

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
MARCH 4, 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 – February 19, 2019
 - B. Northern Lighter Pyrotechnics Fireworks Contract – Pioneer Days June 8, 2019
 - C. Declaring Surplus Property – Resolution 2019-06
 - D. Payment of Claims
5. MEETING OPEN TO THE PUBLIC
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
 - A. Wastewater Agreement with Oak Grove (Ponds Development)
9. NEW BUSINESS
 - A. HKGi - 23038 Rum River Blvd – Concept Plan
 - B. HKGi - 2040 Comprehensive Plan – Resolution 2019-07
 - C. Ordinance 245, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-19-1 General Parking, Loading and Access Requirements (First Reading)
 - D. Ordinance 246, Second Series - Amendment to City Code Chapter 10 Zoning, Section 10-16-15 Outdoor Storage (First Reading)
 - E. Ordinance 247, Second Series – Amendment to City Code Chapter 10 Zoning, Section 18 Accessory Structures (First Reading)
10. MEETING OPEN TO THE PUBLIC
11. REPORTS
 - A. Councilmember Reports -
 - B. 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

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
FEBRUARY 19, 2019

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

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

2. **ROLL CALL**

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

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

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

4. **CONSENT AGENDA**

MOTION BY BAUER SECOND UDVIG TO APPROVE THE CONSENT AGENDA ITEMS A-F AS FOLLOWS:

- A. City Council Minutes – February 4, 2019
- B. City Council Minutes Special Meeting – January 29, 2019
- C. Hire Jacob Olson as a Water/Wastewater Systems Operator at Step 1 contingent upon passing all pre-employment testing
- D. Statement of Interest in all-Hazard Mitigation Planning - Resolution 2019-05
- E. MnDOT - Memorandum of Understanding for a Temporary Signal
- F. Payment of Claims \$330,164.98 (ACH 251E-252E \$165,927.49 and Check #'s 75471-75542 \$164,237.49)

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Outdoor Warning Sirens**

Police Chief Schwieger provided a staff report for adding another outdoor warning siren per council request. The additional siren would be in the vicinity of 237th and Nightingale Street intersection. Quotes from Federal Signal Corporation were received for DC (battery) powered and solar options. Also previously discussed at a work session was the conversion of the two existing St. Francis warning sirens to DC (battery) power from AC (electric) power. Currently, both existing warning sirens in the area of Roanoke Street/Ambassador Blvd and Woodbine Street/232nd Avenue operate solely on electricity or AC power. If the power went out in these areas, the sirens would not operate. By converting these two existing sirens to DC power, they would continue to operate even if the power went out. Reasoning for locating the new siren on the eastern portion of the city was due to the amount of new development that has occurred since the original sirens were installed and because of Bethel Wildlife Management. Warning Sirens are to alert people outdoors. The quote for the new battery siren is \$11,348.00 but there would be an additional initial service fee to Connexus Energy for power connection of \$1,316.00 and a monthly flat fee of \$5.00 thereafter. The quote for a new solar siren is \$13,875.00 however, it would eliminate the need to connect to a power source and the \$5.00 per month flat fee. Installation cost for a typical siren is approximately \$12,000 and there would be an additional \$400-\$500 installation fee for the solar siren. The cost of converting the two existing sirens to DC (battery) power is \$5,716.42 per siren. That includes batteries, aluminum battery box and labor.

Chief Schwieger also noted Anoka County Emergency Management along with Anoka County Central Communications (dispatch) will also be performing upgrades to the activation system for all Anoka County warning sirens. The main upgrade will be converting warning sirens to digital activation systems from analog activation. Emergency Management is looking at funding options for the upgrade, which could be several thousands of dollars per siren site depending on various factors. There is no specific timeline for these upgrades but it is recommended funding be allocated in the capital equipment budget for these upgrades in the coming years.

Feldman said he likes the solar option but where are the solar panels located on the poles. How hard is it to maintain the solar panels? One of my concerns is we don't want the public works going up a ladder to clear these off each time it snows. The cost is \$13,875 per siren plus install of \$12,500 for \$26,375 total. The total for the conversions of the two older ones is a no brainer. \$37,807.84 would be the cost of the solar siren and the two conversions. The money is there for this purchase because of the \$80,000 the City received for American Tower Lease renewal. Feldman asked Chief Schwieger what do you think.

Chief Schwieger stated testing them in the winter and the potential snow cover could affect hearing the sirens. The summer time we would not have to worry about that. Feldman said the electric might have more power for the full 12 months out of the

year. You have to be able to count on them when you need them.

Robinson asked if there was any history with the current sirens and if the power has gone out. So there are no current battery backups with our current sirens.

Schwieger stated he does not recall any power outages with them. One issue we had was we had to get a new part on one of the sirens but that is all I recall. The first Wednesday of every month, they are audibly tested. The sirens are tested daily to see if they receive a signal.

Feldman said I believe in energy renewables but there is a place and time. My concern where the solar panels are located on the poles.

Muehlbauer asked about the upgrades and battery type. Chief Schwieger stated there are no specific date and times on the upgrades to our current sirens.

Bauer stated like you Mayor, I am for renewable energy but for these you can't beat \$5.00 the month. I think the AC/DC is the way to go. I want the new sirens to be reliable.

Udvig stated she is on board with the rest of the council.

Feldman stated a better way to go is AC back up with DC power. Unless we can find out that solar panels can be maintained easier.

Chief Schwieger said if you have the electric source available, I believe it is better way to go. Solar is used more out in areas with no electric available.

Fire Chief Dave Schmidt agreed with Chief Schwieger.

MOTION BY FELDMAN SECOND MUEHLBAUER TO PURCHASE THE ELECTRIC POWERED WITH DC CONTROL/BATTERY CABINET FROM FEDERAL SIGNAL CORPORATION ALONG WITH THE DC CONVERSION FOR THE TWO EXISTING SIRENS WITH THE FUNDS COMING FROM THE AMERICAN TOWER RENEWAL LEASE AND LEFT OVER MONEY BE KEPT IN THE CAPITAL EQUIPMENT FUND. Motion carried 5-0.

B. Joint Powers Agreement with St. Francis Area Schools

City Administrator Joe Kohlmann reported the school district met with the City in April 2018 with their planned improvements for the elementary/middle school site. A formal application was submitted in November 2018 that included a closure of access points to the site and rerouting of traffic planned in the improvements. This plan required a traffic study. Since this time, MnDOT has committed to reexamining the entire corridor, which would directly affect the school district site. The school district has agreed to hold off on the site improvements but wish to proceed with the building

expansions. The agreement before the city council is to release the building permit for the St. Francis Middle/Elementary Schools with the understanding that any and all other site modifications will be placed on hold and no other site improvements shall be undertaken until MnDOT has decided upon a transportation plan and presented to the City and District for the reconfiguration of State Highway 47.

Feldman stated the 10-classroom addition is a good idea. I met with the parents and representatives from MnDOT today to discuss the corridor. This improvement is for the whole corridor not just this one intersection. We are looking for a permanent solution. It may be three years out. A lot of different ideas are being discussed. You cannot make any changes in any area on 229th at this time. You cannot add more traffic to Hwy 47 and Pederson Drive intersection cannot be done. The City at one time was looking at options to have Bridge Street come through to Pederson Drive but we have backed off that at this time. We don't want to add any more traffic to this area. Working with our retail and our St. Francis Forward Plan Corridor is hands off until MnDOT and the city decides what is going to be done there long term along with the input from the St. Francis Area Schools which is important, businesses owners and community to find out what we are going to do to make this a solved problem. At the meeting today, what we found out was the crosswalk was just a band-aid. It didn't accomplish anything except to shove off an inevitable accident down the road. Today I found out that Kaia is home and that Anne has completed her therapy but Kaia will have brain damage forever. We cannot allow this to go on. As I also mentioned at the meeting and said before at other meetings we are not naïve to believe that this will be a 100% accident free zone, never going to happen. What is going to happen is that if we lessen the amount to property damage only and not fatality and injuries we will have succeeded very well and that is our whole goal here. I hope the St. Francis Area Schools is on board with the city of St. Francis because safety is eminent and a priority here. We were told money is not an issue now and that MnDOT is looking to making this a long-term solution here to make sure our section of this road/corridor through our city is safe and responsible. A fender bender is one thing but injuries and fatalities are another ball game. I want to emphasize that we need you (St. Francis Area Schools), city and all entities on board but understand one thing do your remodeling but hands off of Hwy 47 as we will do too by the way. Superintendent Ferguson said that is why we are here. Feldman stated I appreciate that.

Udvig stated she was thrilled construction will be able to start. Everybody is excited to see the expansion start, good for our students. Thanked St. Francis Area Schools in working with us and staying within the parameters. Good for the community to see the bond money being put to use.

Bauer agree with the school should move forward with adding the classrooms. I think the city, school and state should look at on how the busses flow between the middle school and elementary and getting them in and out. I am still an advocate of Bridge Street going straight through. Half the city's residents are pushed south past the elementary school and then north to Pederson. If that road went straight, I think that traffic would go straight into the businesses instead of having more northbound traffic. I don't think that has been suggested to MnDOT yet and if not I will contact them.

Feldman said the area of Bridge Street and Ambassador Blvd. is a cluster in drop off and pick up times. St Francis Areas Schools already knows that. Like St. Francis Forward Plan report said the school is not going to move so let's move forward and work together. Safety is the number one priority. Not everyone is going to get what they want. We cannot allow an accident like this to happen again. These girls are affected their whole life. Luckily, they are alive to see the changes. In the meeting today with the parents, you can feel the agony they are going through.

Muehlbauer no objections of them moving forward with the building expansion. Working together will help both entities.

Robinson not a whole lot to add. I meet with Kate (Community Development Director) and she brought me up to speed. The agreement sets it in stone that we have rules and regulations for a reason it is a benefit for all. Let's get the expansion going and we will see what happens with Hwy 47.

School Superintendent Troy Ferguson said we are here to show support. Our attorney looked at it and good to go with the agreement. Worked with Joe (City Administrator), he work hard to get this to us. We are here for support and will take it to our board February 25.

Feldman said the corridor will look a whole lot different in several years. MnDOT will be doing some temporary work and will put it in place in the meantime. It will take support from city, school, county and state to accomplish the whole goal. Starts at public works building north to Ambassador Blvd, a corridor change. We will also be mindful of the businesses too.

MOTION BY UDVIG SECOND MUEHLBAUER ENTER INTO A BUILDING PERMIT RELEASE AGREEMENT WITH INDEPENDENT SCHOOL DISTRICT NO. 15. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None

11. **REPORTS**

A. Department Reports - Public Works Monthly Report

Staff Reports were part of the packet. No questions or comments from the council.

B. Councilmember Reports-

Udvig thank Public Works for snow removal. Ask the residents to be patient, only so much place to put the snow. If we have to haul it away that is an additional expense.

The banks are getting higher and more of an expense to remove the snow. Listening to different people, our city streets are maintained better than some other surrounding area cities.

Bauer said the next couple of days could be tough with more potential snow. Have winter survival kits/blankets/snacks in your vehicle. Thanked public works for their work on the city streets.

Muehlbauer not much to report. Looking forward to hearing from Oak Grove on the agreement. Kohlmann said they couldn't get the quick turnaround to have it ready for the packet. From what I heard from them there are a few minor points that we have to clarify. Muehlbauer stated we are still looking for viable solutions for the sound system. Winning with Cops movie night I believe is coming up February 23 and looking forward in attending.

Robinson reported about a week and one half ago I had the opportunity to meet individually with Joe, Kate and the Fire Chief. Really got apprised of what is going on and a much better understanding. Believe it or not these guys are worker bees. They have a lot going on. We scheduled for a 30-40 minute meeting ended up lasting about 2 hours each. I do extend my gratitude for them spending the time to meet with me. It means a lot to me and makes me a better servant for the citizens as well. My first planning and zoning meeting is tomorrow, thank you mayor for the opportunity to be a liaison to them. I know I will be there baring the amount of snow. An email will be sent out if the meeting is cancelled.

Feldman stated he wants to point out to viewing audience and staff too. Paul our Public Works Director told me that unlike the city of Minneapolis where trucks are assigned to a district with multiple drivers. We have each employee assigned to a vehicle or piece of equipment and they don't have anyone to replace them. Our guys work hard, they are on a 24/7 standby. As Udvig alluded to early this is Minnesota, be patient. The crew is working hard.

Feldman said regarding the Oak Grove agreement minor, that is the key word on our end. On our end we did everything we could of possibly done with the agreement. I don't know why any city would want to deal with wastewater when they don't have to. I can say to you, I am open myself to a certain level but I would also say enough is enough. Make it happen or don't make it happen live with your mistake as we have lived with ours. Would I like to see it happen for local regionalization. I hope it works. I don't know how much more we can do.

Feldman asked City Engineer Craig Jochum about the bids. Official bid opening is Monday, February 25 at 2 pm for Riverbank Lane Kings Hwy Street Improvement project.

Feldman said I sent you (Jochum) a link from MN Legislative about the MN Aid program for ideas for future expenditures. Local Government Aid Program (LGA) might be expanded to 2002 level.

Be safe and patient with the snow. Agree with Bauer have blankets and survival kits in your vehicle.

Udvig stated the Winning with Cops movie night event is March 22 at the police department at 6:30 pm

C. Upcoming Events -

Feb 20 Planning Comm. Meeting @ St. Francis Area Schools District Office 7:00 pm
Mar 4 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
Mar 10 Daylight Savings Time Starts
Mar 18 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 6:44 pm.

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Barb Held, City Clerk
SUBJECT: Fireworks Agreement
DATE: March 4, 2019

OVERVIEW:

During Pioneer Days each year there has been a night set aside for a fireworks display. This year it is Saturday, June 8th. When the City ran/organized Pioneer Days the agreement was between the City and Northern Lighter Pyrotechnics, Inc (NLP). Now that the St. Francis Chamber of Commerce, since 2013 runs Pioneer Days the agreement is between NLP, City of St. Francis and the St. Francis Chamber of Commerce. The City does pay for the insurance of the fireworks and that is why we are still part of the agreement. The Chamber does the coordination of reserving the high school site and clean up the next day. The fire department does participate by being at the site during the fireworks and the St. Francis Bottle Shop has been the sponsored of the fireworks for many years. They have also kept the price the same for numerous years, \$10,000.

ACTION TO BE CONSIDERED:

Consideration to enter into the agreement with Northern Lighter Pyrotechnics, Inc for a fireworks display June 8, 2019 during the Pioneer Days celebration.

BUDGET IMPLICATION:

Bottle Shop sponsors the fireworks \$10,000.
Cost of the additional insurance for the fireworks is \$250.

Attachments:

- Agreement

AGREEMENT

This Agreement is made as of the **17TH** day of **JANUARY** in the year 2019, by and between Northern Lighter Pyrotechnics, Inc. ("NLP") and City of St Francis (Pioneer Days) (the "Client"):

WHEREAS, NLP is a nonprofit corporation engaged in the activity of producing firework displays; and

WHEREAS, Client desires to utilize the services of NLP for its event; and

WHEREAS, NLP and Client desire to enter into this Agreement to more fully set forth and describe the duties and obligations of the parties to this Agreement; and

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto and the mutual benefits to be gained by the performance hereof, the parties hereto agree as follows:

- 1. Description of Project.** On Saturday JUNE 08TH 2019 NLP shall provide for Client a fireworks display, as set forth on the permit (the "Permit") completed by NLP describing the proposed fireworks display (the "Display") at the location described as ST FRANCIS HIGH SCHOOL (the "Display Site"). In the event of inclement weather or other conditions that, in the sole judgment of NLP, make conducting the Display unsafe or more hazardous than otherwise agreed to by NLP, the back-up date for conducting the Display shall be AS NEEDED JUNE 09 2019
- 2. Payment.** For and in total consideration for NLP's performance of the Display, Client agrees to pay to NLP the sum of \$10,000 (city no tax) (the "Display Fee"). The Display Fee shall be paid in full by Client to NLP on or before Day of Display with due upon execution of this Agreement to hold Date and ensure product availability.
- 3. Representations of Parties**

 - 3.1 NLP represents that the Display will be performed by its member volunteers whose qualifications and training is supervised and approved by NLP. NLP represents that it is fully experienced and properly qualified to perform the Display described herein and that it is properly licensed, equipped, organized and financed to perform such work.
 - 3.2 NLP shall supply a sufficient number of properly skilled staff and all tools, equipment, materials and facilities and perform all functions necessary to perform the Display.
 - 3.3 NLP shall perform the Display in accordance with all applicable local, state and federal rules, regulations and laws.
 - 3.4 NLP shall take all reasonable safety precautions with respect to its work, shall comply with all safety measures initiated by the authority(s) having jurisdiction at the Display Site and with all applicable laws, ordinances, rules, regulations and orders of any public authority for the safety of persons or property in accordance with the requirements of the Display.
 - 3.5 NLP shall be at all times an independent contractor and shall not be deemed an employee, agent, partner, joint venture or otherwise of Client.

3.6 It is the intention of the parties that the entire control of the Display Site be and remain the responsibility of NLP, and that any representative of Client who may be present, will be present only in a consulting capacity. NLP shall be solely responsible for the means, methods, techniques, sequences and procedures of the Display.

3.7 The Client shall determine, coordinate and provide the proper police and fire protection necessary to allow NLP to conduct the Display as described hereunder. The Client shall bear all costs related to providing proper police and fire protection for the Display and the Display Site. In the event NLP determines, in its sole discretion, that additional police and/or fire protection is necessary to allow NLP to conduct the Display as described hereunder, the Client agrees that it shall cooperate with such requests by NLP.

3.8 In order to ensure a safe Display site and the orderly progress of the Display, NLP shall have full and final control of all personnel, other contractors, or other individuals present on the Display site.

3.9 The Client waives all claims against NLP for loss or damage to Client's real property, personal property and fixtures arising out of or reasonably related to NLP conducting the Display.

3.10 Except as required by law, NLP shall not be required to directly correspond, communicate or interact in any way with any third parties, except with the prior consent of NLP.

4. Permits, Fees And Notices. NLP shall secure and pay for all permits. All further governmental fees, licenses and inspections necessary for the proper execution and completion of the Display shall be the responsibility and expense of Client.

5. Standard Of Care. NLP warrants that all services performed or furnished by NLP under this Agreement in relation to the Display will be performed with the care and skill ordinarily used by members of NLP's profession practicing under similar circumstances at the same time and in the same locality.

6. Indemnification. To the fullest extent permitted by law, the Client shall indemnify and hold harmless NLP, its agents, officers, employees and volunteers from and against claims, damages, losses and expenses, including claims for bodily injury, sickness, death, or to injury to or destruction of tangible property, and including, but not limited to attorneys' fees, arising out of or resulting from NLP conducting the Display, but only to the extent caused by the negligent acts or omissions of the Client, anyone directly or indirectly controlled or employed by Client or anyone for whose acts the Client may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

7. Insurance. NLP shall secure commercial general liability/public liability insurance in an amount not less than \$2,000,000 naming Client as an additional insured. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of NLP and NLP's officers, directors, employees, and agents to Client and anyone claiming by, through, or under Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Display or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of NLP or NLP's officers, directors, employees, agents, or any of them, shall not exceed the policy limits of the CGL/Public Liability insurance provided by NLP under this Agreement.

8. Cancellation. In the event Client cancels the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

9. Suspension Either party hereunder reserves the right, at any time to suspend the Display (until such time that the default described hereunder is cured to the satisfaction of the non-defaulting party), in whole or in part, upon written notice thereof to the other party if:

9.1 a party hereto persistently or repeatedly refuses or fails to supply enough properly skilled staff (including police and fire protection) or proper materials for the conduct the Display;

9.2 a party hereto fails to make payment required hereunder;

9.3 a party hereto persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or

9.4 a party hereto is otherwise is guilty of substantial breach of a provision of this Agreement.

9.5 In the event of a suspension hereunder that results in the cancellation of the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

10. Dispute Resolution

10.1 All claims, controversies, disputes and other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in Hennepin County, Minnesota, in accordance with Commercial Arbitration Rules of the American Arbitration Association then in place.

10.2 If arbitration is invoked, then notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, controversy, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

10.3 An award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

11. No Waiver Any failure by either party to enforce at any time any terms and conditions of this Agreement shall not be considered a waiver of that party's right thereafter to enforce each and every term and condition of this Agreement.

12. Severability The invalidity of any provision or obligation hereunder or the contravention thereby of any law, rule or regulation shall not relieve a party to this agreement from its obligation under, nor deprive a party to this agreement of the advantages of any other provisions of this Agreement.

13. Entire Agreement The foregoing contains the entire agreement of the parties hereto, and no modification thereof shall be binding upon the parties unless the same is in writing signed by the respective parties hereto.

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

NORTHERN LIGHTER PYROTECHNICS, INC.

By: PAUL MARCHIO

Title: _____

Date: JAN 17 2019

CLIENT - City of St. Francis _____

By: _____

Title: _____

Date: _____

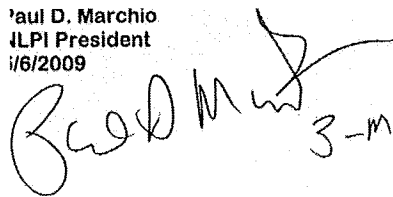
CLIENT - St. Francis Area Chamber of Commerce

By: _____

Title: _____

Date: _____

Paul D. Marchio
JLPI President
1/6/2009


3-MW-



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

TO: Mayor & City Council
FROM: Dave Schmidt, Fire Chief
SUBJECT: Declaring Surplus Property- Extrication Equipment
DATE: 03-04-2019

OVERVIEW:

In 2018, the City Council approved the purchase of new extrication equipment to replace our aging set on Engine 2. Following, a new set of extrication was ordered, and has been delivered and staff has had an opportunity to train on the new equipment. With our new tools ready for deployment we no longer have a need for the extrication equipment that has been replaced.

The tools that have been replaced are well beyond their useful life, and replacement parts are very hard to find and due to the age of the equipment are no longer warrantied. We do not believe that it is prudent to try and re-sale the tools due to the mission critical importance of extrication equipment and the age and condition of the tools.

The old set of extrication equipment will be scheduled for disposal pending approval from City Council

Action to be considered:

Declare Extrication Equipment as Surplus Property with no value and dispose of the equipment.

Attachments: Resolution 2019-06

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

RESOLUTION 2019-06

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

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

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

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

Surplus Property

Extrication Equipment

Estimated Value

No Value

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF MARCH, 2019.

APPROVED:

ATTEST:

Steven D. Feldman, Mayor

Barbara I. Held, City Clerk



**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: 03-04-2019

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$53,767.37 plus any additional bills that are handed out at council meeting.

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:

- 03-04-2019 Packet List
- 03-04-2019 Other Checks



02/28/2019 11:01 am

PAYMENT BATCH AP 03-04-19

ALEX AIR APPARATUS INC.

02/18/2019	1142	E 101-42210-237	Small Equipment	REPAIR OF AIR LEAK IN FILL ST.	114.00
					<u>\$114.00</u>

ANOKA COUNTY TREASURY DEPT.

02/19/2019	B190215P	E 101-42110-321	Telephone	BROADBAND	37.50
02/19/2019	B190215P	E 101-42210-321	Telephone	BROADBAND	37.50
02/19/2019	B190215P	E 101-43100-321	Telephone	BROADBAND	37.50
02/19/2019	B190215P	E 101-45200-321	Telephone	BROADBAND	37.50
02/19/2019	B190215P	E 601-49440-321	Telephone	BROADBAND	37.50
02/19/2019	B190215P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ASPEN MILLS

02/15/2019	231850	E 101-42110-437	Uniform Allowance	POLICE UNIFORMS	113.90
					<u>\$113.90</u>

BERNICK COMPANIES, THE

02/21/2019	482696	E 609-49751-252	Beer For Resale	BEER	229.10
					<u>\$229.10</u>

BREAKTHRU BEVERAGE

02/21/2019	1080932604	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.35
02/21/2019	1080932604	E 609-49751-251	Liquor For Resale	LIQUOR	980.80
02/21/2019	1080932604	E 609-49751-253	Wine For Resale	WINE	189.99
02/21/2019	1080932604	E 609-49751-254	Miscellaneous Merchandise	MISC	40.95
02/21/2019	1080932605	E 609-49751-252	Beer For Resale	BEER	130.50
					<u>\$1,362.59</u>

CINTAS

02/19/2019	4016855293	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.94
02/19/2019	4016855315	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	9.31
02/19/2019	4016855344	E 101-41940-402	Janitorial Service	RUG MAINTENANCE	16.16
					<u>\$37.41</u>

CITY EMPLOYEES UNION, LOCAL #3

02/20/2019	022019	G 101-21707	Union Dues	MAINT UNION DUES MARCH 201	47.00
					<u>\$47.00</u>

COMPASS MINERALS AMERICA, INC

02/15/2019	408332	G 101-14100	Inventory of Material/Supply	SALT	12,263.54
02/19/2019	410293	G 101-14100	Inventory of Material/Supply	SALT	2,135.21
					<u>\$14,398.75</u>

DAHLHEIMER DIST. CO. INC.

02/19/2019	200648	E 609-49751-252	Beer For Resale	BEER	(73.60)
02/20/2019	200347	E 609-49751-252	Beer For Resale	BEER	4,730.86
02/20/2019	200347	E 609-49751-255	N/A Products	NA	27.00
					<u>\$4,684.26</u>

DELTA DENTAL

02/15/2019	7565080	G 101-21711	Dental Insurance	MARCH PREMIUM	1,349.05
					<u>\$1,349.05</u>

EAGLE GARAGE DOOR CO.

02/11/2019	5354	E 101-42110-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	28.50
02/11/2019	5354	E 101-43100-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	28.50

02/11/2019	5354	E 101-45200-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	28.50
02/11/2019	5354	E 601-49440-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	28.50
02/11/2019	5354	E 602-49490-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	28.50
					\$142.50

ECM PUBLISHERS, INC.

02/15/2019	671415	E 101-41400-351	Legal Notices Publishing	2019 BUDGET SUMMARY	209.63
					\$209.63

FORCE AMERICA DISTRIBUTING

02/19/2019	IN001-1317672	E 101-43100-218	Equipment Repair & Maintenance	CARTRIDGE	108.81
					\$108.81

HAKANSON ANDERSON ASSOC., INC.

09/26/2018	40737	G 803-22054	Esc-Smith Lake 1st	SMITH LAKE WILDLIFE ESTATE	515.00
					\$515.00

INNOVATIVE OFFICE SOLUTIONS, L

02/12/2019	IN2399834	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	142.37
02/14/2019	IN2403314	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	57.56
02/14/2019	IN2403314	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	114.23
02/20/2019	IN2409780	E 101-45200-200	Office Supplies	PW OFFICE SUPPLIES	76.37
02/21/2019	IN2411350	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	226.16
					\$616.69

ISD #15

02/04/2019	4133	E 101-43100-218	Equipment Repair & Maintenance	2002 CATERPILLAR GRADER	102.09
02/15/2019	4140	E 101-43100-218	Equipment Repair & Maintenance	SHOP SUPPLIES	24.73
02/20/2019	4142	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER PURSUI	44.03
02/20/2019	4143	E 101-42110-221	Vehicle Repair & Maintenance	2018 DODGE CHARGER PURSUI	81.53
02/25/2019	4146	E 101-42110-221	Vehicle Repair & Maintenance	2011 CHEV TAHOE	243.38
					\$495.76

JJ TAYLOR DISTRIBUTING

02/20/2019	2954003	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
02/20/2019	2954003	E 609-49751-252	Beer For Resale	BEER	1,047.55
					\$1,050.55

JOHNSON BROS WHLSE LIQUOR

02/20/2019	1225175	E 609-49751-206	Freight and Fuel Charges	FREIGHT	9.42
02/20/2019	1225175	E 609-49751-251	Liquor For Resale	LIQUOR	679.17
02/20/2019	1225176	E 609-49751-206	Freight and Fuel Charges	FREIGHT	95.77
02/20/2019	1225176	E 609-49751-253	Wine For Resale	WINE	4,171.20
					\$4,955.56

LAW ENFORCEMENT LABOR SVCS.

02/19/2019	021919	G 101-21707	Union Dues	POLICE UNION DUES MARCH 20	51.00
02/19/2019	021919	G 101-21707	Union Dues	POLICE UNION DUES - MARCH 2	459.00
					\$510.00

LEAGUE OF MN CITIES

02/01/2019	287342	E 603-49490-418	Storm Water Management	MN CITIES STORMWATER COAL	639.00
					\$639.00

MCDONALD DIST CO.

02/19/2019	112-0497	E 609-49751-252	Beer For Resale	BEER	(18.40)
02/19/2019	479752	E 609-49751-252	Beer For Resale	BEER	3,861.60
02/19/2019	479752	E 609-49751-255	N/A Products	NA	41.10
					\$3,884.30

METRO SALES, INC.

02/11/2019	INV1272839	E 101-41400-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 101-42110-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 101-42400-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 101-43100-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 101-45200-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 601-49440-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 602-49490-200	Office Supplies	COPIES	7.25
02/11/2019	INV1272839	E 609-49750-200	Office Supplies	COPIES	7.26

					\$58.01
MHSRC/RANGE					
02/19/2019	629430-6872	E 101-42110-208	Training and Instruction	CLASS FEE-HEDGES	425.00
					\$425.00
MINUTEMAN PRESS					
02/21/2019	978623	E 101-41110-344	Newsletter	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-41400-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-42110-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-42210-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-42400-352	General Notices and Pub Info	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-43100-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 101-43210-439	Recycling Days	SPRING NEWSLETTER	266.49
02/21/2019	978623	E 101-45200-441	Miscellaneous	SPRING NEWSLETTER	125.61
02/21/2019	978623	E 601-49440-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 602-49490-441	Miscellaneous	SPRING NEWSLETTER	125.60
02/21/2019	978623	E 609-49750-441	Miscellaneous	SPRING NEWSLETTER	125.60
					\$1,522.50
MN FIRE CERTIFICATION BOARD					
11/15/2018	6201	E 101-42210-208	Training and Instruction	TRAINING & INSTRUCTION	165.00
					\$165.00
MN MUNICIPAL BEVERAGE ASSN.					
02/21/2019	022119	E 609-49750-208	Training and Instruction	ANNUAL CONFERENCE	205.00
					\$205.00
MN STATE COMMUNITY & TECH					
02/26/2019	22618	E 101-42210-208	Training and Instruction	TRAINING & INSTRUCTION	125.00
					\$125.00
MY ALARM CENTER					
03/01/2019	11864198	E 609-49750-445	Security	MARCH LIQUOR STORE ALARM	78.30
					\$78.30
OPUS 21					
02/22/2019	190159	E 601-49440-382	Utility Billing	UTILITY BILLING	1,592.19
02/22/2019	190159	E 602-49490-382	Utility Billing	UTILITY BILLING	1,592.19
					\$3,184.38
PACE ANALYTICAL SERVICES					
02/13/2019	1912003721	E 602-49490-313	Sample Testing	SAMPLE TESTING	93.00
02/14/2019	1912003756	E 602-49490-313	Sample Testing	SAMPLE TESTING	136.00
02/19/2019	1912003835	E 602-49490-313	Sample Testing	SAMPLE TESTING	136.00
					\$365.00
PHILLIPS WINE & SPIRITS CO.					
02/20/2019	2508692	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.82
02/20/2019	2508692	E 609-49751-251	Liquor For Resale	LIQUOR	3,029.13
02/20/2019	2508693	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
02/20/2019	2508693	E 609-49751-253	Wine For Resale	WINE	285.25
					\$3,367.76
RJM DISTRIBUTING INC.					
02/15/2019	IND018034	E 609-49751-252	Beer For Resale	BEER	219.80
02/15/2019	IND018034	E 609-49751-254	Miscellaneous Merchandise	MISC	18.75
					\$238.55
ROSEVILLE, CITY OF					
02/22/2019	0225640	E 101-41940-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 101-42110-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 101-42210-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 101-43100-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 101-45200-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 601-49440-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 602-49490-321	Telephone	PHONE	82.87
02/22/2019	0225640	E 609-49750-321	Telephone	PHONE	82.91

						\$663.00
RUSSELL SECURITY RESOURCE INC.						
02/06/2019	A34171	E 101-42210-401	Repairs/Maint Buildings	MEDECO M3 PATENTED PROTE	17.00	
						\$17.00
SHI INTERNATIONAL CORP						
02/07/2019	B09495657	E 402-41400-560	Computers	2019 WINDOWS	268.00	
						\$268.00
SUN LIFE FINANCIAL						
02/20/2019	030119	E 101-41400-130	Employer Paid Insurance	MARCH INSURANCE	329.06	
02/20/2019	030119	E 101-41500-130	Employer Paid Insurance	MARCH INSURANCE	141.09	
02/20/2019	030119	E 101-41910-130	Employer Paid Insurance	MARCH INSURANCE	79.21	
02/20/2019	030119	E 101-42110-130	Employer Paid Insurance	MARCH INSURANCE	1,043.95	
02/20/2019	030119	E 101-42400-130	Employer Paid Insurance	MARCH INSURANCE	72.46	
02/20/2019	030119	E 101-43100-130	Employer Paid Insurance	MARCH INSURANCE	174.84	
02/20/2019	030119	E 101-43210-130	Employer Paid Insurance	MARCH INSURANCE	38.86	
02/20/2019	030119	E 101-45200-130	Employer Paid Insurance	MARCH INSURANCE	174.84	
02/20/2019	030119	E 601-49440-130	Employer Paid Insurance	MARCH INSURANCE	95.58	
02/20/2019	030119	E 602-49490-130	Employer Paid Insurance	MARCH INSURANCE	95.57	
02/20/2019	030119	E 609-49750-130	Employer Paid Insurance	MARCH INSURANCE	136.08	
						\$2,381.54
SYNOVIA SOLUTIONS						
02/24/2019	116610	E 101-43100-311	Contract	LEASE ON GPS	45.79	
02/24/2019	116610	E 101-45200-311	Contract	LEASE ON GPS	45.79	
02/24/2019	116610	E 601-49440-311	Contract	LEASE ON GPS	45.79	
02/24/2019	116610	E 602-49490-311	Contract	LEASE ON GPS	45.82	
						\$183.19
THOMSON REUTERS-WEST						
02/04/2019	839810513	E 101-42110-200	Office Supplies	SUBSCRIPTION-PD	256.03	
						\$256.03
TJ ASSOCIATES						
02/06/2019	229687	E 101-42110-437	Uniform Allowance	POLICE BADGE-BULERA	7.95	
02/12/2019	229751	E 603-49490-418	Storm Water Management	STORMWATER MAILING	457.97	
02/13/2019	229768	E 603-49490-418	Storm Water Management	#10 WINDOW ENVELOPES	169.00	
						\$634.92
TOTAL CONTROL SYSTEMS, INC.						
02/07/2019	8680	E 601-49440-229	Project Repair & Maintenance	INSTALLATION OF WIRELESS BI	1,680.51	
						\$1,680.51
ZIEGLER INC.						
02/19/2019	SW200081066	E 101-43100-218	Equipment Repair & Maintenance	GRADER	2,259.82	
						\$2,259.82
FUND SUMMARY						
						\$53,767.37

101 GENERAL FUND	\$25,213.24
402 CAPITAL EQUIPMENT	\$268.00
601 WATER FUND	\$3,695.79
602 SEWER FUND	\$2,389.61
603 STORM WATER	\$1,265.97
609 LIQUOR FUND	\$20,419.76
803 ESCROW	\$515.00
Total	<u>\$53,767.37</u>

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

8A

TO: Honorable Mayor & Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Ponds Development – Wastewater Agreement
DATE: March 4th, 2019

OVERVIEW:

Oak Grove has made changes to the wastewater agreement. Most of the changes Staff finds agreeable. The major change is to a modification of the base rate charged to the Ponds Development.

Attachments:

Email summarizing the billing from Oak Grove
Oak Grove Options for WWT
Staff Report from Oak Grove's 2/25 Meeting
The draft "redlined" agreement

Joe Kohlmann

From: Loren Wickham <lwickham@ci.oak-grove.mn.us>
Sent: Thursday, February 28, 2019 4:19 PM
To: Joe Kohlmann
Subject: Draft Wastewater Agreement
Attachments: DOCSOPEN-#551403-v7-Redline_WW_Services_Agreement.DOCX; The Ponds Rates.pdf; RCA.022519.St. Francis Sewer Services Proposal Update.pdf

Joe,

Attached is the current draft agreement based on direction from our City Council meeting on 2/25/19. I believe we agree on most of the outstanding issues except for the base rate language in section 3.

Regarding the base rate language, please consider the following:

- The City of Oak Grove is proposing a base rate reduction based on our actual costs for operations, maintenance, and debt service. That amount is estimated at \$9.06/month/user and will be reviewed quarterly and adjusted based on actual expenses. As our costs go down, the base rate paid to St. Francis goes up in the proposed language.
- The City of Oak Grove proposes to split any profit from the future land sale that our current facility is on. We propose to split any profit 50/50, minus costs to decommission the plant with the City of St. Francis up to \$100,000.
- \$100,000 connection fee paid within one year of connecting to your system.
- Future connection fees at a minimum \$171,360 based on your current fee schedule.
- \$86,000+ collected for usage
- Potential to add additional connections above 40 for more sewer connection revenue.
- The City of St. Francis only needs to Bill the City of Oak Grove. The City of Oak Grove will be responsible for collecting payment from its customers. That means that you only have to send one utility bill for 220+ customers to Oak Grove and you will receive prompt payment. St. Francis will not have to deal with late payments or billing support for 220+ customers.

Please let me know if you have any questions.

Thank you for your consideration, we look forward to your response.

Loren

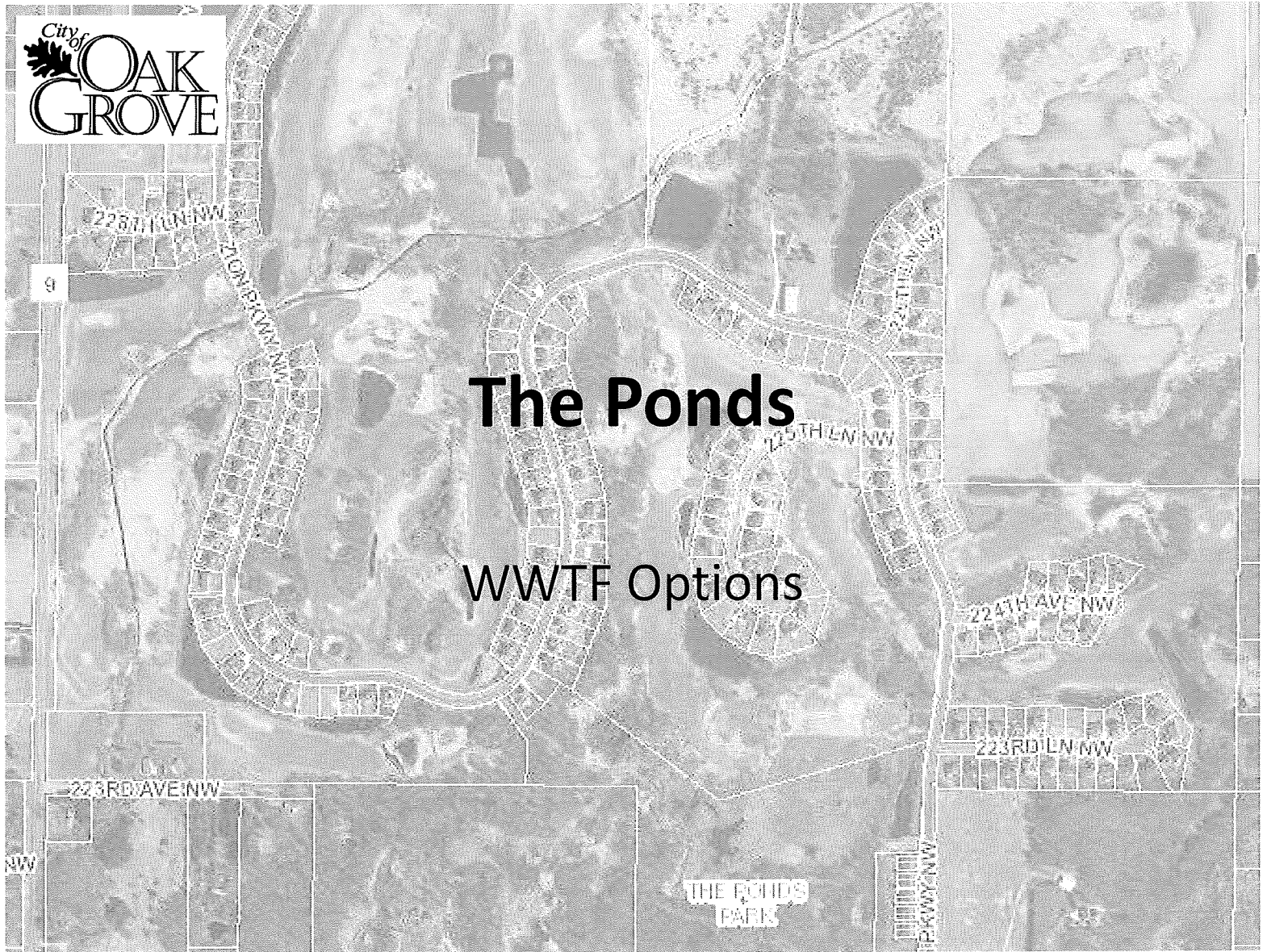
Loren Wickham

City Administrator | City of Oak Grove
19900 Nightingale St. NW | Oak Grove, MN 55011
763.404.7075 | lwickham@ci.oak-grove.mn.us



The Ponds

WWTF Options





St. Francis Proposal

<u>Description of Charge</u>	<u>Paid To</u>	<u>Amount</u>
Connection Fee (SAC)	St. Francis	\$100,000
Connect to S.F.	Contractor	\$50,000
Operation and Maintenance	Oak Grove	\$13.17
Debt Payment	Borrower	\$0
Monthly Base	St. Francis	\$20.82
Monthly Usage *4,000 gallons	St. Francis	\$32.64
Total Monthly Payment	Split among parties	\$66.63

Decommission Costs

- **Connection Fee**- \$100,000
- **Pipe Connection to St. Francis**- \$60-80k
- **Decommission Costs** - \$375-675k
- **Total City Costs to Connect to St. Francis**-
- **\$535-\$855k**

Sewer Rates

Proposed Sewer Rates	Current St. Francis Rates	St. Francis Proposal 11/27/18	Oak Grove Proposal 2/20/19	Current Oak Grove Rates	Proposal to Build New Plant
Base Rate	\$20.82	\$20.82	\$11.76	\$39.50	\$39.50
Usage Rate (avg 4,000 gpm)	\$32.64	\$32.64	\$32.64		
Total Charged by St. Francis	\$53.46	\$53.46	\$44.40		
Total Charged by Oak Grove (O+M+Dbt Svc)		\$9.06	\$9.06		\$28.00
Total Avg Monthly Utility Bill in The Ponds		\$62.52	\$53.46	\$39.50	\$67.50

CITY OF OAK GROVE



REQUEST FOR COUNCIL ACTION

Agenda Item #	Department: Administration	Requested Council Meeting Date: February 25, 2019																								
TITLE OF ISSUE: St. Francis Sewer Services Proposal for The Ponds - Update																										
BACKGROUND AND SUPPLEMENTAL INFORMATION: Mayor Denno, Council Member West and City Staff (Administrator, Attorney & Engineer met with St. Francis staff (Administrator & Public Works Director) on Wednesday, February 20th to discuss the City's comments and concerns with the current draft agreement as was discussed at the February 11th Council meeting. Attached is a copy of the draft Sewer Wastewater Service and Purchase Agreement that was discussed with St. Francis staff on February 20th. The items in blue are the remaining issues staff is looking for direction on from the Council. Based on the discussion Monday night we will revise the agreement with our proposed changes and send back to St. Francis for consideration at their March 4th City Council meeting. • Section 3.A. Rates: The previous language stated equivalent rates as St. Francis, but Oak Grove would have to add on an additional \$13.17 to residents of The Ponds monthly utility bill for operations and maintenance to maintain our collection system. Based on the \$13.17 amount residents in The Ponds would pay an average of \$66.63/month for their sewer bill. We requested the sewer base rate of \$20.82 that St. Francis charges to users be reduced by \$9.06 for Oak Grove so that utility bills for users in The Ponds are the same as St. Francis residents. The \$13.17 amount was an assumption from the facility plan for O&M. We believe that amount can be reduced to \$9.06. The City looked at basic repairs, maintenance, utility billing and debt service to arrive at the \$9.06/month/user but this number could be higher or lower based on actual decommissioning costs. Based on the requested base rate reduction of \$9.06 residents in The Ponds would pay an average of \$53.46/month for their sewer bill which is the same as residents in St. Francis pay. In order to connect to St. Francis the City will have to decommission the existing Ponds wastewater treatment plant. The City has estimates from the City Engineer ranging from \$375 -\$675k. The Ponds enterprise fund doesn't have enough money in it to pay cash for the connection fee to St. Francis (\$100K), the cost to make the physical connection to St. Francis, including adding gravity line to the system (current estimates between \$60-\$83k) and the cost of decommissioning the current wastewater treatment plant (current estimates between \$375-\$675K). The City will likely have to borrow to pay for the decommissioning of the plant. 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 payback. 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 plant 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. The sale of the property would be subject to market conditions and value at the time of the sale.																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Proposed Sewer Rates</th> <th style="width: 20%;">St. Francis Proposal</th> <th style="width: 20%;">Oak Grove Proposal</th> <th style="width: 30%;">Proposal to build new plant</th> </tr> </thead> <tbody> <tr> <td>Base Rate</td> <td>\$20.82</td> <td>\$11.76</td> <td>\$39.50</td> </tr> <tr> <td>Usage Rate</td> <td>\$32.64</td> <td>\$32.64</td> <td></td> </tr> <tr> <td>Total Charged by St. Francis</td> <td>\$53.46</td> <td>\$44.40</td> <td></td> </tr> <tr> <td>O+M+Dbt Svc(Oak Grove)</td> <td>\$9.06</td> <td>9.06</td> <td>\$28.00</td> </tr> <tr> <td>Total Avg Monthly Utility Bill in the Ponds</td> <td>\$62.52</td> <td>\$53.46</td> <td>\$67.50</td> </tr> </tbody> </table>			Proposed Sewer Rates	St. Francis Proposal	Oak Grove Proposal	Proposal to build new plant	Base Rate	\$20.82	\$11.76	\$39.50	Usage Rate	\$32.64	\$32.64		Total Charged by St. Francis	\$53.46	\$44.40		O+M+Dbt Svc(Oak Grove)	\$9.06	9.06	\$28.00	Total Avg Monthly Utility Bill in the Ponds	\$62.52	\$53.46	\$67.50
Proposed Sewer Rates	St. Francis Proposal	Oak Grove Proposal	Proposal to build new plant																							
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- **Section 3.B. Notification of Rate Increases:** We requested 60 days and have generally agreed on 45 days but only notification for increases of 10% or higher.
- **Section 9. Annexation:** We are close on the annexation language and think we can resolve it based on our discussion with St. Francis staff. Attorney Vose is working on revised language which we should have available for discussion on Monday night.

A petition has been started by some residents in The Ponds to connect to the St. Francis system. Some people have sent their copy of the petition directly to the City. The petitions sent directly to the City are attached for your information.

SOURCE OF FUNDING: The Ponds Sewer Enterprise Fund

REQUESTED COUNCIL ACTION:

Staff is looking for direction from the Council on the issues above so we can make revisions to the draft agreement and send to St. Francis for consideration at their March 4, 2019 meeting.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record: Aye Nay

_____ _____ Denno

_____ _____ Lawrence

_____ _____ Tradewell

_____ _____ West

_____ _____ Rolf

SUPPORTED DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Plan Map

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Other (specify) _____
Revised Sewer Wastewater Service and Purchase Agreement

Administration Department Use:

☐	Consent
☐	Regular

☐	Refer to: _____
☐	Tabled Until: _____
☐	Other: _____

SEWER WASTEWATER SERVICE AND PURCHASE AGREEMENT

THIS CONTRACT, made and entered into this _____ day of _____, 2019, hereinafter referred to as "Effective Date," by and between the City of Saint Francis, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Seller," and the City of Oak Grove, a municipal corporation located in Anoka County, Minnesota, hereinafter referred to as "Purchaser."

WITNESSETH:

That the said parties, in consideration of the mutual covenants and agreements hereinafter set forth, have agreed to and with each other as follows:

1. Term of Contract

A. This contract shall be for a Term of twenty (20) years from the date of the Effective Date listed above, unless terminated earlier as hereinafter provided. This contract may be terminated pursuant to the provisions of Section 8, or may be terminated upon one hundred and eighty (180) days' written notice by either party if federal or state laws or regulations are enacted or promulgated which substantially affect rights, duties or obligations of either party, or both parties, under this contract.

2. Sewer Waste Water Service

A. Seller hereby agrees to allow Purchaser to connect to Seller's wastewater collection and processing system, hereinafter referred to as "Waste Water Treatment Facility" or "WWTF," in order to service "The Ponds Development Area," as defined in paragraph C below, at rates governed by Section 3. The cost of extending a sewer service main and connecting to the WWTF shall be borne by, and be the responsibility of, Purchaser. As long as all terms and conditions of this contract are complied with, Seller will exercise best efforts to provide sanitary sewer collection system and service up to the connection point between its WWTF and The Ponds Development Area. The connection point shall be defined as manhole "O" which is represented on sheet 33 of 41 of the Record Plans for the 2015 Bridge Street Utility Improvements as shown in Exhibit B.

B. Sewer waste water service under this contract will be provided by the Seller to the Purchaser, and not to a separate entity or person including the residents of the Ponds subdivision. The Purchaser will be responsible for payment to the Seller for sewer wastewater services under this contract. The Purchaser shall be responsible for any billings to end users of the sewer wastewater services in The Ponds Development Area.

C. A sewer wastewater service district is established, hereinafter referred to as "The Ponds Development Area" (see "Exhibit A" for legal description of). Sewer wastewater service will be provided only to The Ponds Development Area as provided in this contract. The Purchaser may request, and the Seller shall consider, an expansion of The Ponds Development Service Area and the extension of services to such additional areas. In addition, the Purchaser may allow up to an additional forty (40) single family residential homes located within the Ponds Development Area to connect to the WWTF. Sewer wastewater service shall be for residential uses only. Sewer wastewater service outside of The

Ponds Development Area may be permitted upon the mutual agreement of both the Seller and the Purchaser.

D. Other or Expanded Users. The parties agree that as of the effective date of this Agreement there are no other users than single family residential within The Ponds Development Service Area. Seller reserves the right to refuse to enter a service agreement with any Other or Expanded Users. Sewer wastewater service outside The Ponds Development Area may be permitted upon the mutual agreement of both the seller and purchaser.

The parties agree that this contract shall apply to residences located within The Ponds Development Area, as may be modified from time to time. Seller agrees that it will not unreasonably withhold its consent to a requested expansion of the service area, providing that the WWTF and collection system is reasonably adequate to provide conveyance and treatment for the additional area. This would also include consideration of public, institutional, commercial or industrial uses.

3. Rates

A. Seller hereby agrees to provide sewer wastewater service to Purchaser at the a-sewer base rate set at ___% of the rate charged to the residents of St. Francis less the total, average documented expense incurred by Oak Grove for operation, maintenance and debt service on the wastewater treatment facilities located in the Ponds Development Area during the calendar quarter preceding the quarter in which the payment is due, and a usage fee rate equivalent to that charged to the residents of St. Francis. As of the effective date of this agreement, the City of St. Francis charges a monthly base rate, a monthly usage rate based on water consumption and offers the "Lookback Program" to St. Francis residents (residential rates for May-Oct are based on the average water consumption for Jan-March). This may be amended from time to time and all rates charged to The Ponds Development will be consistent with the rates charged to St. Francis residents for the duration of this agreement.

B. Seller may adjust its sewer wastewater rates to reflect increased costs of Seller's sewer wastewater processing, including cost of power, wastewater treatment, wastewater treatment chemicals and other direct and indirect costs related to the processing of waste water, as well as overall increases in direct, indirect, administrative and other costs of wastewater processing, including, but not limited to: labor; supplies; construction; repair; improvement; fuel; power; transportation; employee benefits; contractual services; replacement; treatment plant construction and maintenance; and general administrative expenses. Seller will provide written notice of any proposed rate or fee adjustment of 10% or more to Purchaser at least forty-five (45) sixty (60) days prior to the proposed effective date of such adjustment, and shall afford Purchaser the opportunity to comment. Seller acknowledges and agrees that Purchaser may notify all sewer service users in The Ponds Development Area of any proposed rate adjustments, and that such users will also be afforded a reasonable opportunity for comment.

C. Purchaser shall pay Seller the following:

- (1) One Hundred Thousand dollars (\$100,000), payable in two (2) installments of \$50,000 paid on or before the date of connection to St. Francis WWTF and the second installment one year from the date of connection to St. Francis WWTF. Such payments shall fully satisfy any and all connection, availability or similar up-front charges or fees that might otherwise be due or owed for existing sewer connections in The Ponds Development Area as of the date of this contract.
- (2) \$4,284 for any new sewer connections made within The Ponds Service Area upon full execution of this agreement, provided that such connection charge amount is subject to change per the St. Francis Fee Schedule set annually, but will reflect the same Sewer Access Charge that is charged

in the City of St. Francis. The parties acknowledge and agree that Purchaser will collect this payment amount, prior to or at the time of connection, from each newly connected user of the WWTF and will pay Seller within 30 days of collection.

4. Sewer Wastewater System Facilities

A. Initial Construction: Purchaser will purchase, install and maintain at its own expense, all sanitary sewer system components plus all equipment necessary to connect Purchaser's sanitary sewer to Seller's wastewater collection system. Seller shall review and approve all construction plans for any portion of the collection system located within the Ponds Development modified after the effective date of this contract.

B. Purchaser's Decommissioning of Facilities: Decommissioning of the Purchaser's WWTF serving the Ponds Development Area will occur within three (3) years following the execution of this contract. Prior to decommissioning, Purchaser may pump treated effluent from the Ponds effluent pond into the Seller's wastewater collection system. Seller shall review and approve Purchaser's decommissioning plans. Transfer rates from the effluent pond shall not exceed 200 gpm or Seller's wastewater collection system capacity, whichever is less at the time of decommissioning. Purchaser shall notify Seller a minimum of 48 hours in advance of any transfer of treated effluent into the Seller's wastewater collection system. Water level in the effluent pond shall be at the minimum level achievable by existing pumping equipment prior to any transfer.

C. The Purchaser shall be responsible for the operation, repair and maintenance of the sewer wastewater collection system and equipment within The Ponds Development Area, to the point of connection to the Seller's wastewater collection system. All such equipment and facilities shall conform to the applicable laws and regulations of the State of Minnesota and the United States, including the Minnesota Department of Health and Minnesota Pollution Control Agency. Purchaser shall also be responsible for all testing, flow monitoring, and all analytical work for the sewer wastewater collection system within The Ponds Development, as required by the Minnesota Pollution Control Agency, or other regulatory agency as may be subject to change. Purchaser shall be responsible for any penalties or violation fees from the Minnesota Pollution Control Agency or other similar agency if such penalties or violation fees are due to Purchaser's action or inaction. Purchaser shall also be responsible for any current or future fees from the extension or expansion of the collection system, imposed by the Minnesota Pollution Control Agency or other similar agency.

DC. The Purchaser shall keep reliable records of sewer wastewater main construction and a current list of the number of connections. Such records shall be subject to reasonable inspection by representatives of the Seller.

ED. Purchaser shall provide a certified collection system operator as required by the Minnesota Pollution Control Agency.

FE. Purchaser agrees to provide Seller with right of access for wastewater sampling and monitoring as needed.

5. Meter Reading and Billing

A. Monthly readings of the master drinking water meter measuring total flow from The Ponds Development Area to Seller's WWTF shall be made by the Purchaser and Seller on the last working day of each month. The parties shall reasonably cooperate in

scheduling such readings. Billings by the Seller shall be mailed to the Purchaser on or before the tenth (10th) day of the following month and payment on such bills shall be made by the Purchaser to the Seller on or before the twentieth (20th) day of that month at the address provided in Section 10.

B. Infiltration and Inflow: Purchaser will cooperate with Seller and all applicable agencies to eliminate infiltration and inflow into facilities serving The Ponds Development Area. Purchaser shall monitor infiltration and inflow during routine maintenance and review of the collection system and report any findings of the infiltration and inflow to the Seller immediately.

6. Liability of Seller

Except as provided in paragraph 7, the Seller shall not be liable to Purchaser for reasonable interruption in service, or for failure to deliver sewer wastewater processing resulting from the failure of capacity, inability to secure necessary processing materials, breakdown or damage to processing, pumping, transmission, storage or collection facilities, work stoppage or other conditions beyond the control of the Seller.

7. Indemnification

The Seller agrees to indemnify and hold the Purchaser harmless from any and all claims or demands for damages arising out of or which may result from the WWTF and service supplied pursuant to this contract, except as may arise out of or result from facilities under the Purchaser's ownership and control, and from the use, installation, maintenance, modification and repair of its facilities, and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of or resulting from its WWFT.

The Purchaser agrees to indemnify and hold the Seller harmless from any and all claims or demands for damages arising out of or which may result from facilities under the Purchaser's ownership and control, and from the use, installation, maintenance, modification and repair of its facilities and from any and all claims arising from the interruption of service, sewer back-ups, or termination of service arising out of such facilities.

8. Termination and Default

Either party shall have the right to terminate the water service provided to the Purchaser by the Seller in the event that the other party fails to comply with any of the terms and conditions of this contract upon one hundred eighty (180) days written notice, such written notice to be provided in accordance with Section 10. In the event the Purchaser fails to pay charges lawfully due to the Seller under the terms of this contract, this shall constitute default of the contract by the Purchaser and the Seller shall have the right to terminate sewer wastewater service. However, such service may be terminated only after reasonable notice to the Purchaser, and the Purchaser shall have a reasonable opportunity after such notice to correct and cure any condition which is cited by the Seller as a cause for termination of sewer wastewater service.

9. Annexation.

Nothing herein changes the parties' annexation rights pursuant to applicable law provided, however, that Seller shall not initiate a petition for annexation of The Ponds Development Area ~~nor adopt a Resolution in~~

~~support of such a petition.~~ Moreover, the parties agree that all wastewater facilities in the Ponds Development Area are owned by Purchaser and ~~that~~ Purchaser would need to ~~consent to and~~ convey such assets to Seller in order for Seller to assume ownership thereof.

10. Enforcement and Attorneys' Fees

In the event that either party to this contract shall bring a claim to enforce any rights hereunder, the prevailing party shall be entitled to recover costs and reasonable attorneys' fees incurred as a result of such claim.

11. Notices

All notices hereunder must be in writing and shall be deemed validly given if delivered personally or if sent by certified mail, return receipt requested, addressed as follows (or any other address that the party to be notified may have designated to the sender by like notice):

If to Seller: City of St. Francis
 Attn: Public Works Director
 4058 St. Francis Blvd. NW
 St. Francis, MN 55070

If to Purchaser: City of Oak Grove
 Attn: City Administrator
 19900 Nightingale Street NW
 Oak Grove, MN 55011

12. Authority

Each of the individuals executing this contract on behalf of the Seller or the Purchaser represents to the other party that such individual is authorized to do so.

13. Binding Effect.

This contract shall extend to and bind the heirs, personal representatives, successors and assigns of the parties hereto.

14. Complete Contract; Amendments.

This contract constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, and other agreements of any kind. There are no representations or understandings of any kind not set forth herein. Any modification or amendment to this contract must be in writing and executed by both parties.

15. Governing Law.

This contract shall be construed in accordance with the laws of the State of Minnesota.

16. Severability.

If any term of this contract is found to be void or invalid, such invalidity shall not affect the remaining terms of this contract, which shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their respective seals the day and year first above written.

SELLER: CITY OF ST. FRANCIS

By: _____
Steven Feldman, Mayor

By: _____
Barbara I. Held, City Clerk/Treasurer

PURCHASER: CITY OF OAK GROVE

By: _____

By: _____

STATE OF MINNESOTA)

COUNTY OF _____)
)SS

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by Steven Feldman and Barbara I. Held, the Mayor and City Clerk/Treasurer, respectively, of the City of St. Francis, on behalf of the City.

Notary Public

STATE OF _____)
)SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019, by _____ the _____, of the City of Oak Grove, on behalf of said City.

Notary Public

EXHIBIT A

LEGAL DESCRIPTION FOR THE PONDS

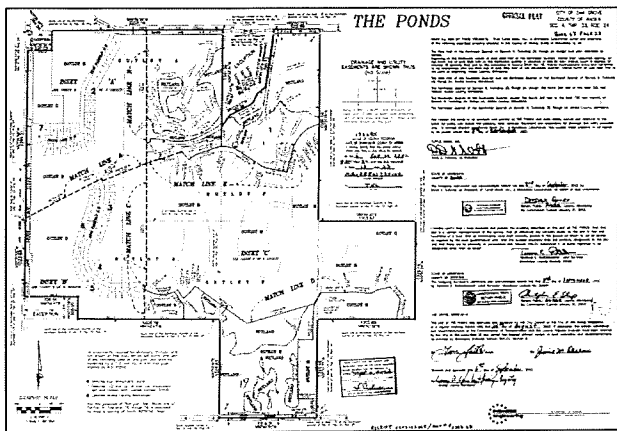


EXHIBIT B

City of St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Concept Plan Review** – A request by Larry Anderson for concept plan review of a proposed lot split on the property located at 23038 Rum River Blvd; PID: 32-34-24-43-0018.

Meeting Date: 3-4-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking a concept plan review of a lot split located at 23038 Rum River Blvd on 1.39 acres of land. There is an existing building located on the northern portion of the parcel that is currently used as church and office space. The southern portion of the lot is vacant.

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 on 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. Commissioners 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 County 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 City Council is asked to examine the proposed Concept Plan and provide feedback for consideration by the applicant. The applicant will need to consider all feedback from both Council and the Planning Commission and determine whether or not to proceed. Any feedback provided at this point does not carry with it any assurances of future successes or approvals.

Recommendations: Review the proposed concept plan and provide feedback/direction to the applicant.

List of Attachments: A) Planning Commission Packet 2-20-19

City of St. Francis Planning Commission Agenda Item
Executive Summary

Title of Item: **CONCEPT PLAN:** A request by Larry Anderson for concept plan review of a proposed lot split on the property located at 23038 Rum River Blvd; PID: 32-34-24-43-0018.

Meeting Date: 2-20-19

Staff Reporting: Beth Richmond, City Planner

Summary: The applicant is seeking concept plan review and feedback from the Planning Commission regarding a potential lot split at 23038 Rum River Blvd.

Recommendations: N/A

List of Attachments: A) Concept Plan
 B) Utilities Map
 C) Drainage and Water Storage Easement Agreement

City of St. Francis Planning Department
Concept Plan Review: 23038 Rum River Blvd Lot Split

To: Planning Commission
From: Beth Richmond, Consulting City Planner
Meeting Date: 2-20-19
Applicant(s): Larry Anderson
Location: 23038 Rum River Blvd

Introductory Information

<i>Request:</i>	The applicant is seeking a concept plan review of a lot split located at 23038 Rum River Blvd on 1.39 acres of land. Staff has been working with the applicant to identify potential uses that would work for the new parcel to be created without creating any non-conformities or variance needs for the remaining parcel or the new parcel. Feedback on the proposed lot split and issues identified are requested from the Planning Commission.
<i>Site Data:</i>	• Existing Zoning – B-2 General Business • Land Use Guidance – Park • Land Use Guidance (2040) – Commercial • Area – 1.39 acres • Property Identification Number (PID) – 32-34-24-43-0018
<i>Various Calculations (in acres)</i>	TOTAL PROPERTY AREA.....1.39 acres WETLAND AREA.....N/A NET ACREAGE AFTER WETLANDS.....1.39 acres TOTAL PROPOSED LOTS.....2 GROSS DENSITY.....1.43 units/acre NET DENSITY.....1.43 units/acre



23038 Rum River Blvd is highlighted in orange.

Application Review

Existing Site Character:

- This site is located on the northwest corner of the intersection of Rum River Blvd NW and Bridge St NW. It is located west of the high school and just south of the Rum River North County Park. An existing building and parking lot are located on the northern portion of the site. The southern portion of the site is vacant land.

CONCEPT PLAN REVIEW:

Comprehensive Plan:

- In the current Comprehensive Plan, this parcel is guided for park and open space use. The existing use does not conform.
- In the draft 2040 Comprehensive Plan, this parcel's designation is recommended to change from park use to commercial use.
- The current use in the existing building as a church is not consistent with the land use guidance for either the 2030 or the 2040 Comprehensive Plans. The building has both a church and an office.
- Any future use of the lot to the south should be consistent with the commercial land use guidance for the property.

Zoning District:

- The property is currently zoned B-2 General Business.
- The applicant is proposing that both new lots be zoned B-2.
- The current zoning is not consistent with the Comprehensive

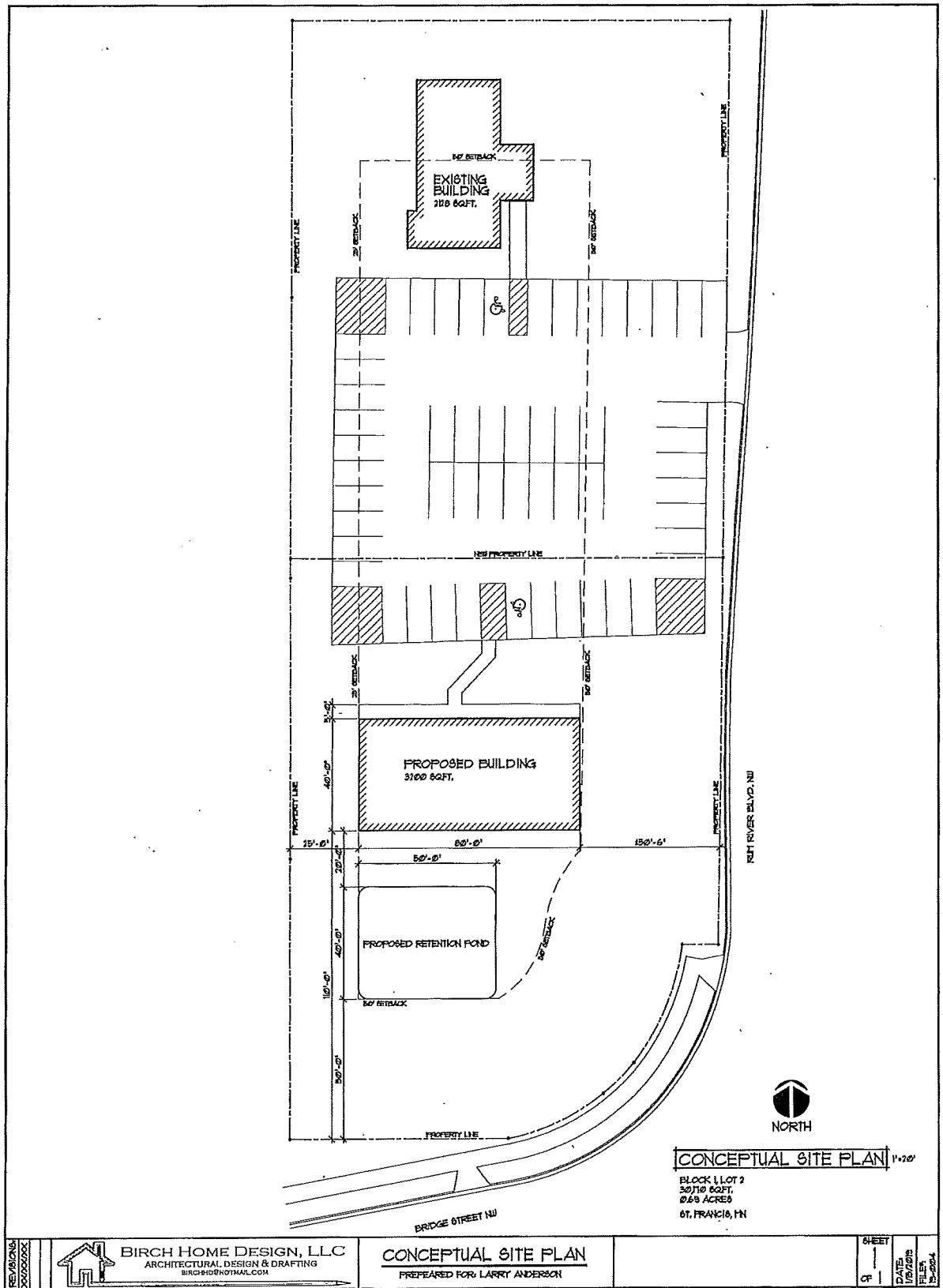
Zoning District, cont.	Plan's guidance of park and open space. Once the draft 2040 Comprehensive Plan is approved later this year, the current B-2 zoning will be in conformance with the Plan's land use guidance. • In the B-2 district, churches or places of worship are not permitted. Therefore, the existing use of the site as a church is not permitted. Staff would support changing the use of the northern lot from church to a use that is permitted in the B-2 district such as office space or retail. • Any future use on the southern lot should be consistent with the permitted uses specified for the B-2 district.																		
Lot Size & Layout Requirements:	• The proposed lot split would create Block 1 Lots 1 and 2. • The B-2 district lot size and layout requirements are listed below: <table border="1" data-bbox="527 735 1104 1134"> <thead> <tr> <th>Requirement</th><th>B-2 District</th></tr> </thead> <tbody> <tr> <td>Minimum area</td><td>20,000 SF</td></tr> <tr> <td>Minimum lot width</td><td>100'</td></tr> <tr> <td>Street setback</td><td>50'</td></tr> <tr> <td>Side yard setback</td><td>10'</td></tr> <tr> <td>Rear yard setback</td><td>25'</td></tr> <tr> <td>Setback from R-1 and R-2 districts</td><td>50'</td></tr> <tr> <td>Maximum height</td><td>40'</td></tr> <tr> <td>Maximum impervious surface</td><td>80%</td></tr> </tbody> </table>	Requirement	B-2 District	Minimum area	20,000 SF	Minimum lot width	100'	Street setback	50'	Side yard setback	10'	Rear yard setback	25'	Setback from R-1 and R-2 districts	50'	Maximum height	40'	Maximum impervious surface	80%
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Maximum height	40'																		
Maximum impervious surface	80%																		
Roadways and Traffic:	• Both proposed lots meet all lot size and layout requirements. • This lot is located on the corner of two County roads: Rum River Blvd (CR 72) and Bridge St (CSAH 24) adjacent to the roundabout. • The roundabout directly to the southeast of the lot was completed in 2016 to increase the efficiency of the Rum River Blvd and Bridge St intersection. • Due to the location of the high school, this is a busy intersection during the morning and afternoon hours directly before and after school. • The proposed lot split would take advantage of existing pass-through traffic and would add additional traffic.																		
Lot Access:	• This lot currently has right-in right-out access onto Rum River Blvd (CR 72). • Anoka County is responsible for permitting all access drives onto county roads. • Due to the lot's proximity to the Rum River Blvd and Bridge St																		

<i>Lot Access, cont.</i>	roundabout, the County would not approve an additional access onto CR 72 for the second lot. • Access to the new lot would be via a shared driveway easement to the existing driveway onto CR 72. • The County has been notified of this concept plan. Staff is working with Anoka County to determine the implication of increasing the intensity of use on the lot. • Future consideration should be given to connection through the parcel to the west when and if that parcel were to develop.
<i>Parking Facilities:</i>	• The applicant is proposing to utilize the existing parking lot as a joint parking facility serving both of the proposed lots. The existing parking lot has 52 spaces and an additional 2 handicapped spaces. • Joint parking facilities serving two or more uses are allowed in St. Francis provided that the total number of parking spaces provided is equal to or greater than the sum total of the separate requirements for each use during any peak parking hour. • The proposed joint parking space must be within 500 feet of the uses it will serve. This requirement is met in the concept plan. • The applicant is required to demonstrate that there is not substantial conflict in the principal operating hours of the uses served by the joint parking facility. Future plans must address this. • Based on the square footage of the existing building and its use as a church, the parking needs of the church have been calculated as 82 spaces. This means that the site is currently underparked. Only 54 parking spaces exist while 82 are required for the church use. A joint parking facility would not be allowed unless the use of the existing building was changed to something that required fewer parking spaces or a larger parking lot is constructed. • Staff recommends that the applicant change the use of the existing building from church to a permitted use requiring fewer parking spaces. If the use were changed, and if the use on the southern lot did not have similar peak parking demands, then a joint parking facility may be a possibility for these lots. • The Code requires that all parking areas be screened from public roadways. The existing parking lot is located between zero and six feet from the right-of-way and is not screened. Because no changes are proposed to the parking lot, and because of the lot's proximity to the roadway, screening would not be required. However, landscaping would be encouraged as part of site improvements.
<i>Sidewalks:</i>	• Currently, a sidewalk along the north side of Bridge St ends at the southeastern corner of the lot.

<i>Sidewalks, cont.</i>	• Staff is working with Anoka County to determine whether the applicant would be required to extend the sidewalk north along the east side of the parcel (the west side of Rum River Blvd NW).
<i>Landscaping:</i>	• The applicant will be required to meet the landscaping and screening regulations specified in Code Sections 10-20-4 and 10-20-5 for both lots.
<i>Adjacent Parcel Development:</i>	• The lot split on this corner lot may have an impact on the future development of the lot to the west. • The land directly to the west of this lot is currently in residential use. This area is planned for future residential infill in the St. Francis Forward plan. • Staff recommends that the applicant consider the implications of the proposed lot split on the property to the west, especially regarding potential future roadway connections and/or access points. The proposed lot split should not hinder the adjacent lot's development potential.
<i>Easements:</i>	• All existing and future easements on the property must be shown on the future preliminary plat. • All easements intended for public utilities shall meet minimum City standards for width and must be as wide as necessary to address access and/or maintenance objectives.
<i>Utilities:</i>	• The existing parcel is served by City utilities. • The attached Utilities Map shows the location of the water main, sewer main, sewer force main, and storm sewer. This map has not been updated since the roundabout was constructed. • At this time, no additional services have been brought into the southern portion of the lot. The applicant would be required to extend City sewer and water to the proposed lot to the south. • Telephone, electric, and/or gas service lines are to be placed underground in accordance with the provisions of all applicable City ordinances.
<i>Stormwater/Grading:</i>	• In conjunction with the creation of the roundabout, the County created a stormwater drainage pond in the public right-of-way on the south side of Bridge St near the roundabout. • A drainage and water storage easement agreement exists between the applicant and Anoka County. This easement was created in March of 2016 and allows stormwater runoff resulting from the development of the applicant's property to be accommodated by the County's stormwater drainage pond. • The stormwater drainage pond cannot accommodate all of the runoff that would result from the development of the site.

<i>Stormwater/Grading, cont.</i>	Therefore, the applicant will need additional stormwater retention ponding on site that will accommodate excess runoff. This is shown on the southwest side of the lot. • All stormwater management plans and grading plans must be reviewed and approved by the City Engineer.
<i>Signage:</i>	• Any signage on site must conform to the sign requirements in the sign code (Section 23).
<i>Streetlights:</i>	• Any streetlights must conform to City specifications and be installed at locations determined by the City engineer. • Exterior lighting must conform to Section 10-16-8 of the City Code.
ENVIRONMENTAL IMPACTS:	
<i>Wetlands:</i>	• There are no wetlands on the site.
<i>Erosion Control:</i>	• The future grading plan should indicate proposed erosion control methodologies to be utilized during the development process.
<i>Floodplain:</i>	• This land is not located within the floodplain.
<i>Steep Slopes:</i>	• There are no steep slopes on this property.
<i>Other Permits:</i>	• All necessary permits must be provided to the City (MPCA, NPDES, MDH, etc. as may be applicable).
CHARGES, FEES, & RESPONSIBILITIES:	
<i>In General:</i>	• As always, the applicant is responsible for all fees related to the review of this application (including but not limited to planning, legal, engineering, wetland, environmental consultants, or other such experts as required by this application).
<i>Park Dedication:</i>	• The applicant will be required to pay a park dedication fee equal to 3% of the market value of the subdivision land, not to exceed \$7,500.
<i>Sewer Charges:</i>	• The applicant should consult with the City Engineer on future sewer access charges and/or individual hook up charges that may be applicable.
<i>Water Charges:</i>	• The applicant should consult with the City Engineer on future water access charges and/or individual hook up charges that may be applicable.

Conclusion	
	The Planning Commission is asked to examine the proposed concept plan and provide feedback for consideration by the applicant. Council will do the same, and the applicant will need to consider all feedback and determine whether or not to proceed. Keep in mind that feedback at this point does NOT carry with it any assurances of future success or approvals. The goal is to inform the applicant of all potential issues that need to be addressed so no surprises are encountered moving forward. While the City strives to identify all issues during the concept plan phase, it is ultimately the applicant's responsibility to adhere to all local, state, and Federal regulations as may be applicable.





City of
St. Francis

Legend

- City Limits
- Sanitary Lift Station
- Sanitary Manhole
- Sanitary Cleanout
- Sanitary Valve
- Sanitary Pipe
- Sanitary Forcemain
- Sanitary Services
- Sanitary Pond
- Storm Manholes
- Storm Catch Basins
- Storm Culverts
- Storm Pipe
- Water Manhole
- Water Curbstop Valve
- Water Valve
- Water Hydrant
- Water Building
- Water Tower No. 1 - Not in Service
- Water Tower No. 2
- Well House
- Watermain
- Water Service Pipe
- Railroads
- Parcels (2-8-2017)
- Parcels Isanti
- Ponds
- Lakes
- Rivers
- State Land
- City Parks

Map Name



Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of St. Francis is not responsible for any inaccuracies herein contained.

BOLTON & MENK
Real People. Real Solutions.

**DRAINAGE AND WATER
STORAGE EASEMENT AGREEMENT**

This Drainage and Water Storage Easement Agreement is made and entered into this 22nd day of March, 2016, by and between the County of Anoka, a political subdivision of the State of Minnesota, Anoka County Government Center, 2100 Third Avenue, Anoka, Minnesota 55303 ("County"), and L & J Properties 1, LLC, a Minnesota limited liability company, 6300 - 213th Lane Northeast, Wyoming, Minnesota 55092 ("L & J Properties").

WITNESSETH:

WHEREAS, the County is the owner of property located in the City of St. Francis, County of Anoka, State of Minnesota, which is legally described in the attached Exhibit A ("Burdened Property"); and

WHEREAS, the County has and/or will be constructing a storm water drainage pond on the Burdened Property; and

WHEREAS, L & J Properties is the owner of property located in the City of St. Francis, County of Anoka, State of Minnesota, which is legally described in the attached Exhibit B ("Benefited Property"); and

WHEREAS, L & J Properties desires to acquire an easement over the Burdened Property for the purpose of accommodating storm water runoff resulting from the development of the Benefited Property; and

WHEREAS, the County is willing to grant such an easement to L & J Properties on the terms and conditions set forth below.

NOW, THEREFORE, for good and valuable consideration by L & J Properties, the receipt and sufficiency of which are hereby acknowledged, the County and L & J Properties do hereby covenant and agree as follows:

- 1. GRANT OF EASEMENT.** The County does hereby grant and convey unto L & J Properties, its successors and assigns, an easement upon, under and through the Burdened Property for the purpose of accommodating storm water runoff from the Benefited Property when it is developed.
- 2. CONSTRUCTION OF STORM WATER DRAINAGE POND.** The County shall construct, operate and maintain a storm water drainage pond on the Burdened Property as part of the construction of its Bridge Street (CSAH 24) Roundabout in St. Francis pursuant to Anoka County Highway Project No. 002-624-026 ("Drainage Facilities"). The Drainage Facilities shall be constructed in a manner so that they have sufficient capacity to accommodate the County's own storm water storage needs and the permitted runoff from the Benefited Property, as hereinafter defined.

3. CONSTRUCTION OF CONVEYANCE FACILITIES. L & J Properties shall be solely responsible for the design, construction, reconstruction, operation and maintenance of the necessary facilities that may be needed to convey the storm water runoff from the Benefited Property to the storm water drainage pond located on the Burdened Property ("Conveyance Facilities"). Notwithstanding the foregoing, the County shall construct the storm water pipe from structure 5002 (as depicted in the attached Exhibit C) to the pond to accommodate the flow provided for in paragraph 4, below

L & J Properties shall have the specific rights of ingress and egress consistent with this Easement Agreement over the Burdened Property for the purpose of construction reconstruction, operation and/or maintenance of the Conveyance Facilities. L & J Properties shall be solely responsible for all costs associated with the construction, reconstruction, operation and maintenance of the Conveyance Facilities. L & J shall not construct, reconstruct or alter the Conveyance Facilities without first obtaining the County's prior written approval.

4. LIMITATION OF DRAINAGE AND PONDING RIGHTS. Notwithstanding anything herein to the contrary, the drainage and ponding rights granted herein are limited, and shall not exceed the following flow rates and capacity limitations per described event:

TYPE OF EVENT	MAXIMUM ALLOWABLE	MAXIMUM ALLOWABLE
	RUNOFF RATE	VOLUME
Type II 24-hour 100 year rainfall	4.96 CFS	0.368 acre-feet
Type II 24-hour 10 year rainfall	3.43 CFS	0.251 acre-feet
Type II 24-hour to year rainfall	2.24 CFS	0.161 acre-feet

The County specifically reserves and shall have the right to alter any of the Conveyance Facilities which were constructed on the burdened property in the event that the storm water runoff from the Benefited Property exceeds the maximum allowable flowrates and/or capacity limitations described above.

5. TOUCH AND CONCERN THE LAND. The burdens and benefits of this Drainage and Water Storage Easement Agreement shall be deemed covenants running with said easements and said land. Notwithstanding any contrary provision in this Easement Agreement, however, any obligation under this Easement Agreement which is to be performed by the owner of any land which is benefited and/or burdened by this Easement Agreement shall be enforceable only against the then owner of such land, and not against any such owner's predecessors in interest.

6. MISCELLANEOUS.

a. Except as otherwise expressly provided herein, all provisions herein contained, including the benefits, burdens and covenants, are intended to run with the land and shall be

binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

b. This Easement Agreement constitutes all of the agreements, understandings and promises between the parties hereto, with respect to the subject matter hereof.

c. This Easement Agreement shall be of no force and effect until this Easement Agreement is duly and validly executed by all parties hereto.

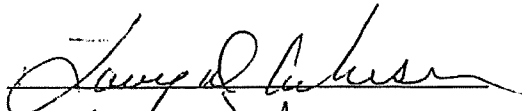
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IN WITNESS WHEREOF, the parties hereto have executed this Drainage and Water Storage Easement Agreement as of the date and year first above written.

COUNTY OF ANOKA

L & J PROPERTIES 1, LLC

By: _____
Rhonda Sivarajah, Chair
County Board of Commissioners

By: 
Name: LARRY D. ANDERSON
Its: OWNER

By: _____
Jerry Soma
County Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing was acknowledged before me this _____ day of _____, 2016, by Rhonda Sivarajah and Jerry Soma, the Chair of the County Board of Commissioners and the County Administrator, respectively, of the County of Anoka, a political subdivision under the laws of the State of Minnesota, on behalf of the County of Anoka.

Signature of person taking acknowledgment

Subscribed and sworn to before me this _____ day of _____, 2016.

Notary Public

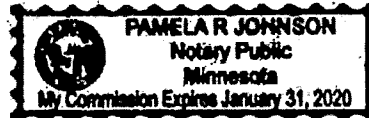
STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

The foregoing was acknowledged before me this 22nd day of March, 2016, by Larry D. Anderson, the owner of L & J Properties 1, LLC, a Minnesota limited liability company, on behalf of the company.

Pamela R. Johnson
Signature of person taking acknowledgment

Subscribed and sworn to before me this 22nd day of March, 2016.

Pamela R. Johnson
Notary Public



This Instrument Was Drafted By:

Anoka County Attorney's Office
Anoka County Government Center
2100 Third Avenue, STE 720
Anoka, Minnesota 55303

**EXHIBIT A
TO
DRAINAGE AND WATER
STORAGE EASEMENT AGREEMENT**

("BURDENED PROPERTY")

That part of the Southwest Quarter of the Southeast Quarter of Section 32, Township 34, Range 24, Anoka County, Minnesota described as follows:

Commencing at the southeast corner of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of North 00 degrees 15 minutes 14 seconds West, along the east line of said Southwest Quarter of the southeast Quarter, a distance of 782.46 feet; thence South 89 degrees 42 minutes 41 seconds West, a distance of 33.20 feet to the actual point of beginning of the land to be described; thence continue South 89 degrees 42 minutes 41 seconds West, a distance of 143.05 feet; thence South 00 degrees 15 minutes 54 seconds East, a distance of 110.00 feet; thence North 89 degrees 42 minutes 41 seconds East, a distance of 143.07 feet; thence North 00 degrees 16 minutes 33 seconds West, a distance of 110.00 feet to the actual point of beginning.

(Said tract is also known as part of Lot 6, Block 8, "Village of St. Francis," an auditor's plat.)

**EXHIBIT B
TO
DRAINAGE AND WATER
STORAGE EASEMENT AGREEMENT**

("BENEFITED PROPERTY")

That part of Lots Four (4) and Five (5), Block Nine (9), and Vacated Elm Street, Village of St. Francis, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota, described as follows: Beginning at the Southeast (SE) corner of said Lot Five (5); thence West, along the South line of said Block Nine (9), a distance of One hundred eighty and twenty-three hundredths (180.23) feet; thence North, parallel with the East line of said Lot Five (5) to the North line of said Lot Four (4); thence East along the said North line of said Lot Four (4) and the extension thereof East, to the said East line of said Lot Five (5); thence South along said East line of Lot Five (5), to the point of beginning.

038 Rum River Blvd NW

ancis, MN



Ancis County
Minnesota
Aerial Photo: Flown Spring of 2014



TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: 2040 Comprehensive Plan
DATE: March 4, 2019

OVERVIEW

Every ten years the City completes a Comprehensive Plan to address projected growth, land use and infrastructure within the City. The Comprehensive Plan process includes opportunities for residents to engage in the long term planning of the city. Through community engagement, data was collected to understand how residents and stakeholders felt about, and wished to see, the direction the city was going.

The Comprehensive Plan has completed the following steps to date:

- Draft was reviewed by the Planning Commission on May 16, 2018
- Draft was reviewed by Council on June 4, 2018.
- July 9, 2018, the plan was forwarded to affected jurisdictions which includes cities and townships that border St. Francis, the school districts, watershed district, regional parks and state agencies.
- Affected jurisdictions were allowed six (6) months to review and comment on the draft. Comments received from these jurisdictions are considered for updates or changes.
- Public Hearing was completed by the Planning Commission on February 20, 2019.
 - Comments from the Planning Commissioners were made and included
 - No comments were received from the public in attendance or in writing.

2040 Comprehensive Plan can be found at
<https://www.stfrancismn.org/commdev/page/2040-comprehensive-plan>

ITEMS TO BE DISCUSSED:

Council consider approving Resolution 2019-07 authorizing the Submittal of the 2040 Comprehensive Plan to Metropolitan Council.

ATTACHMENTS:

Memorandum from HKGi
Resolution 2019-07

MEMORANDUM

Hoisington Koegler Group Inc.



To: St. Francis City Council
From: Hoisington Koegler Group Inc. Project Team
Subject: Comprehensive Plan Draft Submittal to the Metropolitan Council
Date: March 4, 2019

In June of 2018 the City Council approved the distribution of the St. Francis 2040, the City's Comprehensive Plan Update to adjacent and affected jurisdiction for six months of review that ended in early January 2019. The City of St. Francis received comments from a handful of adjacent communities, counties, and state agencies, most of which were technical in nature, requiring minor changes.

The 2040 Comprehensive Plan has been revised to respond to the comments received. To facilitate review of the changes made, the attached table has been created to identify the agency/organization that made the comment, the comment, and the proposed response to the comment. The draft of the revised 2040 Comprehensive Plan has been posted on the City's website. In general, there has not been substantive change to the 2040 Comprehensive Plan.

The following changes were made to the Comprehensive Plan:

- Changes as noted in response to other jurisdictions' comments (see attachment)
- 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 held a public hearing on a draft of the plan at the February 20, 2019 meeting. No members of the public spoke to the plan at the public hearing. The Planning Commission recommended that the City Council submit the updated draft to the Metropolitan Council, with the addition of language regarding the relationship between community facilities and economic development and action items to study the opportunities this relationship may present in St. Francis. These additions are attached.

City Council is requested to consider submittal of the Comprehensive Plan Draft, with the addition of appendices, to the Metropolitan Council for official review. A draft resolution has been prepared for your consideration and is attached. This resolution is not approval of the plan but rather authorization to formally submit the draft plan to the Metropolitan Council.

Comprehensive Plan Revisions 2-27-19

- **COMMUNITY FACILITIES**

The City of St. Francis benefits from active youth sports programs. Sports keep kids exercising and teach them lessons about teamwork, hard work, and competition. Games and tournaments bring visitors to the City who then get to know St. Francis and may spend money on goods such as food, drinks, lodging, and gas. Local teams can be a source of pride for the community. Athletic facilities and community gathering spaces are important to City residents and are vital for the overall physical and economic health of the City. Currently, the City of St. Francis partners with the School District to provide athletic facilities, ensuring that City and School facilities are well-maintained, adequate in number to meet the needs of the community, and a point of pride when hosting teams from other communities.

As the City grows, its needs for recreational and cultural amenities will increase and change. One of these needs may be a community center. Coordination with the School District is one potential avenue that could be pursued to provide this facility. This could be done as a joint venture or by leasing space from the schools. A community center would be a location for all residents, but could bring new programming options to St. Francis, especially with regards to youth, teens, and seniors.

It is important that the City regularly evaluate the facilities it provides and determine if the existing facilities are meeting residents' needs. Population increases will lead to additional or changing demand for recreational amenities, including athletic facilities. Planned expansion of the community's facilities should be done through an evaluation of its existing facilities and with consideration of the economic benefits that new or additional facilities could bring to the community.

Insert on page 6-9 (replaces Coordination with Schools section).

- **Parks Action Item:**
Explore strategies to provide event-based and program-based activities (athletic, cultural, or entertainment) throughout the City that will benefit the economic development of the City and provide sought-after amenities for residents.

Insert on page 6-15.

- **Economic Development Goals, Policies, Action Items:**
Policy 1.7: Collaborate with businesses, community organizations, and community members to identify and develop facilities that meet the needs of the community as a whole.

Insert on page 4-8.

- **Action Item (same as parks item above)**

Insert on page 4-9.

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

RESOLUTION NO. 2019-07

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF THE 2040
COMPREHENSIVE PLAN TO METROPOLITAN COUNCIL AS
REQUIRED BY MINNESOTA STATE LAW (*METROPOLITAN
LAND PLANNING ACT*)**

WHEREAS, Minnesota Statutes section 473.864 requires each local governmental unit to review and, if necessary, update its entire comprehensive plan and its fiscal devices and official controls at least once every ten years to ensure its comprehensive plan conforms to metropolitan system plans and ensure its fiscal devices and official controls do not conflict with the comprehensive plan or permit activities that conflict with metropolitan system plans; and

WHEREAS, Minnesota Statutes sections 473.858 and 473.864 require local governmental units to complete their “decennial” reviews by December 31, 2018; and

WHEREAS, the City of St. Francis received an extension from the Metropolitan Council requiring the City to submit its comprehensive plan for review by May 31, 2019; and

WHEREAS, the City of St. Francis City Council, Planning Commission, and the City Staff have prepared a proposed Comprehensive Plan intended to meet the requirements of the Metropolitan Land Planning Act and Metropolitan Council guidelines and procedures; and

WHEREAS, pursuant to Minnesota Statutes section 473.858, the proposed Comprehensive Plan was submitted to adjacent governmental units and affected special districts and school districts for review and comment on July __, 2018, and the statutory six-month review and comment period elapsed on January __, 2019; and

WHEREAS, the Planning Commission has considered the proposed Comprehensive Plan and all public comments, and thereafter submitted its recommendations to this Council; and

WHEREAS, the Planning Commission conducted a public hearing on February 20, 2019 relative to the adoption of the proposed Comprehensive Plan; and

WHEREAS, the City Council has reviewed the proposed Comprehensive Plan and those recommendations, public comments, and comments from adjacent jurisdictions and affected districts; and

WHEREAS, Minnesota Statutes section 473.858 requires a local governmental unit to submit its proposed comprehensive plan to the Metropolitan Council following recommendation by the planning commission and after consideration but before final approval by the governing body of the local governmental unit.

WHEREAS, based on its review of the proposed Comprehensive Plan and Planning Commission and staff recommendations, the City Council is ready to submit its proposed plan to the Metropolitan Council for review pursuant to Minnesota Statutes section 473.864; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of St. Francis that the City Administrator is directed to distribute said Comprehensive Plan to the Metropolitan Council by May 31, 2019 pursuant to Minnesota Statutes section 473.864, subject to the following conditions:

1. City staff shall add the appendices, as required for submittal, to be included in the draft submitted to the Metropolitan Council

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4TH DAY OF MARCH, 2019.

APPROVED:

Steven D. Feldman, Mayor

ATTEST:

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: General Parking, Loading and Access Requirements
DATE: March 4, 2019

OVERVIEW

Over the past 24 months staff and engineering has worked with several land owners regarding driveways and existing driveway standards. It has come to our attention that 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 working with City Engineer the following updates have been made to provide clarity in the expectation of the City driveway requirements

Planning Commission held a **Public Hearing** and reviewed the items of discussion 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. Also the Planning Commissioners did not request any changes, updates or additions to what staff proposed.

ITEMS TO BE DISCUSSED:

Staff is proposing changes to the General Parking, Loading and Access Requirements code as identified on the attached.

If Council is in agreement with the changes as presented, Staff is requesting this meeting be identified as a First Reading. That would allow the ordinance to move follows:

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

ATTACHMENTS:

Ordinance 245, SS - 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.

- EE.** *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.
- EF.** *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:

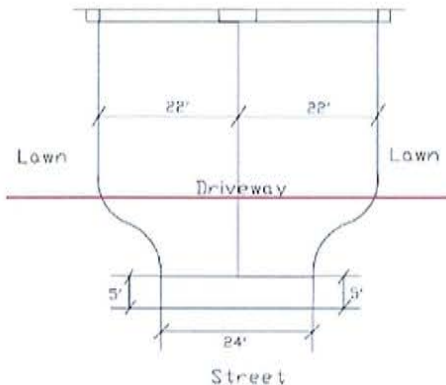
A. *Drive Aisles/Parking Lots/Stall Dimensions.*

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 ~~Twenty~~-four (24) feet.
- One-way traffic: The minimum drive width for one-way traffic shall be ~~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 ~~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-hundredone 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 ($\frac{1}{2}$) 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

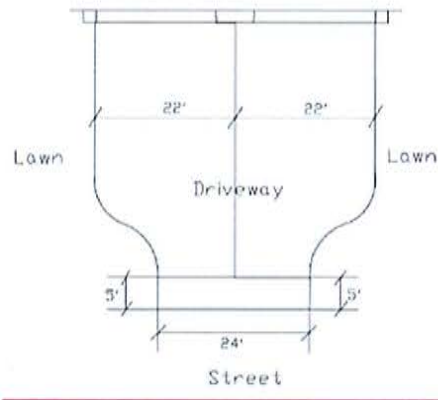
- B. Every public assembly use, such as auditoriums, convention halls, exhibition halls, stadiums or sports arenas, with a gross floor area of greater than one hundred thousand (100,000) square feet shall be provide a minimum of one (1) off-street loading space.
- C. Funeral Homes, restaurants and hotels 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)

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Code Changes – Outdoor Storage
DATE: March 4, 2019

OVERVIEW

Over the past year council has addressed issues of Code Enforcement and the needs of the City to create a system that supports resident concerns. One step includes the improvement in the process and to update city codes to remove create barriers by definitions.

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 the city to assist some neighborhoods with enforcement.

Council requested changes to eliminate the differences between the urban and rural areas. Staff reviewed the codes that are utilized the most in regards to outdoor storages, junk and debris. Changes to this code could occur in one of two ways:

1. Remove the “urban” designation. Staff is concerned that may have a bigger impact on rural properties outside of residential areas and significantly increase code enforcement cases and the complexity of the cases being brought forward.
2. Duplicate “Residential District” to balance the language as identified in codes before and after this section. The issues with certain properties are created because a rural property may be contiguous to an urban neighborhood.

Planning Commission held a **Public Hearing** and reviewed the items of discussion 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. Also the Planning Commissioners did not request any changes, updates or additions to what staff proposed.



ITEMS TO BE DICUSSED:

Staff proposes minor changes to the outdoor storage codes as identified in 10-16-15-D-3, E and F as attached.

If Council is in agreement with the changes as presented, Staff is requesting this meeting be identified as a First Reading. That would allow the ordinance to move as follows:

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

ATTACHMENTS:

Ordinance 246, SS - 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 E

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Accessory Structures
DATE: March 4, 2019

OVERVIEW

On September 10, 2018, Council met for a work session and instructed staff to further review the accessory structure sizes as it relates to the current "urban" district. Current city code outlines the city Accessory Structure codes in two categories, "urban" and "rural". It was identified that challenges may come forward when you have urban lots that are greater in size than typical and contagious to rural districts.

Staff reviewed the following cities to determine where St. Francis fell in regards to standard practice: Andover, Anoka, Cambridge, Chanhassen, Columbus, Corcoran, East Bethel, Elk River, Forest Lake, Lakeville, Oak Grove, Princeton, Ramsey, Rogers, South St. Paul and St. Michael. The variety in cities was to take a broad look at various regions, cities with a mix of urban and rural style lots, cities nearby and as best practices.

Options identified in other cities consisted of the following:

- Size of structure based on acreage
- No size limit, strict height limits with walls, roof and pitch
- Greater the building size, the larger the setbacks to property lines
- Based on percentage of square feet of primary structure
- Based on percentage of square feet of rear yard
- Set square footage, strict height limits and design standards
- Set size per acre with increase allotment with each additional acres

Size comparisons under 1 acre

Current St. Francis code: **Urban lots = 200 sq. ft.**
 Rural less than 1 acre = 600 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

Size comparisons on lots over 1 acre

Larger lot comparisons.

City	1-2.5 acres	2.5 – 5 acres	5-10 acres	10 plus acres
St. Francis	1,200	1,500	4,000	5,000
St. Francis - PUD Developments, Maximum 1,200 sq. ft. no matter the lot size.				
Andover	1 – 5 acres = total area of land covered by the residential footprint		5 plus acres = not greater than 20% of parcel area	
Columbus	1 – 5 acres = 2,700 sq. for 1 st acre, plus 600 sq. ft. for each additional acre		5 plus acres = 6,800 for first 5 acres, plus 700 sq. ft. for each additional acre	
Corcoran	1,200 to 1,500	1,813 to 2,2125	2,438 to 3,688	3,969
East Bethel	1.99 to 2.99 acres = 1,800 sq. 3.0 to 4.99 acres = 2,400		5 acres plus = 3,000 plus 240 sq. ft. per each additional acre	



Oak Grove	1.5 to 2.5 = 1,800 sq. ft.	2.5 to 3.99 sq. ft. = 2,400 sq. ft.	6.0 to 9.99 acres = 5,000 sq. ft.	10 plus = 9,000
Ramsey	2,200 to 2,400 sq. ft.	2,700 to 3,500 sq. ft.	3,500 to 5,500 sq. ft.	10 acres = 6,000 20 acres = 8,000 40 acres = 12,000
Rogers	800 to 1,300 sq. ft.	1,300 to 1,700 sq. ft.	1,900 to 3,900 sq. ft.	4,200 sq. ft.
St. Michael	1,600 to 2,000 sq. ft.	2,000 to 2,400 sq. ft.	2,600 to 3,400 sq. ft.	3,600 plus 2,000 sq. ft. per additional 10 acres

ITEMS TO BE DISCUSSED:

1. St. Francis "Urban" size requirements are less than comparable cities when not considering the "not to exceed" limitations.
2. Council requested eliminating language differencing between "urban" and "rural" parcels and to base structure size solely on parcel size
 - a. Doing this created a situation in which an urban lot may gain additional square footage but rural lots may see a decrease.
 - b. Examples also were found where on one city block some owners may be allowed up to 1,200 sq. ft. Larger than garage allowances.
3. Staff recommends increasing urban lots to the following:
 - 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, as attached

Planning Commission held a **Public Hearing** and reviewed the items of discussion 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. Also the Planning Commissioners did not request any changes, updates or additions to what staff proposed.

If Council is in agreement with the changes as presented, Staff is requesting this meeting be identified as a First Reading. That would allow the ordinance to move follows:

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

ATTACHMENTS:

Ordinance 247, SS - 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, not to exceed ~~two-four~~ hundred (~~200~~400) square feet in size, in addition to private residential garage. 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-four~~ hundred (~~200~~400) 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, 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, Portable 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)

DRAFT

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March 2019

Check Amt Invoice Comment

10100 CASH

Paid Chk# 075543 3/5/2019 ACE SOLID WASTE, INC.

E 101-43210-384	Refuse/Garbage Disposal	\$58.08	4687094	MARCH GARBAGE
E 101-42210-384	Refuse/Garbage Disposal	\$61.02	4687094	MARCH GARBAGE
E 609-49750-384	Refuse/Garbage Disposal	\$190.01	4687094	MARCH GARBAGE
E 601-49440-384	Refuse/Garbage Disposal	\$72.26	4687094	MARCH GARBAGE
E 602-49490-384	Refuse/Garbage Disposal	\$72.25	4687094	MARCH GARBAGE
E 101-43210-384	Refuse/Garbage Disposal	\$0.00	4687094	MARCH GARBAGE
E 101-43100-384	Refuse/Garbage Disposal	\$22.99	4687094	MARCH GARBAGE
E 101-45200-384	Refuse/Garbage Disposal	\$23.00	4687094	MARCH GARBAGE
E 601-49440-384	Refuse/Garbage Disposal	\$23.00	4687094	MARCH GARBAGE
E 602-49490-384	Refuse/Garbage Disposal	\$23.00	4687094	MARCH GARBAGE
E 101-42110-384	Refuse/Garbage Disposal	\$91.99	4687094	MARCH GARBAGE
E 101-43100-384	Refuse/Garbage Disposal	\$57.51	4687094	MARCH GARBAGE
E 101-45200-384	Refuse/Garbage Disposal	\$57.50	4687094	MARCH GARBAGE

Total ACE SOLID WASTE, INC.

\$752.61

Paid Chk# 075544 3/5/2019 ALEX AIR APPARATUS INC.

E 101-42210-237	Small Equipment	\$114.00	1142	REPAIR OF AIR LEAK IN FILL STATION
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Total ALEX AIR APPARATUS INC.

\$114.00

Paid Chk# 075545 3/5/2019 ANOKA COUNTY TREASURY DEPT.

E 101-42110-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND
E 101-42210-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND
E 101-43100-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND
E 101-45200-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND
E 601-49440-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND
E 602-49490-321	Telephone	\$37.50	B190215P	MARCH 2019 BROADBAND

Total ANOKA COUNTY TREASURY DEPT.

\$225.00

Paid Chk# 075546 3/5/2019 ASPEN MILLS

E 101-42110-437	Uniform Allowance	\$113.90	231850	T. SCHWIEGER-UNIFORMS
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Total ASPEN MILLS

\$113.90

Paid Chk# 075547 3/5/2019 BERNICK COMPANIES, THE

E 609-49751-252	Beer For Resale	\$229.10	482696	BEER
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Total BERNICK COMPANIES, THE

\$229.10

Paid Chk# 075548 3/5/2019 BREAKTHRU BEVERAGE

E 609-49751-206	Freight and Fuel Charges	\$20.35	1080932604	FREIGHT
E 609-49751-251	Liquor For Resale	\$980.80	1080932604	LIQUOR
E 609-49751-253	Wine For Resale	\$189.99	1080932604	WINE
E 609-49751-254	Miscellaneous Merchandise	\$40.95	1080932604	MISC
E 609-49751-252	Beer For Resale	\$130.50	1080932605	BEER

Total BREAKTHRU BEVERAGE

\$1,362.59

Paid Chk# 075549 3/5/2019 CINTAS

E 609-49750-219	Rug Maintenance	\$11.94	4016855293	RUG MAINTENANCE
E 602-49490-417	Uniform Clothing & PPE	\$9.31	4016855315	UNIFORMS
E 101-41940-402	Janitorial Service	\$16.16	4016855344	RUG MAINTENANCE
E 602-49490-417	Uniform Clothing & PPE	\$9.31	4017242499	UNIFORMS

Total CINTAS

\$46.72

Paid Chk# 075550 3/5/2019 CITY EMPLOYEES UNION, LOCAL #3

G 101-21707	Union Dues	\$47.00	022019	MAINT UNION DUES MARCH 2019
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March 2019

			Check Amt	Invoice	Comment
Total	CITY EMPLOYEES UNION, LOCAL #3		\$47.00		
Paid Chk#	075551	3/5/2019	COLONIAL INSURANCE		
	G 101-21712	Colonial Insurance	\$415.13	E7129661-030	MARCH INSURANCE
	Total	COLONIAL INSURANCE	\$415.13		
Paid Chk#	075552	3/5/2019	COMPASS MINERALS AMERICA, INC		
	G 101-14100	Inventory of Material/Supply	\$12,263.54	408332	SALT
	G 101-14100	Inventory of Material/Supply	\$2,135.21	410293	SALT
	Total	COMPASS MINERALS AMERICA, INC	\$14,398.75		
Paid Chk#	075553	3/5/2019	CONNEXUS ENERGY		
	E 101-41940-381	Electric Utilities	\$57.87	0219	SIGN
	E 101-41940-381	Electric Utilities	\$312.66	0219	CITY HALL
	E 602-49490-381	Electric Utilities	\$978.99	0219	LIFT STATIONS
	E 101-45200-381	Electric Utilities	\$443.85	0219	PARKS
	E 601-49440-380	Electric-System	\$4,414.34	0219	WATER
	E 101-43100-386	Street Lighting	\$2,542.84	0219	STREET LIGHTS
	E 602-49490-381	Electric Utilities	\$7,244.10	0219	WWTP
	E 609-49750-381	Electric Utilities	\$963.56	0219	LIQUOR STORE
	E 101-42110-381	Electric Utilities	\$5.00	0219	SIREN
	E 101-42110-381	Electric Utilities	\$5.00	0219	SIREN
	E 101-42210-381	Electric Utilities	\$510.69	0219	FIRE
	E 101-43100-381	Electric Utilities	\$253.77	0219	POLICE/PW
	E 101-45200-381	Electric Utilities	\$253.77	0219	POLICE/PW
	E 601-49440-381	Electric Utilities	\$253.77	0219	POLICE/PW
	E 602-49490-381	Electric Utilities	\$253.77	0219	POLICE/PW
	E 101-42110-381	Electric Utilities	\$1,015.09	0219	POLICE/PW
	Total	CONNEXUS ENERGY	\$19,509.07		
Paid Chk#	075554	3/5/2019	CRYSTAL SPRINGS ICE		
	E 609-49751-254	Miscellaneous Merchandise	\$77.76	002.B005845	MISC
	Total	CRYSTAL SPRINGS ICE	\$77.76		
Paid Chk#	075555	3/5/2019	DAHLHEIMER DIST. CO. INC.		
	E 609-49751-252	Beer For Resale	\$4,730.86	200347	BEER
	E 609-49751-255	N/A Products	\$27.00	200347	NA
	E 609-49751-252	Beer For Resale	(\$73.60)	200648	BEER
	Total	DAHLHEIMER DIST. CO. INC.	\$4,684.26		
Paid Chk#	075556	3/5/2019	DELTA DENTAL		
	G 101-21711	Dental Insurance	\$1,349.05	7565080	MARCH PREMIUM
	Total	DELTA DENTAL	\$1,349.05		
Paid Chk#	075557	3/5/2019	DENKER, KEVIN		
	G 803-22159	ESC-DENKER	\$1,411.94	030419	REFUND ESCROW
	Total	DENKER, KEVIN	\$1,411.94		
Paid Chk#	075558	3/5/2019	EAGLE GARAGE DOOR CO.		
	E 101-42110-401	Repairs/Maint Buildings	\$28.50	5354	GARAGE DOOR REPAIR
	E 602-49490-401	Repairs/Maint Buildings	\$28.50	5354	GARAGE DOOR REPAIR
	E 601-49440-401	Repairs/Maint Buildings	\$28.50	5354	GARAGE DOOR REPAIR
	E 101-45200-401	Repairs/Maint Buildings	\$28.50	5354	GARAGE DOOR REPAIR
	E 101-43100-401	Repairs/Maint Buildings	\$28.50	5354	GARAGE DOOR REPAIR
	Total	EAGLE GARAGE DOOR CO.	\$142.50		
Paid Chk#	075559	3/5/2019	ECM PUBLISHERS, INC.		

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March 2019

		Check Amt	Invoice	Comment
E 101-41400-351	Legal Notices Publishing	\$209.63	671415	2019 BUDGET SUMMARY
Total ECM PUBLISHERS, INC.		\$209.63		
Paid Chk# 075560	3/5/2019	FORCE AMERICA DISTRIBUTING		
E 101-43100-218	Equipment Repair & Maintenance	\$108.81	IN001-1317672	CARTRIDGE
E 101-43100-218	Equipment Repair & Maintenance	(\$7.24)	IN001-1317672	TAX EXEMPT
Total FORCE AMERICA DISTRIBUTING		\$101.57		
Paid Chk# 075561	3/5/2019	GOPHER STATE ONE-CALL		
E 602-49490-442	Gopher State	\$7.42	9020748	FEBRUARY 2019
E 601-49440-442	Gopher State	\$7.43	9020748	FEBRUARY 2019
Total GOPHER STATE ONE-CALL		\$14.85		
Paid Chk# 075562	3/5/2019	HAKANSON ANDERSON ASSOC., INC.		
G 803-22054	Esc-Smith Lake 1st	\$515.00	40737	SMITH LAKE WILDLIFE ESTATES
Total HAKANSON ANDERSON ASSOC., INC.		\$515.00		
Paid Chk# 075563	3/5/2019	INNOVATIVE OFFICE SOLUTIONS, L		
E 101-41400-200	Office Supplies	\$142.37	IN2399834	OFFICE SUPPLIES
E 101-43100-200	Office Supplies	\$114.23	IN2403314	OFFICE SUPPLIES
E 101-42110-200	Office Supplies	\$57.56	IN2403314	OFFICE SUPPLIES
E 101-45200-200	Office Supplies	\$76.37	IN2409780	PW OFFICE SUPPLIES
E 101-41400-200	Office Supplies	\$226.16	IN2411350	OFFICE SUPPLIES
Total INNOVATIVE OFFICE SOLUTIONS, L		\$616.69		
Paid Chk# 075564	3/5/2019	ISD #15		
E 101-43100-218	Equipment Repair & Maintenance	\$102.09	4133	2002 CATERPILLAR GRADER
E 101-43100-218	Equipment Repair & Maintenance	\$24.73	4140	SHOP SUPPLIES
E 101-42110-221	Vehicle Repair & Maintenance	\$44.03	4142	2018 DODGE CHARGER PURSUIT
E 101-42110-221	Vehicle Repair & Maintenance	\$81.53	4143	2018 DODGE CHARGER PURSUIT
E 101-42110-221	Vehicle Repair & Maintenance	\$243.38	4146	2011 CHEV TAHOE
Total ISD #15		\$495.76		
Paid Chk# 075565	3/5/2019	JJ TAYLOR DISTRIBUTING		
E 609-49751-206	Freight and Fuel Charges	\$3.00	2954003	FREIGHT
E 609-49751-252	Beer For Resale	\$1,047.55	2954003	BEER
Total JJ TAYLOR DISTRIBUTING		\$1,050.55		
Paid Chk# 075566	3/5/2019	JOHNSON BROS WHLSE LIQUOR		
E 609-49751-206	Freight and Fuel Charges	\$9.42	1225175	FREIGHT
E 609-49751-251	Liquor For Resale	\$679.17	1225175	LIQUOR
E 609-49751-206	Freight and Fuel Charges	\$95.77	1225176	FREIGHT
E 609-49751-253	Wine For Resale	\$4,171.20	1225176	WINE
Total JOHNSON BROS WHLSE LIQUOR		\$4,955.56		
Paid Chk# 075567	3/5/2019	KIMS KLEANING		
E 101-41940-402	Janitorial Service	\$120.00	5672	CITY HALL CLEANING
E 101-45000-402	Janitorial Service	\$80.00	5673	COMMUNITY CENTER CLEANING
E 101-43100-402	Janitorial Service	\$165.00	5674	PUBLIC WORKS
E 101-45200-402	Janitorial Service	\$165.00	5674	PUBLIC WORKS
E 601-49440-402	Janitorial Service	\$165.00	5674	PUBLIC WORKS
E 602-49490-402	Janitorial Service	\$165.00	5674	PUBLIC WORKS
E 601-49440-402	Janitorial Service	\$160.00	5675	WATER TREATMENT PLANT
E 101-42110-402	Janitorial Service	\$800.00	5676	POLICE DEPT CLEANING
E 602-49490-402	Janitorial Service	\$220.00	5677	WASTE TREATMENT PLANT
E 101-42210-402	Janitorial Service	\$75.00	5678	FIRE DEPT CLEANING

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March 2019

			Check Amt	Invoice	Comment
Total KIMS KLEANING			\$2,115.00		
Paid Chk# 075568	3/5/2019	LAW ENFORCEMENT LABOR SVCS.			
G 101-21707	Union Dues		\$51.00	021919	POLICE UNION DUES MARCH 2019
G 101-21707	Union Dues		\$459.00	021919	POLICE UNION DUES - MARCH 2019
Total LAW ENFORCEMENT LABOR SVCS.			\$510.00		
Paid Chk# 075569	3/5/2019	LEAGUE OF MN CITIES			
E 603-49490-418	Storm Water Management		\$639.00	287342	MN CITIES STORMWATER COALITION CONTRIBUTIONS
Total LEAGUE OF MN CITIES			\$639.00		
Paid Chk# 075570	3/5/2019	MCDONALD DIST CO.			
E 609-49751-252	Beer For Resale		(\$18.40)	112-0497	BEER
E 609-49751-252	Beer For Resale		\$3,861.60	479752	BEER
E 609-49751-255	N/A Products		\$41.10	479752	NA
Total MCDONALD DIST CO.			\$3,884.30		
Paid Chk# 075571	3/5/2019	METRO SALES, INC.			
E 101-41400-200	Office Supplies		\$7.25	INV1272839	COPIES
E 101-42400-200	Office Supplies		\$7.25	INV1272839	COPIES
E 101-42110-200	Office Supplies		\$7.25	INV1272839	COPIES
E 101-43100-200	Office Supplies		\$7.25	INV1272839	COPIES
E 101-45200-200	Office Supplies		\$7.25	INV1272839	COPIES
E 601-49440-200	Office Supplies		\$7.25	INV1272839	COPIES
E 602-49490-200	Office Supplies		\$7.25	INV1272839	COPIES
E 609-49750-200	Office Supplies		\$7.26	INV1272839	COPIES
E 101-41400-200	Office Supplies		\$105.10	INV1281436	COPIES
E 101-42400-200	Office Supplies		\$105.10	INV1281436	COPIES
E 101-42110-200	Office Supplies		\$105.10	INV1281436	COPIES
E 101-43100-200	Office Supplies		\$105.10	INV1281436	COPIES
E 101-45200-200	Office Supplies		\$105.10	INV1281436	COPIES
E 601-49440-200	Office Supplies		\$105.10	INV1281436	COPIES
E 602-49490-200	Office Supplies		\$105.10	INV1281436	COPIES
E 609-49750-200	Office Supplies		\$105.12	INV1281436	COPIES
Total METRO SALES, INC.			\$898.83		
Paid Chk# 075572	3/5/2019	MHSRC/RANGE			
E 101-42110-208	Training and Instruction		\$425.00	629430-6872	CLASS FEE-HEDGES
Total MHSRC/RANGE			\$425.00		
Paid Chk# 075573	3/5/2019	MINUTEMAN PRESS			
E 101-43210-439	Recycling Days		\$266.49	978623	SPRING NEWSLETTER
E 101-41400-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 601-49440-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 602-49490-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 609-49750-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 101-43100-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 101-41110-344	Newsletter		\$125.60	978623	SPRING NEWSLETTER
E 101-42400-352	General Notices and Pub Info		\$125.60	978623	SPRING NEWSLETTER
E 101-42110-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 101-42210-441	Miscellaneous		\$125.60	978623	SPRING NEWSLETTER
E 101-45200-441	Miscellaneous		\$125.61	978623	SPRING NEWSLETTER
Total MINUTEMAN PRESS			\$1,522.50		
Paid Chk# 075574	3/5/2019	MN DNR			

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March 2019

			Check Amt	Invoice	Comment
E 101-41910-318	Economic Development		\$4,585.00	022719	DNR VARIANCE
	Total MN DNR		\$4,585.00		
Paid Chk# 075575	3/5/2019	MN FIRE CERTIFICATION BOARD			
E 101-42210-208	Training and Instruction		\$165.00	6201	T. KIZER-TRAINING
	Total MN FIRE CERTIFICATION BOARD		\$165.00		
Paid Chk# 075576	3/5/2019	MN MUNICIPAL BEVERAGE ASSN.			
E 609-49750-208	Training and Instruction		\$205.00	022119	SCHMIDT
	Total MN MUNICIPAL BEVERAGE ASSN.		\$205.00		
Paid Chk# 075577	3/5/2019	MN NCPERS LIFE INSURANCE			
G 101-21713	MN Life		\$80.00	733400032019	MARCH 2019
	Total MN NCPERS LIFE INSURANCE		\$80.00		
Paid Chk# 075578	3/5/2019	MN STATE COMMUNITY & TECH			
E 101-42210-208	Training and Instruction		\$125.00	22618	K. KIZER-TRAINING
	Total MN STATE COMMUNITY & TECH		\$125.00		
Paid Chk# 075579	3/5/2019	MUNICIPAL CODE CORPORATION			
E 101-41400-441	Miscellaneous		\$768.74	00324741	SUPPLEMENTAL PAGES
	Total MUNICIPAL CODE CORPORATION		\$768.74		
Paid Chk# 075580	3/5/2019	MY ALARM CENTER			
E 609-49750-445	Security		\$78.30	11864198	MARCH LIQUOR STORE ALARM
	Total MY ALARM CENTER		\$78.30		
Paid Chk# 075581	3/5/2019	OPUS 21			
E 601-49440-382	Utility Billing		\$1,592.19	190159	JANUARY 2019
E 602-49490-382	Utility Billing		\$1,592.19	190159	JANUARY 2019
	Total OPUS 21		\$3,184.38		
Paid Chk# 075582	3/5/2019	PACE ANALYTICAL SERVICES			
E 602-49490-313	Sample Testing		\$93.00	1912003721	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$136.00	1912003756	SAMPLE TESTING
E 602-49490-313	Sample Testing		\$136.00	1912003835	SAMPLE TESTING
	Total PACE ANALYTICAL SERVICES		\$365.00		
Paid Chk# 075583	3/5/2019	PERMITWORKS			
E 101-42400-310	Computer Consulting Fees		\$4,180.00	2019-0042	PERMITS & INSPECTIONS SOFTWARE SUPPORT
	Total PERMITWORKS		\$4,180.00		
Paid Chk# 075584	3/5/2019	PHILLIPS WINE & SPIRITS CO.			
E 609-49751-206	Freight and Fuel Charges		\$40.82	2508692	FREIGHT
E 609-49751-251	Liquor For Resale		\$3,029.13	2508692	LIQUOR
E 609-49751-206	Freight and Fuel Charges		\$12.56	2508693	FREIGHT
E 609-49751-253	Wine For Resale		\$285.25	2508693	WINE
	Total PHILLIPS WINE & SPIRITS CO.		\$3,367.76		
Paid Chk# 075585	3/5/2019	PLEAA			
E 101-42110-433	Dues and Subscriptions		\$35.00	030419	ROBERTS-DUES
	Total PLEAA		\$35.00		
Paid Chk# 075586	3/5/2019	RJM DISTRIBUTING INC.			
E 609-49751-252	Beer For Resale		\$219.80	IND018034	BEER
E 609-49751-254	Miscellaneous Merchandise		\$18.75	IND018034	MISC

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			Check Amt	Invoice	Comment
Total RJM DISTRIBUTING INC.			\$238.55		
Paid Chk# 075587	3/5/2019	ROSEVILLE, CITY OF			
E 101-41940-321	Telephone		\$82.87	0225640	FEBRUARY
E 101-42110-321	Telephone		\$82.87	0225640	FEBRUARY
E 101-43100-321	Telephone		\$82.87	0225640	FEBRUARY
E 101-42210-321	Telephone		\$82.87	0225640	FEBRUARY
E 101-45200-321	Telephone		\$82.87	0225640	FEBRUARY
E 601-49440-321	Telephone		\$82.87	0225640	FEBRUARY
E 602-49490-321	Telephone		\$82.87	0225640	FEBRUARY
E 609-49750-321	Telephone		\$82.91	0225640	FEBRUARY
E 101-41110-310	Computer Consulting Fees		\$310.13	0225677	FEBRUARY
E 101-41400-310	Computer Consulting Fees		\$1,007.94	0225677	FEBRUARY
E 101-42110-310	Computer Consulting Fees		\$3,566.58	0225677	FEBRUARY
E 101-42210-310	Computer Consulting Fees		\$573.75	0225677	FEBRUARY
E 101-43100-310	Computer Consulting Fees		\$310.13	0225677	FEBRUARY
E 101-45200-310	Computer Consulting Fees		\$310.13	0225677	FEBRUARY
E 601-49440-310	Computer Consulting Fees		\$310.13	0225677	FEBRUARY
E 602-49490-310	Computer Consulting Fees		\$310.13	0225677	FEBRUARY
E 609-49750-310	Computer Consulting Fees		\$155.06	0225677	FEBRUARY
E 101-42400-310	Computer Consulting Fees		\$286.87	0225677	FEBRUARY
E 101-41910-310	Computer Consulting Fees		\$155.15	0225677	FEBRUARY
Total ROSEVILLE, CITY OF			\$7,959.00		
Paid Chk# 075588	3/5/2019	RUSSELL SECURITY RESOURCE INC.			
E 101-42210-401	Repairs/Maint Buildings		\$17.00	A34171	MEDECO M3 PATENTED PROTECTED KEY
Total RUSSELL SECURITY RESOURCE INC.			\$17.00		
Paid Chk# 075589	3/5/2019	SHI INTERNATIONAL CORP			
E 402-41400-560	Computers		\$268.00	B09495657	2019 WINDOWS
Total SHI INTERNATIONAL CORP			\$268.00		
Paid Chk# 075590	3/5/2019	SKOGQUIST, ERIK			
E 101-41550-311	Contract		\$4,083.37	030419	1ST QUARTER ASSESSING
Total SKOGQUIST, ERIK			\$4,083.37		
Paid Chk# 075591	3/5/2019	SUN LIFE FINANCIAL			
E 101-41400-130	Employer Paid Insurance		\$329.06	030119	MARCH INSURANCE
E 101-41500-130	Employer Paid Insurance		\$141.09	030119	MARCH INSURANCE
E 101-41910-130	Employer Paid Insurance		\$79.21	030119	MARCH INSURANCE
E 101-42110-130	Employer Paid Insurance		\$1,043.95	030119	MARCH INSURANCE
E 101-42400-130	Employer Paid Insurance		\$72.46	030119	MARCH INSURANCE
E 101-43100-130	Employer Paid Insurance		\$174.84	030119	MARCH INSURANCE
E 101-43210-130	Employer Paid Insurance		\$38.86	030119	MARCH INSURANCE
E 101-45200-130	Employer Paid Insurance		\$174.84	030119	MARCH INSURANCE
E 601-49440-130	Employer Paid Insurance		\$95.58	030119	MARCH INSURANCE
E 602-49490-130	Employer Paid Insurance		\$95.57	030119	MARCH INSURANCE
E 609-49750-130	Employer Paid Insurance		\$136.08	030119	MARCH INSURANCE
Total SUN LIFE FINANCIAL			\$2,381.54		
Paid Chk# 075592	3/5/2019	SYNOVIA SOLUTIONS			
E 101-43100-311	Contract		\$45.79	116610	LEASE ON GPS
E 101-45200-311	Contract		\$45.79	116610	LEASE ON GPS
E 601-49440-311	Contract		\$45.79	116610	LEASE ON GPS
E 602-49490-311	Contract		\$45.82	116610	LEASE ON GPS
Total SYNOVIA SOLUTIONS			\$183.19		

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			Check Amt	Invoice	Comment
Paid Chk#	075593	3/5/2019	THOMSON REUTERS-WEST		
E 101-42110-200	Office Supplies		\$256.03	839810513	SUBSCRIPTION-PD
Total THOMSON REUTERS-WEST			\$256.03		
Paid Chk#	075594	3/5/2019	TJ ASSOCIATES		
E 101-43210-439	Recycling Days		\$233.30	229611	PUBLIC WORKS CORRUGATED PLASTIC SIGNS
E 101-43100-221	Vehicle Repair & Maintenance		\$242.50	229612	PUBLIC WORKS CUT VINYL
E 101-43210-439	Recycling Days		\$158.25	229612	PUBLIC WORKS CUT VINYL
E 101-42110-437	Uniform Allowance		\$7.95	229687	POLICE BADGE-BULERA
E 603-49490-418	Storm Water Management		\$457.97	229751	STORMWATER MAILING
E 603-49490-418	Storm Water Management		\$169.00	229768	#10 WINDOW ENVELOPES
Total TJ ASSOCIATES			\$1,268.97		
Paid Chk#	075595	3/5/2019	TOM LYNCH ELECTRIC		
E 601-49440-401	Repairs/Maint Buildings		\$265.00	030419	ELECTRICAL WORK
E 602-49490-401	Repairs/Maint Buildings		\$265.00	030419	ELECTRICAL WORK
E 101-42110-401	Repairs/Maint Buildings		\$265.00	030419	ELECTRICAL WORK
E 609-49750-401	Repairs/Maint Buildings		\$1,635.00	03042019	LIQUOR STORE ELECTRICAL
Total TOM LYNCH ELECTRIC			\$2,430.00		
Paid Chk#	075596	3/5/2019	TOTAL CONTROL SYSTEMS, INC.		
E 601-49440-229	Project Repair & Maintenance		\$1,680.51	8680	INSTALLATION OF WIRELESS BRIDGE
Total TOTAL CONTROL SYSTEMS, INC.			\$1,680.51		
Paid Chk#	075597	3/5/2019	WELLS, MARY		
E 101-41550-311	Contract		\$4,083.38	030419	1ST QUARTER ASSESSING
Total WELLS, MARY			\$4,083.38		
Paid Chk#	075598	3/5/2019	ZIEGLER INC.		
E 101-43100-218	Equipment Repair & Maintenance		\$2,259.82	SW200081066	GRADER
Total ZIEGLER INC.			\$2,259.82		
10100 CASH			\$107,082.16		

Fund Summary

<u>10100 CASH</u>	
101 GENERAL FUND	\$58,559.48
402 CAPITAL EQUIPMENT	\$268.00
601 WATER FUND	\$9,471.82
602 SEWER FUND	\$12,043.68
603 STORM WATER	\$1,265.97
609 LIQUOR FUND	\$23,546.27
803 ESCROW	\$1,926.94
	\$107,082.16