenant hereby acknowledges that Landlord has not made any representations about the condition of the Leased Premises or the safety of the activities associated with the use of the land pursuant to the this Agreement. Therefore, while Tenant is on the Leased Premises Tenant, for Tenant, Tenant's executors, administrators and assigns, that neither the Landlord nor any of its council members, officers, employees or representatives shall be held responsible or liable for any negligence implied or otherwise, or personal injury, or death, or property loss, or damage suffered or sustained by Tenant or others so named arising out of use of the Leased Premises associated with this Agreement.

Further, Tenant, for Tenant, Tenant's executors, and assigns, release and assume all risk whatsoever of personal injury or death or property damage or loss in connection with or arising out of or resulting from any or all activities Tenant may engage in arising out of the use of the Leased Premises and absolve and release Landlord, its council members, officers, employees or representatives of and from all liability thereof, and further, Tenant does hereby consent and agree for Tenant, Tenant's executors, and assigns, not to sue, arrest, attach, or prosecute the Landlord nor any of its council members, officers, employees or representatives on account of any such personal injury or death or property damage or loss, it being Tenant's express intent and

purpose to bind Tenant, Tenant's executors, administrators, and assigns hereby.

(r) Tenant agrees to allow Landlord to apply biosolids produced at the St. Francis Wastewater Treatment Facility to the Leased Premises in accordance with all applicable local, state and federal regulation subject to the following:

Application will be conducted by the Landlord's employees or the Landlord's contractor; and

Landlord will coordinate with the Tenant to schedule application periods with reasonable notice which may be subject to adjustment due to weather or other unforeseen circumstances. The parties recognize that current bio-solid application rules limit the application rates in accordance with agronomic rates as related to crop type and crop yield.

(s) Tenant agrees to comply with any requirement of any governmental agency to properly maintain all wells in accordance with any and all well design standards and setbacks. This will include but not be limited to the requirements of Exhibit "B" attached hereto and incorporated by reference as though fully set forth herein. Tenant shall also properly record all well status information with all appropriate State agencies.

(t) Tenant shall provide and maintain a Power Take Off "PTO" engine for the well at its sole cost and expense. Tenant shall also provide and maintain fuel storage to supply engine at its sole cost and expense. All equipment shall meet all applicable well code standards as determined by State agencies.

(u) Tenant agrees to pay Landlord all amounts for Department of Natural Resources water appropriation permit fees. Well meter readings must be submitted by Tenant to Landlord no later than January 1 of the applicable year. Upon Landlord's receipt of the amount as determined by the DNR, such information will be forwarded to Tenant. Tenant will promptly pay such amount to Landlord. Failure of Tenant to submit meter readings by January 1 or timely payment of the water appropriate permit fee will result in a penalty to Tenant in the amount of the DNR late fee.

Section 5. RESTRICTED ACTIVITIES. Tenant hereby expressly agrees that, absent the prior written consent of Landlord, Tenant will not undertake any of the following restricted activities upon the Leased Premises:

(a) Tenant shall not keep livestock.

(b) Tenant shall not erect or permit to be erected any structure or building.

(c) Tenant shall not alter or improve any structure or building, except as reasonably necessary to repair or maintain such structure or building.

(d) Tenant shall not permit, encourage, or invite any person to use any or all of the Leased Premises for any purpose or activity that is not directly related to the agricultural use permitted hereunder.

(e) Tenant shall not erect or permit to be erected any sign, commercial or otherwise, of a nature and type other than the customary signs used to denote the type of seed that has been planted and its origin.

(f) Tenant shall not store motor vehicles, tractors, machinery, equipment, fuel, chemicals, or other similar items in a manner that is unsafe or esthetically displeasing, as determined by Landlord in its sole discretion.

(g) Tenant shall not service any personal equipment on the premises, and there shall not be any dumping of any liquids such as used oil or oil filters.

Section 6. TERMINATION. This Lease will terminate automatically at the end of the Term. Furthermore, Landlord may terminate this Lease at any time, upon no less than thirty (30) days written notice, in the event the St. Francis City Council determines the Leased Premises are required for City purposes including but not limited to City use or sale. In such event, Tenant shall be reimbursed for (i) any pre-paid and unearned Rent, and (ii) if crops have been planted but not yet harvested upon Tenant's receipt of notice of termination, and if Tenant is unable to harvest such crops prior to the effective date of termination, the reasonable value of labor and materials supplied by Tenant in connection with the preparation for and planting of said crops, which amount shall not include any amount for lost profits. All personal equipment of Tenant shall be removed upon termination of the lease or upon the date of the expiration of the lease agreement.

Section 7. MISCELLANEOUS.

(a) Successors and Assigns. The covenants and conditions contained in this Lease shall apply to and bind the heirs, legal representatives and assigns of the parties, and all covenants are to be construed as material conditions of this Lease.

(b) Assignment. Tenant agrees that it shall not sell, assign, sublet, mortgage, pledge, or in any manner transfer this Lease, or any estate or interest hereunder, without the prior written consent of Landlord.

(c) Recording. Tenant agrees that it shall not record this Lease without the prior written consent of Landlord.

(d) Choice of Law. It is agreed that this Lease shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota and all claims and causes of actions arising from or related to this Lease shall be venued in Anoka County, Minnesota.

(e) Time of the Essence. It is specifically declared and agreed that time is of the essence of this Lease.

(f) Amendment. Any modification or amendment of this Lease or additional obligation assumed by either party in connection with this Lease shall be binding only if evidenced in a writing signed by each party.

IN WITNESS WHEREOF, each party to this Lease has caused it to be executed as of the date first above written.

LANDLORD:

CITY OF ST. FRANCIS, MINNESOTA

By: _____

Its: _____

TENANT:

677953-v1

Exhibit A

Legal Description of Leased Premises

Section 22 of Athens Township, Isanti County, State of Minnesota and consisting of approximately 177.5 acres of cropland.

R01.122.1100 Sect-22 Twp-034 Range-024 SE/4 FCT & E/2 of SW/4

DRAFT

Exhibit B MDH Code References

Subp. 11. **Casing height.** A casing or casing extension must extend vertically at least 12 inches above the established ground surface, the floor of a building (well house) as specified in part 4725.2175, or a concrete slab, except that the casing for a hand pump may terminate a minimum of 6 inches above a concrete slab in accordance with part 4725.3250, item A, if the concrete slab is at least 6 inches above the established ground surface. The established ground surface, slab, or floor immediately adjacent to the casing must be graded to divert water away from the casing. Termination of the top of the casing below the established ground surface, such as in a well pit, is prohibited except that an outer casing may terminate immediately below a pitless adapter installed on an inner casing.

4725.4450 WATER-SUPPLY WELL DISTANCES FROM CONTAMINATION SOURCE.

The rules contain minimum “isolation,” or “setback” distances between sources of contamination and a water-supply well. The distances apply to all water-supply wells, including irrigation or other “nonpotable” water-supply wells, industrial supply wells, and sandpoints. The distances are designed to protect the well by providing distance and time for contaminants to attenuate or dilute before reaching the well.

The rules regulate the location of a well near a source of contamination and the placement of a contamination source near a well. This latter requirement is a provision of Minnesota Statutes, section 103I.205, subdivision 6.

The rules require that the isolation distance to a sensitive well is doubled where a contaminant is (actively) entering the soil. A “sensitive well” is a well with less than 50 feet of watertight casing which is not cased through 10 feet of confining materials. The distance between a sensitive well and a drainfield is doubled from 50 feet to 100 feet since the partially treated sewage is entering the soil. The distance is not doubled to a septic tank since sewage should not be leaking from the tank under normal operation.

The rules establish the isolation numbers based on the potential threat. Sources that routinely leak, sources with more dangerous chemicals, or sources with larger volumes have greater distances. In some cases, the rules contain a **tiered** system, such as the 300-foot distance to a soil dispersal system (drainfield) receiving more than 10,000 gallons per day of sewage, a 150-foot distance to a system receiving infection or pathological wastes, such as from a hospital, and a 50-foot distance to the remaining small systems.

Subpart 1. **Isolation distances.** A water-supply well must be located where there is optimum surface drainage and at the highest practical elevation. Whenever possible, water-supply wells should not be located down slope or down gradient of a contamination source. **A water-supply well must be constructed as far as practical from a contamination source, but no less than the distances in this part.**

The isolation distances in this part are minimum distances measured horizontally from the closest part of the upper termination of the water-supply well casing to the closest part of the contamination source, or the vertical projection of the contamination source on the established

ground surface, whichever is closer. The isolation distances are minimum standards. Whenever possible, greater distances are recommended.

Where the rule establishes a minimum regulatory volume of a liquid, the volume of multiple tanks, each below the minimum, are not additive, unless the tanks are interconnected without backflow protection.

The minimum isolation distances must be maintained between a new well and a source of contamination no longer in use, unless all contaminants have been removed from the source, and visibly contaminated soils have been removed. A contamination source must not be placed, constructed, or installed any closer to a water-supply well than the distances in this part.

Ideally, a well should be placed **upgradient** of all nearby contamination sources. Practically, the best location should be chosen to minimize the contamination potential for the well. In most cases on lakeshore lots, groundwater flows toward the lake. The well should be placed on the high side of the property, upslope of the septic system.

This rule requires that drainage be away from the well and that surface water not pond around the well. It also requires the well to be placed on the highest practical elevation on the property while maintaining the required isolation distances. The well must be placed at the highest location on the property that meets all isolation distances, provides for proper drainage, and allows for installation and service of the well.

Local government units cannot regulate the construction or location of wells unless the program has been delegated from the MDH. However, they can regulate land use and other activities such as the placement of septic systems. Some local programs require greater separation distances than required in these rules when a contamination source is added near an existing well.

An alphabetical list of the isolation distances is contained at the end of this rule part.

(3) an underground storage tank holding 56 or more gallons, or 100 pounds dry weight, of a hazardous substance, or with more than 1100 gallons of petroleum, if protected with safeguards as defined in chapter 7150;

MPCA Rules, Chapter 7150, establishes the safeguarding standards for underground storage tanks. The rules are relatively detailed and should be referenced. In general, the rules establish standards for new tanks, upgrading existing tanks, operating requirements, corrosion protection, and release detection. The standards for new tanks and existing tank upgrades include: tank corrosion protection requirements, piping corrosion protection requirements, and spill and overflow prevention requirements. Underground petroleum tanks must be monitored at least every 30 days for releases. Hazardous-material underground tanks must be equipped with leak detection and secondary containment such as double walled-tanks or external liners.

“**Safeguard**” is defined in MPCA Rules, part 7100.0010, subpart 2, to mean a facility or device or any system or combination thereof designed to prevent the escape or movement of any substance or solution thereof from the place of storage or keeping thereof under such conditions that pollution of any waters of the state might result therefrom.

MPCA Rules, Chapter 7100 requires safeguards to include a continuous dike or wall surrounding

the tanks or containment facility which will hold all of the tank contents in case of failure, and which has a bottom which will prevent seepage of the contaminant into the ground.

Information concerning underground and aboveground storage tanks, including safeguarding requirements, may be found at:

www.pca.state.mn.us/index.php/waste/waste-and-cleanup/wastemanagement/tank-compliance-and-assistance/storage-tank-publications.html

(4) an aboveground storage tank with 56 or more gallons, or 100 pounds dry weight, of a hazardous substance, or with more than 1100 gallons of petroleum, if protected with safeguards as defined in chapter 7151;

To summarize the petroleum tank isolation distance requirements:

PETROLEUM TANK ISOLATION DISTANCE SUMMARY

<u>PETROLEUM TANK SIZE</u>	<u>ISOLATION DISTANCE</u>
● Tanks over 1,100 gallons	150 feet without MPCA safeguards 100 feet with safeguards
● Tanks 56 to 1,100 gallons	50 feet for below-ground tanks 20 feet for above-ground tanks
● Tanks 56 gallons or less	No required distance, but 50 feet recommended



Water and Sewer Monthly Report – February 2019

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	19	Inspections
Water	Operational Hours	Hours spent at facility	38	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	66	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	Daily	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Raw water	10.85	Million Gallons
		Total Finished water	10.67	Million Gallons
		Finished water sold	11.02	Million Gallons
		Account water %	103%	% accounted for
		Oak Grove water use	.969	Million Gallons
		Average Daily Flow	.381	Million Gallons
		Average Chlorine	.42	Mg/l
		Average Raw Iron	1.09	Mg/l
		Average Raw Manganese	.093	Mg/l
		Average Fluoride	.74	Mg/l
		Iron Removal	99	%
		Manganese Removal	84	%

Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent 22 Constituents); 8 Effluent (27 Constituents:	49	Constituents
Wastewater	Operational Hours	Hours spent at facility.	152	Hours
Wastewater	Inspect Operations Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	19	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	19	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	28	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	28	pH Readings
Wastewater	Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	152	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	88	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	8.8	Million Gallons
		Total Effluent	8.9	Million Gallons
		Reuse effluent	.316	Million Gallons
		Influent TSS	344	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	.02	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	.99	% Removal
		Influent CBOD	286	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
		Influent Phosphorus	5.6	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
		Phosphorus % Removal	100	% Removal
		Influent Ammonia Nitrogen	35	Mg/l
	<i>Limit: (Seasonal) 5.5 mg/l</i>	Effluent Ammonia Nitrogen	.12	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	11	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings

Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	1	Inspections
Water/Sewer	Water Miscellaneous	Work orders: Re-reads, High	10	Work Orders
Water/Sewer	Monthly Projects			
Distribution System	Clear Out Hydrants	Clean snow away from hydrants.	150	Hydrants
WTP	Repair Heating Unit	A gas valve for a Reznor Heating Unit failed.	1	Gas Valve
Interviews	Job Interviews	Interviewed people for water wastewater job opening.	10	Candidates

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



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

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	22	Hours
Streets	Snowplowing	Plowing City Streets	477.4	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	496	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	117.1	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	63	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	208.5	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	10.26	Tons
Streets	Grading	Grading City Roads	0	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	17	Inspections
Parks	Events	Preparation and Inspection	11	Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	0	Acres
Streets	Signs	Signs Installed or Repaired	1	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	6	Streets
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	22	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	45	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	6	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Yards
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads, pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	0	Times
Parks	Trail Mowing	Mowing Along Walking Trails	0	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	0	Time
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles
Parks	Ice Rinks	Applying Water On Rinks	6,000	Gallons
Parks	Vandalism	Damage to City Property	0	Hours

Parks	Playground	Install Woodchips	0	Yards
Parks	Leaf Pick-up	Picking Up Leaves in Parks	0	Yards
Recycling	Meeting	1 With Anoka County 1 With St. Francis Team	2	Meeting
Recycling	Event	Recycling Events	0	Events

***Check Detail Register©**

February 2019 to March 2019

			Check Amt	Invoice	Comment
10100 CASH					
Paid Chk#	000254E	2/28/2019	1000 BULBS.COM		
E 101-43100-401	Repairs/Maint Buildings		\$71.40		BULBS
E 101-45200-401	Repairs/Maint Buildings		\$33.35		BULBS
E 601-49440-401	Repairs/Maint Buildings		\$33.35		BULBS
E 602-49490-401	Repairs/Maint Buildings		\$33.34		BULBS
	Total 1000 BULBS.COM		\$171.44		
Paid Chk#	000254E	2/28/2019	AMAZON.COM		
E 101-43100-401	Repairs/Maint Buildings		\$74.96		BATHROOM SUPPLIES
E 101-42110-437	Uniform Allowance		\$234.00		CAMERAS
E 101-45200-221	Vehicle Repair & Maintenance		\$74.93		SUPPLIES
E 101-43100-441	Miscellaneous		\$119.00		PRIME ACCOUNT
E 101-41500-240	Office Equip		\$291.40		SUPPLIES
E 101-42110-200	Office Supplies		\$83.35		SUPPLIES
E 101-42110-217	Other Operating Supplies		\$238.84		SUPPLIES
E 101-42110-401	Repairs/Maint Buildings		\$38.52		SUPPLIES
E 101-42110-437	Uniform Allowance		\$114.80		SUPPLIES
E 101-43100-213	Vehicle Oper Supplies		\$99.48		SUPPLIES
E 101-43100-218	Equipment Repair & Maintenance		\$55.60		SUPPLIES
E 101-43100-401	Repairs/Maint Buildings		\$32.12		SUPPLIES
E 101-43100-441	Miscellaneous		\$14.98		SUPPLIES
E 101-45200-213	Vehicle Oper Supplies		\$30.45		SUPPLIES
E 402-41400-560	Computers		\$101.27		SUPPLIES
E 601-49440-221	Vehicle Repair & Maintenance		\$30.45		SUPPLIES
E 602-49490-221	Vehicle Repair & Maintenance		\$30.43		SUPPLIES
E 101-43100-213	Vehicle Oper Supplies		\$37.37		TOOLS
	Total AMAZON.COM		\$1,701.95		
Paid Chk#	000254E	2/28/2019	BROADGUN SOFTWARE		
E 101-41500-200	Office Supplies		\$65.00		PDF MACHINE
	Total BROADGUN SOFTWARE		\$65.00		
Paid Chk#	000254E	2/28/2019	CASEY S GENERAL STORE		
E 101-42110-212	Motor Fuels		\$809.72		FUEL
E 101-42210-212	Motor Fuels		\$29.12		FUEL
E 101-43100-212	Motor Fuels		\$684.34		FUEL
E 101-45200-212	Motor Fuels		\$46.30		FUEL
E 101-43100-212	Motor Fuels		\$119.96		FUEL
E 601-49440-212	Motor Fuels		\$238.57		FUEL
E 601-49440-212	Motor Fuels		\$56.75		FUEL
E 602-49490-212	Motor Fuels		\$214.91		FUEL
	Total CASEY S GENERAL STORE		\$2,199.67		
Paid Chk#	000254E	2/28/2019	CLEANING EQUIPMENT		
E 101-43100-218	Equipment Repair & Maintenance		\$45.45		FLOOR SCRUBBER PARTS
	Total CLEANING EQUIPMENT		\$45.45		
Paid Chk#	000254E	2/28/2019	CLIPPINGMAGIC.COM		
E 101-43100-433	Dues and Subscriptions		\$3.99		SUBSCRIPTION
	Total CLIPPINGMAGIC.COM		\$3.99		
Paid Chk#	000254E	2/28/2019	COUNTY MARKET - CITY ACCOUNT		
E 101-41400-441	Miscellaneous		\$31.54		CAKES
E 101-42110-212	Motor Fuels		\$392.53		FUEL
E 101-42400-212	Motor Fuels		\$41.22		FUEL

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E 101-43100-212	Motor Fuels		\$764.38		FUEL
E 101-45200-212	Motor Fuels		\$83.05		FUEL
E 601-49440-212	Motor Fuels		\$145.70		FUEL
E 602-49490-212	Motor Fuels		\$205.78		FUEL
E 101-43100-212	Motor Fuels		\$52.07		FUEL
Total COUNTY MARKET - CITY ACCOUNT			\$1,716.27		
Paid Chk# 000254E	2/28/2019	DOLLAR GENERAL			
E 101-42110-200	Office Supplies		\$18.21		CHRISTMAS DECORATIONS
Total DOLLAR GENERAL			\$18.21		
Paid Chk# 000254E	2/28/2019	DRIVER & VEHICLE SERVICES			
E 101-42110-217	Other Operating Supplies		\$66.87		REGISTRATION
Total DRIVER & VEHICLE SERVICES			\$66.87		
Paid Chk# 000254E	2/28/2019	FRATTALLONES ACE HARDWARE			
E 602-49490-237	Small Equipment		\$10.70		KEY SET
Total FRATTALLONES ACE HARDWARE			\$10.70		
Paid Chk# 000254E	2/28/2019	GRAINGER, INC.			
E 101-43100-401	Repairs/Maint Buildings		\$40.27		BELTS
E 101-45200-401	Repairs/Maint Buildings		\$40.27		BELTS
Total GRAINGER, INC.			\$80.54		
Paid Chk# 000254E	2/28/2019	L A POLICE GEAR			
E 101-42110-237	Small Equipment		\$156.37		EAR MUFFS
Total L A POLICE GEAR			\$156.37		
Paid Chk# 000254E	2/28/2019	MENARDS			
E 101-43100-441	Miscellaneous		\$24.47		LAUNDRY DETERGENT
Total MENARDS			\$24.47		
Paid Chk# 000254E	2/28/2019	MN DEPT OF LABOR & INDUSTRY			
G 101-20820	Surcharge Payable		\$717.82		4TH QUARTER SURCHARGE
R 101-36241	Surcharge-Permits		(\$28.71)		4TH QUARTER SURCHARGE
Total MN DEPT OF LABOR & INDUSTRY			\$689.11		
Paid Chk# 000254E	2/28/2019	MN FARMERS MARKET			
E 101-41910-200	Office Supplies		\$45.00		MANUAL
Total MN FARMERS MARKET			\$45.00		
Paid Chk# 000254E	2/28/2019	MN JUVENILE OFFICERS			
E 101-42110-208	Training and Instruction		\$250.00		TRAINING-BLACK
E 101-42110-208	Training and Instruction		\$250.00		TRAINING-DZURIS
Total MN JUVENILE OFFICERS			\$500.00		
Paid Chk# 000254E	2/28/2019	NATIONAL REGISTRY EMT			
E 101-42210-208	Training and Instruction		\$15.00		TRAINING-FAANES
Total NATIONAL REGISTRY EMT			\$15.00		
Paid Chk# 000254E	2/28/2019	NORTHLAND 66			
E 101-43100-212	Motor Fuels		\$26.83		FUEL
Total NORTHLAND 66			\$26.83		
Paid Chk# 000254E	2/28/2019	PALMFLEX			
E 601-49440-235	Lab Supplies		\$65.00		RUBBER GLOVES

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Total PALMFLEX			\$65.00		
Paid Chk# 000254E	2/28/2019	PLOW PARTS DIRECT			
E 101-43100-218	Equipment Repair & Maintenance		\$450.27		PLOW PARTS
Total PLOW PARTS DIRECT			\$450.27		
Paid Chk# 000254E	2/28/2019	POSTMASTER - ST. FRANCIS			
E 101-41400-322	Postage		\$106.70		POSTAGE
E 101-42110-322	Postage		\$50.00		POSTAGE
E 601-49440-322	Postage		\$3.75		POSTAGE
Total POSTMASTER - ST. FRANCIS			\$160.45		
Paid Chk# 000254E	2/28/2019	RUNNINGBOARDWAREHOUSE			
E 602-49490-235	Lab Supplies		\$64.99		RUBBER GLOVES
E 101-43100-212	Motor Fuels		\$310.65		TRUCK #16
Total RUNNINGBOARDWAREHOUSE			\$375.64		
Paid Chk# 000254E	2/28/2019	SAMS CLUB			
E 609-49751-254	Miscellaneous Merchandise		\$603.90		MISCELLANEOUS
E 609-49750-210	Operating Supplies		\$20.68		OPERATING
Total SAMS CLUB			\$624.58		
Paid Chk# 000254E	2/28/2019	SAP STORE			
E 402-41400-560	Computers		\$530.27		CRYSTAL REPORTS
Total SAP STORE			\$530.27		
Paid Chk# 000254E	2/28/2019	SPEEDWAY			
E 101-42210-212	Motor Fuels		\$33.25		FUEL
Total SPEEDWAY			\$33.25		
Paid Chk# 000254E	2/28/2019	ST. FRANCIS COLLISION & GLASS			
E 601-49440-221	Vehicle Repair & Maintenance		\$347.68		REPAIR TRUCK
Total ST. FRANCIS COLLISION & GLASS			\$347.68		
Paid Chk# 000254E	2/28/2019	ST. FRANCIS TRUE VALUE HARDWAR			
E 101-43100-441	Miscellaneous		\$19.52		SUPPLIES
E 602-49490-228	Equipment Maintenance		\$8.97		SUPPLIES
E 602-49490-217	Other Operating Supplies		\$28.95		SUPPLIES
otal ST. FRANCIS TRUE VALUE HARDWAR			\$57.44		
Paid Chk# 000254E	2/28/2019	STAMPS.COM			
E 101-41400-322	Postage		\$17.99		POSTAGE
E 101-42110-322	Postage		\$15.99		POSTAGE
Total STAMPS.COM			\$33.98		
Paid Chk# 000254E	2/28/2019	STEENSMA LAWN			
E 101-45200-218	Equipment Repair & Maintenance		\$269.54		PLOW PARTS
E 602-49490-228	Equipment Maintenance		\$269.55		PLOW PARTS
Total STEENSMA LAWN			\$539.09		
Paid Chk# 000254E	2/28/2019	STREICHER S			
E 101-42110-437	Uniform Allowance		\$134.47		UNIFORMS - HEARN
Total STREICHER S			\$134.47		
Paid Chk# 000254E	2/28/2019	SUPER AMERICA			
E 101-42110-212	Motor Fuels		\$107.40		FUEL

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Total SUPER AMERICA			\$107.40		
Paid Chk# 000254E	2/28/2019	TARGET			
E 101-42210-200	Office Supplies		\$142.51		SUPPLIES
Total TARGET			\$142.51		
Paid Chk# 000254E	2/28/2019	UNIVERSITY OF MINNESOTA			
E 101-45200-208	Training and Instruction		\$430.00		TRAINING-KOEP & SORENSON
Total UNIVERSITY OF MINNESOTA			\$430.00		
Paid Chk# 000254E	2/28/2019	WILSON GUN SHOP			
E 101-42110-437	Uniform Allowance		\$100.51		SUPPLIES
Total WILSON GUN SHOP			\$100.51		
Paid Chk# 000255E	2/28/2019	CAYAN			
E 609-49751-207	Credit Card Expenditures		\$2,498.84		LIQUOR CC FEE
E 609-49751-207	Credit Card Expenditures		\$39.90		FEES
Total CAYAN			\$2,538.74		
Paid Chk# 000255E	2/28/2019	FWT			
G 101-21703	FICA Tax Withholding		\$7,698.04		PAYROLL 02-07-2019
G 101-21709	Medicare		\$2,826.42		PAYROLL 02-07-2019
G 101-21701	Federal Withholding		\$9,342.24		PAYROLL 02-07-2019
G 101-21703	FICA Tax Withholding		\$1,546.86		PAYROLL 02-20-2019
G 101-21709	Medicare		\$460.60		PAYROLL 02-20-2019
G 101-21701	Federal Withholding		\$121.34		PAYROLL 02-20-2019
G 101-21703	FICA Tax Withholding		\$8,210.12		PAYROLL 02-21-2019
G 101-21709	Medicare		\$2,937.34		PAYROLL 02-21-2019
G 101-21701	Federal Withholding		\$10,067.85		PAYROLL 02-21-2019
Total FWT			\$43,210.81		
Paid Chk# 000255E	2/28/2019	HEALTH PARTNERS			
G 101-21708	Health Premium		\$23,493.48		FEBRUARY INS
Total HEALTH PARTNERS			\$23,493.48		
Paid Chk# 000255E	2/28/2019	HSA CONTRIBUTION			
G 101-21714	Health Care Savings		\$694.50		PAYROLL 02-07-2019
G 101-21714	Health Care Savings		\$734.50		PAYROLL 02-21-2019
Total HSA CONTRIBUTION			\$1,429.00		
Paid Chk# 000255E	2/28/2019	ICMA			
G 101-21710	Deferred Comp		\$385.00		PAYROLL 02-07-2019
G 101-21710	Deferred Comp		\$385.00		PAYROLL 02-21-2019
Total ICMA			\$770.00		
Paid Chk# 000255E	2/28/2019	MASSACHUSETTS, STATE OF			
G 101-21716	Other Deductions		\$238.56		PAYROLL 02-20-2019
Total MASSACHUSETTS, STATE OF			\$238.56		
Paid Chk# 000255E	2/28/2019	MN DEPT OF REVENUE			
G 609-20810	Sales Tax Payable		\$14,102.00		JANUARY SALES TAX
G 601-20810	Sales Tax Payable		\$386.00		JANUARY SALES TAX
Total MN DEPT OF REVENUE			\$14,488.00		
Paid Chk# 000255E	2/28/2019	MN STATE RETIREMENT SYSTEM			
G 101-21714	Health Care Savings		\$700.34		PAYROLL 02-07-2019
G 101-21714	Health Care Savings		\$749.17		PAYROLL 02-21-2019

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Total MN STATE RETIREMENT SYSTEM			\$1,449.51		
Paid Chk#	000255E	2/28/2019	PAYMENT SERVICE NETWORK		
E 601-49440-430	Bank Fees		\$327.70		CC FEE
Total PAYMENT SERVICE NETWORK			\$327.70		
Paid Chk#	000255E	2/28/2019	PERA		
G 101-21704	PERA		\$18,483.68		PAYROLL 02-07-2019
G 101-21704	PERA		\$962.54		PAYROLL 02-20-2019
G 101-21704	PERA		\$19,018.40		PAYROLL 02-21-2019
Total PERA			\$38,464.62		
Paid Chk#	000255E	2/28/2019	STATE OF ARIZONA		
G 101-21716	Other Deductions		\$133.65		PAYROLL 02-20-2019
Total STATE OF ARIZONA			\$133.65		
Paid Chk#	000255E	2/28/2019	SWT		
G 101-21702	State Withholding		\$4,318.01		PAYROLL 02-07-2019
G 101-21702	State Withholding		\$116.50		PAYROLL 02-20-2019
G 101-21702	State Withholding		\$4,572.16		PAYROLL 02-21-2019
Total SWT			\$9,006.67		
Paid Chk#	000255E	2/28/2019	VILLAGE BANK		
G 601-11500	Accounts Receivable		\$60.10		RETURNED CHECK
E 601-49440-430	Bank Fees		\$4.00		RETURNED CHECK
E 101-41500-430	Bank Fees		\$28.86		FEBRUARY FEES
E 601-49440-430	Bank Fees		\$28.86		FEBRUARY FEES
E 602-49490-430	Bank Fees		\$28.86		FEBRUARY FEES
E 609-49750-430	Bank Fees		\$28.87		FEBRUARY FEES
Total VILLAGE BANK			\$179.55		
Paid Chk#	000255E	7/28/2019	VOYA		
G 101-21710	Deferred Comp		\$1,725.00		PAYROLL 02-07-2019
G 101-21710	Deferred Comp		\$1,800.00		PAYROLL 02-21-2019
Total VOYA			\$3,525.00		
Paid Chk#	075599	3/6/2019	MN DNR		
E 101-41910-318	Economic Development		\$4,585.00		DNR VARIANCE
Total MN DNR			\$4,585.00		
Paid Chk#	075600	3/14/2019	MN MANAGEMENT & BUDGET		
E 101-41910-318	Economic Development		\$4,585.00		DNR VARIANCE
Total MN MANAGEMENT & BUDGET			\$4,585.00		
Paid Chk#	075601	3/14/2019	MAHCO		
E 101-41910-208	Training and Instruction		\$80.00		JODIE STEFFES
Total MAHCO			\$80.00		
Paid Chk#	075602	3/19/2019	AIRGAS NORTH CENTRAL		
E 101-43100-217	Other Operating Supplies		\$11.44	9959950580	MARCH CYLINDAR RENTAL
E 101-43210-217	Other Operating Supplies		\$11.44	9959950580	MARCH CYLINDAR RENTAL
E 101-45200-217	Other Operating Supplies		\$11.44	9959950580	MARCH CYLINDAR RENTAL
E 601-49440-217	Other Operating Supplies		\$11.44	9959950580	MARCH CYLINDAR RENTAL
E 602-49490-217	Other Operating Supplies		\$11.48	9959950580	MARCH CYLINDAR RENTAL
Total AIRGAS NORTH CENTRAL			\$57.24		
Paid Chk#	075603	3/19/2019	ALLINA HEALTH		

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E 601-49440-441	Miscellaneous		\$67.00	314459997	MEDICAL & TESTS - OLSON, JACOB
E 602-49490-441	Miscellaneous		\$67.00	314459997	MEDICAL & TESTS - OLSON, JACOB
E 101-42210-305	Medical & Testing Fees		\$1,148.25	II10025017	FIRST QTR 2019 EDUCATION BILLING
Total ALLINA HEALTH			\$1,282.25		
Paid Chk# 075604	3/19/2019	ANOKA COUNTY CENTRAL COMM.			
E 402-42110-581	Radios		\$14,340.25	2019007	POLICE RADIOS
Total ANOKA COUNTY CENTRAL COMM.			\$14,340.25		
Paid Chk# 075605	3/19/2019	ANOKA COUNTY TREASURY DEPT.			
E 101-42110-311	Contract		\$8,593.00	S190306H	JLEC 2019 SHARED COSTS
Total ANOKA COUNTY TREASURY DEPT.			\$8,593.00		
Paid Chk# 075606	3/19/2019	ASPEN MILLS			
E 101-42110-448	Reserve Officers		\$148.70	232316	UNIFORMS-NORTEN
E 101-42110-448	Reserve Officers		\$1,435.19	232620	UNIFORMS-BOE
E 101-42110-437	Uniform Allowance		\$50.00	233006	UNIFORMS-BLACK
E 101-42110-437	Uniform Allowance		\$189.00	233259	UNIFORMS-BOE
E 101-42110-437	Uniform Allowance		\$70.60	233349	UNIFORMS-STEMME
Total ASPEN MILLS			\$1,893.49		
Paid Chk# 075607	3/19/2019	BAUER BUILT INC.			
E 101-42110-221	Vehicle Repair & Maintenance		\$258.20	940056031	FIREHAWK PVS
Total BAUER BUILT INC.			\$258.20		
Paid Chk# 075608	3/19/2019	BELLBOY CORPORATION			
E 609-49751-206	Freight and Fuel Charges		\$32.55	0068509800	FREIGHT
E 609-49751-251	Liquor For Resale		\$2,458.36	0068509800	LIQUOR
Total BELLBOY CORPORATION			\$2,490.91		
Paid Chk# 075609	3/19/2019	BERNICK COMPANIES, THE			
E 609-49751-252	Beer For Resale		\$463.15	484425	BEER
E 609-49751-254	Miscellaneous Merchandise		\$20.00	486039	MISC
E 609-49751-252	Beer For Resale		\$159.00	486040	BEER
Total BERNICK COMPANIES, THE			\$642.15		
Paid Chk# 075610	3/19/2019	BGS (BARNA GUZY)			
E 101-41600-312	Criminal Legal Fees		\$5,000.00	199716	PROSECUTION/RETAINER FILE
E 101-41600-304	Civil Legal Fees		\$1,900.00	199956	MUNICIPAL
E 101-41600-304	Civil Legal Fees		\$1,246.00	199957	COMMUNITY DEVELOPMENT
E 101-41600-304	Civil Legal Fees		\$3,720.00	199958	MEADOWS OF ST FRANCIS PURCHASE
E 101-41600-304	Civil Legal Fees		\$3,472.00	199959	MISC/NON-RETAINER
Total BGS (BARNA GUZY)			\$15,338.00		
Paid Chk# 075611	3/19/2019	BREAKTHRU BEVERAGE			
E 609-49751-206	Freight and Fuel Charges		\$32.19	1080935717	FREIGHT
E 609-49751-251	Liquor For Resale		\$1,265.89	1080935717	LIQUOR
E 609-49751-253	Wine For Resale		\$103.33	1080935717	WINE
E 609-49751-206	Freight and Fuel Charges		\$104.50	1080938884	FREIGHT
E 609-49751-251	Liquor For Resale		\$10,731.29	1080938884	LIQUOR
E 609-49751-253	Wine For Resale		\$43.33	1080938884	WINE
E 609-49751-254	Miscellaneous Merchandise		\$272.85	1080938884	MISC
E 609-49751-251	Liquor For Resale		(\$50.00)	2080228195	LIQUOR
Total BREAKTHRU BEVERAGE			\$12,503.38		
Paid Chk# 075612	3/19/2019	CAPITOL BEVERAGE SALES, L.P			
E 609-49751-252	Beer For Resale		\$141.65	6115610	BEER

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Total CAPITOL BEVERAGE SALES, L.P			\$141.65		
Paid Chk# 075613	3/19/2019	CENTURY LINK			
E 602-49490-321	Telephone		\$71.08	031419	PHONE
E 601-49440-321	Telephone		\$71.09	031419	PHONE
Total CENTURY LINK			\$142.17		
Paid Chk# 075614	3/19/2019	CINTAS			
E 609-49750-219	Rug Maintenance		\$11.26	4017701601	RUG MAINTENANCE
E 601-49440-401	Repairs/Maint Buildings		\$23.04	4017701602	RUG MAINTENANCE
E 602-49490-401	Repairs/Maint Buildings		\$12.02	4018050763	RUG MAINTENANCE
E 601-49440-401	Repairs/Maint Buildings		\$12.02	4018050763	RUG MAINTENANCE
E 101-43100-401	Repairs/Maint Buildings		\$12.02	4018050763	RUG MAINTENANCE
E 101-45200-401	Repairs/Maint Buildings		\$12.02	4018050763	RUG MAINTENANCE
E 601-49440-417	Uniform Clothing & PPE		\$1.98	4018050775	UNIFORMS
E 602-49490-417	Uniform Clothing & PPE		\$2.00	4018050775	UNIFORMS
E 101-43100-417	Uniform Clothing & PPE		\$2.00	4018050775	UNIFORMS
E 101-45200-417	Uniform Clothing & PPE		\$2.00	4018050775	UNIFORMS
Total CINTAS			\$90.36		
Paid Chk# 075615	3/19/2019	COUNTY MARKET - CITY ACCOUNT			
E 101-42210-212	Motor Fuels		\$404.07	030519	FUEL
Total COUNTY MARKET - CITY ACCOUNT			\$404.07		
Paid Chk# 075616	3/19/2019	DAHLHEIMER DIST. CO. INC.			
E 609-49751-252	Beer For Resale		\$5,362.40	1402457	BEER
E 609-49751-254	Miscellaneous Merchandise		\$275.20	1402457	MISC
E 609-49751-255	N/A Products		\$27.00	1402457	NA
E 609-49751-252	Beer For Resale		\$8,341.30	1402508	BEER
E 609-49751-252	Beer For Resale		(\$7.20)	201098	BEER
Total DAHLHEIMER DIST. CO. INC.			\$13,998.70		
Paid Chk# 075617	3/19/2019	DELL MARKETING L.P.			
E 402-42110-570	C-O-L Office Equip & Misc.		\$3,300.00	10297832596	POLICE COMPUTER
E 101-42210-240	Office Equip		\$573.00	10301026958	OPTIPLEX 7060
E 101-42210-240	Office Equip		\$573.00	10301083096	OPTIPLEX 7060
E 101-42210-240	Office Equip		\$573.00	10301083109	OPTIPLEX 7060
Total DELL MARKETING L.P.			\$5,019.00		
Paid Chk# 075618	3/19/2019	DEX MEDIA EAST LLC			
E 609-49750-340	Advertising		\$80.00	03052019	ADVERTISING
Total DEX MEDIA EAST LLC			\$80.00		
Paid Chk# 075619	3/19/2019	DRIVER & VEHICLE SERVICES			
E 101-42110-221	Vehicle Repair & Maintenance		\$141.00	030719	2013 DODGE TABS
Total DRIVER & VEHICLE SERVICES			\$141.00		
Paid Chk# 075620	3/19/2019	ECM PUBLISHERS, INC.			
G 803-22159	ESC-DENKER		\$43.00	677056	IUP DECKER-PH
Total ECM PUBLISHERS, INC.			\$43.00		
Paid Chk# 075621	3/19/2019	ELITE SANITATION			
E 101-45200-402	Janitorial Service		\$305.00	25558	PORTABLE TOILET RENTAL
Total ELITE SANITATION			\$305.00		
Paid Chk# 075622	3/19/2019	EMERGENCY MEDICAL PRODUCTS			
E 101-42210-237	Small Equipment		\$340.76	03052019	FINGER PULSE OXIMETER

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Total EMERGENCY MEDICAL PRODUCTS			\$340.76		
Paid Chk# 075623	3/19/2019	FLYTE HCM LLC			
E 101-41540-301	Auditing and Acct g Services		\$117.00	40844	MONTHLY ADMIN FEE
Total FLYTE HCM LLC			\$117.00		
Paid Chk# 075624	3/19/2019	GRANITE CITY JOBBING CO.			
E 609-49751-206	Freight and Fuel Charges		\$4.25	126782	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		\$53.16	126782	MISC
E 609-49751-256	Tobacco Products For Resale		\$1,903.70	126782	TOBACCO
Total GRANITE CITY JOBBING CO.			\$1,961.11		
Paid Chk# 075625	3/19/2019	HACH COMPANY			
E 602-49490-235	Lab Supplies		\$269.62	11363683	SAMPLER, WATER CORE
E 602-49490-235	Lab Supplies		\$129.00	11367296	SENSOR CAP REPLACEMENT
Total HACH COMPANY			\$398.62		
Paid Chk# 075626	3/19/2019	HANSON, SHERI			
G 601-22200	Deferred Revenues		\$60.52	03072019	REFUND ACCT #3984
Total HANSON, SHERI			\$60.52		
Paid Chk# 075627	3/19/2019	HAWKINS, INC.			
E 602-49490-216	Chemicals and Chem Products		\$4,977.80	4454315	FERRIC CHLORIDE
Total HAWKINS, INC.			\$4,977.80		
Paid Chk# 075628	3/19/2019	HOISINGTON KOEGLER GROUP, INC			
E 101-41910-311	Contract		\$6,648.50	018-041-6	GENERAL PLANNING - FEB 2019
G 803-22163	ESC-ANDERSON-LOT SPLIT		\$1,068.75	018-041-6	GENERAL PLANNING - FEB 2019
G 803-22043	Esc-Laketown Homes		\$18.75	018-041-6	GENERAL PLANNING - FEB 2019
G 803-22145	ESC-School-SITE PLAN		\$413.75	018-041-6	GENERAL PLANNING - FEB 2019
E 101-43100-311	Contract		\$563.75	018-041-6	GENERAL PLANNING - FEB 2019
Total HOISINGTON KOEGLER GROUP, INC			\$8,713.50		
Paid Chk# 075629	3/19/2019	IACP			
E 101-42110-433	Dues and Subscriptions		\$525.00	34124	ANNUAL BILLING
Total IACP			\$525.00		
Paid Chk# 075630	3/19/2019	INNOVATIVE OFFICE SOLUTIONS, L			
E 101-42110-200	Office Supplies		\$94.88	IN2419366	OFFICE SUPPLIES - POLICE
E 101-43100-200	Office Supplies		\$18.58	IN2431215	OFFICE SUPPLIES
E 101-42110-200	Office Supplies		\$2.93	IN2431215	OFFICE SUPPLIES
E 101-41400-200	Office Supplies		\$65.87	IN2436471	OFFICE SUPPLIES
Total INNOVATIVE OFFICE SOLUTIONS, L			\$182.26		
Paid Chk# 075631	3/19/2019	JJ TAYLOR DISTRIBUTING			
E 609-49751-206	Freight and Fuel Charges		\$3.00	2932385	FREIGHT
E 609-49751-252	Beer For Resale		\$425.55	2932385	BEER
E 609-49751-206	Freight and Fuel Charges		\$3.00	2954045	FREIGHT
E 609-49751-252	Beer For Resale		\$589.60	2954045	BEER
E 609-49751-255	N/A Products		\$29.20	2954045	NA
Total JJ TAYLOR DISTRIBUTING			\$1,050.35		
Paid Chk# 075632	3/19/2019	JOHNSON BROS WHLSE LIQUOR			
E 609-49751-206	Freight and Fuel Charges		\$387.05	1230564	FREIGHT
E 609-49751-251	Liquor For Resale		\$18,076.95	1230564	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$80.08	1230565	FREIGHT
E 609-49751-253	Wine For Resale		\$2,929.40	1230565	WINE

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			Check Amt	Invoice	Comment
E 609-49751-206	Freight and Fuel Charges	\$1.57	1230566	FREIGHT	
E 609-49751-254	Miscellaneous Merchandise	\$37.00	1230566	MISC	
E 609-49751-206	Freight and Fuel Charges	\$31.40	1236237	FREIGHT	
E 609-49751-253	Wine For Resale	\$1,161.80	1236237	WINE	
E 609-49751-252	Beer For Resale	\$249.48	1236238	BEER	
Total	JOHNSON BROS WHLSE LIQUOR	\$22,954.73			
Paid Chk# 075633	3/19/2019	KRIS ENGINEERING, INC.			
E 101-43100-218	Equipment Repair & Maintenance	\$219.94	31507	CARBIDE INSERTS	
E 101-45200-218	Equipment Repair & Maintenance	\$219.94	31507	CARBIDE INSERTS	
Total	KRIS ENGINEERING, INC.	\$439.88			
Paid Chk# 075634	3/19/2019	LEAGUE OF MN CITIES			
E 101-41400-433	Dues and Subscriptions	\$542.36		DEDUCTIBLES-BLACK, SIEBER	
Total	LEAGUE OF MN CITIES	\$542.36			
Paid Chk# 075635	3/19/2019	LUPULIN BREWING			
E 609-49751-252	Beer For Resale	\$65.00	19228	BEER	
Total	LUPULIN BREWING	\$65.00			
Paid Chk# 075636	3/19/2019	MARTIN-MCALLISTER			
E 601-49440-441	Miscellaneous	\$300.00	12285	EVALUATION-OLSON, JACOB	
E 602-49490-441	Miscellaneous	\$300.00	12285	EVALUATION-OLSON, JACOB	
Total	MARTIN-MCALLISTER	\$600.00			
Paid Chk# 075637	3/19/2019	MCDONALD DIST CO.			
E 609-49751-252	Beer For Resale	(\$28.90)	112-0500	BEER	
E 609-49751-252	Beer For Resale	(\$118.17)	480575	BEER	
E 609-49751-252	Beer For Resale	\$7,819.90	480633	BEER	
E 609-49751-252	Beer For Resale	\$3,827.75	481466	BEER	
Total	MCDONALD DIST CO.	\$11,500.58			
Paid Chk# 075638	3/19/2019	MED-COMPASS, INC.			
E 101-42210-305	Medical & Testing Fees	\$820.00	34978	PULMINARY FUNCTION TEST	
Total	MED-COMPASS, INC.	\$820.00			
Paid Chk# 075639	3/19/2019	METRO CITIES - AMM			
E 101-41400-433	Dues and Subscriptions	\$3,178.00	155	2019 METRO CITIES DUES	
Total	METRO CITIES - AMM	\$3,178.00			
Paid Chk# 075640	3/19/2019	MIDCONTINENT COMMUNICATIONS			
E 101-43100-321	Telephone	\$16.94	133313001101	PUBLIC WORKS	
E 101-42110-321	Telephone	\$16.93	133313001101	POLICE	
E 601-49440-321	Telephone	\$300.00	133313001101	WATER	
E 609-49750-321	Telephone	\$150.00	133313001101	LIQUOR STORE	
E 101-41940-321	Telephone	\$37.17	133313001101	CITY HALL	
Total	MIDCONTINENT COMMUNICATIONS	\$521.04			
Paid Chk# 075641	3/19/2019	MN DEPT OF HEALTH			
E 601-49440-313	Sample Testing	\$2,669.00	030719	1ST QUARTER	
Total	MN DEPT OF HEALTH	\$2,669.00			
Paid Chk# 075642	3/19/2019	MN MUNICIPAL BEVERAGE ASSN.			
E 609-49750-208	Training and Instruction	\$240.00	031219	HOTEL-SCHMIDT	
Total	MN MUNICIPAL BEVERAGE ASSN.	\$240.00			
Paid Chk# 075643	3/19/2019	MN POLLUTION CONTROL AGENCY			

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E 602-49490-433	Dues and Subscriptions		\$23.00	031319	WASTEWATER OPERATOR RENEWAL
Total	MN POLLUTION CONTROL AGENCY		\$23.00		
Paid Chk# 075644	3/19/2019	NIEMI, DEAN			
G 601-22200	Deferred Revenues		\$67.28	030719	REF ACCT #5397
Total	NIEMI, DEAN		\$67.28		
Paid Chk# 075645	3/19/2019	NORTHLAND OCCUPATIONAL HEALTH			
E 101-43100-441	Miscellaneous		\$25.00	2953	DRUG SCREEN/ALCOHOL TEST-BARTEN & SHOOK
E 101-45200-441	Miscellaneous		\$25.00	2953	DRUG SCREEN/ALCOHOL TEST-BARTEN & SHOOK
E 601-49440-441	Miscellaneous		\$25.00	2953	DRUG SCREEN/ALCOHOL TEST-BARTEN & SHOOK
E 602-49490-441	Miscellaneous		\$25.00	2953	DRUG SCREEN/ALCOHOL TEST-BARTEN & SHOOK
Total	NORTHLAND OCCUPATIONAL HEALTH		\$100.00		
Paid Chk# 075646	3/19/2019	OPUS 21			
E 601-49440-382	Utility Billing		\$1,579.77	190213	UTILITY BILLING
E 602-49490-382	Utility Billing		\$1,579.76	190213	UTILITY BILLING
Total	OPUS 21		\$3,159.53		
Paid Chk# 075647	3/19/2019	PACE ANALYTICAL SERVICES			
E 602-49490-313	Sample Testing		\$93.00	1912003940	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$93.00	1912004019	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$123.00	1912004053	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$123.00	1912004179	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$108.00	1912004182	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$120.00	1912004196	SAMPLE TESTING
Total	PACE ANALYTICAL SERVICES		\$660.00		
Paid Chk# 075648	3/19/2019	PAUSTIS WINE COMPANY			
E 609-49751-206	Freight and Fuel Charges		\$10.50	42012	FREIGHT
E 609-49751-253	Wine For Resale		\$624.00	42012	WINE
E 609-49751-206	Freight and Fuel Charges		\$4.50	43549	FREIGHT
E 609-49751-253	Wine For Resale		\$272.00	43549	WINE
Total	PAUSTIS WINE COMPANY		\$911.00		
Paid Chk# 075649	3/19/2019	PEPSI COLA			
E 609-49751-254	Miscellaneous Merchandise		\$263.35	24375204	MISC
Total	PEPSI COLA		\$263.35		
Paid Chk# 075650	3/19/2019	PHILLIPS WINE & SPIRITS CO.			
E 609-49751-206	Freight and Fuel Charges		\$47.11	2512394	FREIGHT
E 609-49751-251	Liquor For Resale		\$3,486.40	2512394	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$67.52	2512395	FREIGHT
E 609-49751-253	Wine For Resale		\$1,788.75	2512395	WINE
E 609-49751-206	Freight and Fuel Charges		\$41.61	2516240	FREIGHT
E 609-49751-251	Liquor For Resale		\$3,657.20	2516240	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$4.71	2516241	FREIGHT
E 609-49751-253	Wine For Resale		\$185.34	2516241	WINE
E 609-49751-206	Freight and Fuel Charges		\$8.64	2516242	FREIGHT
E 609-49751-254	Miscellaneous Merchandise		\$239.50	2516242	MISC
E 609-49751-251	Liquor For Resale		(\$109.57)	322263	LIQUOR
Total	PHILLIPS WINE & SPIRITS CO.		\$9,417.21		
Paid Chk# 075651	3/19/2019	POSTMASTER - ST. FRANCIS			
E 101-43210-439	Recycling Days		\$588.64	032019	SPRING NEWSLETTER 2019
Total	POSTMASTER - ST. FRANCIS		\$588.64		

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			Check Amt	Invoice	Comment
Paid Chk#	075652	3/19/2019	PREMIER SPECIALTIES		
E 101-41110-441	Miscellaneous		\$24.00	19-0312-A	NAME BADGES
	Total	PREMIER SPECIALTIES	\$24.00		
Paid Chk#	075653	3/19/2019	SOUTHERN GLAZERS OF MN		
E 609-49751-206	Freight and Fuel Charges		\$3.20	1788265	FREIGHT
E 609-49751-206	Freight and Fuel Charges		\$17.92	1788266	FREIGHT
E 609-49751-251	Liquor For Resale		\$1,545.47	1788266	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$3.84	1788267	FREIGHT
E 609-49751-253	Wine For Resale		\$288.00	1788267	WINE
E 609-49751-206	Freight and Fuel Charges		\$38.62	1790742	FREIGHT
E 609-49751-251	Liquor For Resale		\$5,494.88	1790742	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$34.56	1790743	FREIGHT
E 609-49751-253	Wine For Resale		\$1,086.00	1790743	WINE
E 609-49751-206	Freight and Fuel Charges		\$1.28	1793392	FREIGHT
E 609-49751-206	Freight and Fuel Charges		\$15.36	1793393	FREIGHT
E 609-49751-251	Liquor For Resale		\$1,951.68	1793393	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$3.84	1793394	FREIGHT
E 609-49751-253	Wine For Resale		\$280.00	1793394	WINE
	Total	SOUTHERN GLAZERS OF MN	\$10,764.65		
Paid Chk#	075654	3/19/2019	STERLING TROPHY		
E 101-42210-441	Miscellaneous		\$11.25	23462	BLK & WHITE PAR TAG PLASTIC ENGRAVE
	Total	STERLING TROPHY	\$11.25		
Paid Chk#	075655	3/19/2019	SYNOVIA SOLUTIONS		
E 101-43100-311	Contract		\$45.79	117736	MARCH LEASE ON GPS
E 101-45200-311	Contract		\$45.79	117736	MARCH LEASE ON GPS
E 601-49440-311	Contract		\$45.79	117736	MARCH LEASE ON GPS
E 602-49490-311	Contract		\$45.82	117736	MARCH LEASE ON GPS
	Total	SYNOVIA SOLUTIONS	\$183.19		
Paid Chk#	075656	3/19/2019	THE AMERICAN BOTTLING COMPANY		
E 609-49751-254	Miscellaneous Merchandise		\$230.18	3562809043	MISC
	Total	THE AMERICAN BOTTLING COMPANY	\$230.18		
Paid Chk#	075657	3/19/2019	TJ ASSOCIATES		
E 101-41110-441	Miscellaneous		\$78.00	229320	BUSINESS CARDS-KEVIN, SARAH
E 101-42110-200	Office Supplies		\$39.00	229610	BUSINESS CARDS-HEDGES
E 101-42110-308	Community Education		\$45.60	229807	CITIZENS AWARDS - POLICE
E 101-41910-200	Office Supplies		\$39.00	229927	BUSINESS CARDS-STEPPES
E 101-41400-200	Office Supplies		\$169.00	229950	#10 WINDOW ENVELOPES
	Total	TJ ASSOCIATES	\$370.60		
Paid Chk#	075658	3/19/2019	U S BANK EQUIPMENT FINANCE		
E 101-41400-240	Office Equip		\$201.24		COPIER LEASE
E 101-43100-240	Office Equip		\$201.24		COPIER LEASE
E 101-43210-240	Office Equip		\$201.24		COPIER LEASE
E 101-45200-240	Office Equip		\$201.24		COPIER LEASE
E 601-49440-240	Office Equip		\$201.24		COPIER LEASE
E 602-49490-240	Office Equip		\$201.25		COPIER LEASE
	Total	U S BANK EQUIPMENT FINANCE	\$1,207.45		
Paid Chk#	075659	3/19/2019	VINOCOPIA, INC.		
E 609-49751-206	Freight and Fuel Charges		\$2.50	0227379-IN	FREIGHT
E 609-49751-251	Liquor For Resale		\$68.00	0227379-IN	LIQUOR

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E 609-49751-206	Freight and Fuel Charges	\$12.00	0228314-IN	FREIGHT
E 609-49751-253	Wine For Resale	\$440.00	0228314-IN	WINE
Total VINOCOPIA, INC.		\$522.50		
Paid Chk# 075660	3/19/2019	WINE MERCHANTS		
E 609-49751-206	Freight and Fuel Charges	\$7.85	7224234	FREIGHT
E 609-49751-253	Wine For Resale	\$560.00	7224234	WINE
Total WINE MERCHANTS		\$567.85		
10100 CASH		\$328,867.71		

Fund Summary**10100 CASH**

101 GENERAL FUND	\$184,856.53
402 CAPITAL EQUIPMENT	\$18,271.79
601 WATER FUND	\$7,163.08
602 SEWER FUND	\$9,271.31
609 LIQUOR FUND	\$107,760.75
803 ESCROW	\$1,544.25
	<u>\$328,867.71</u>