

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
SEPTEMBER 18, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW

5:00 PM Redevelopment Plan with HKgi
6:00 PM Regular City Council Meeting

REVISED

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA - *All matters listed within the Consent Agenda are considered to be routine items to be enacted upon by one motion by the City Council. Items on the Consent Agenda are reviewed in total by the City Council and may be approved through one motion with no further discussion by the Council. Any item may be removed by any Council Member, staff member or person from the public for separate consideration.*
 - A. City Council Minutes – September 5, 2017
 - B. Accounting Technician/Deputy Clerk Job Description and Authorization to Advertise
 - C. Assistant Community Development Director Job Description and Authorization to Advertise
 - D. MMUA Safety Management Program Contract October 1, 2017-September 30, 2018
 - E. Resolution 2017-26 : Adjusting the Tax Levy for Bond Indebtedness
 - F. Resolution 2017-27: Providing Preliminary Approval of a Proposed 2017 Tax Levy, Collectible in 2018 and Setting Budget Hearing Date
 - G. Resolution 2017-28: Setting a Public Hearing on an Easement Vacation
 - H. Accept the Resignation of Part Time Liquor Store Clerk Jennifer Baker
 - I. Approval of the Application for Excluded Bingo Activity on 11/11/17 and 12/2/2017 at the St. Francis American Legion for the St. Francis Lions Club
 - J. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
6. SPECIAL BUSINESS
7. PUBLIC HEARINGS
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Ordinance 231, Second Series “Animals and Fowl” - Second Reading
 - B. Resolution 2017-29 – Approving the Summary Publication of Ordinance 231, Second Series
 - C. Ordinance 232, Second Series “Diseased Trees” – Second Reading
 - D. Resolution 2017-30 - Approving the Summary Publication of Ordinance 232, Second Series
 - E. Work Session Scheduling – Riverbank Lane Street Improvement
 - F. Right of Entry Agreement-Bridge Street Project Land Conveyances
 - G. Ord. 233, Sec Series Conveying Surplus Property to Anoka Cty per terms of Bridge St JPA
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person***
11. REPORTS
 - A. Public Works Report -
 - B. Councilmember Reports -
 - C. Upcoming Events - Oct 2: City Council Meeting @ 6:00 pm
Oct 4: Council/Planning Comm – Comp Plan @ 6:00 pm
12. ADJOURNMENT

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

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – September 18th, 2017 Council Meeting

Agenda Items:

4. **CONSENT AGENDA:**

- a. City Council Minutes – September 5th, 2017
- b. Accounting Tech/Deputy Clerk – Update the job description for the Accounting Tech/Deputy Clerk. The funding for this position was previously used to fund the Administrative Assistant Position that is now vacant. Staff determined that it made more sense to create a position that has specialty in accounting and clerk functions. Currently, there is no backup to the Finance Director or City Clerk and this position would provide that and assist in the functions of each department. This position was graded at Grade 8 by an outside consultant.
- c. Assistant Community Development Director– Approve this newly created position and job description. With the creation and implementation of the HKGI Redevelopment Plan known as St. Francis Forward and the Comprehensive Plan, this newly created position will assist the Community Development Department process the surge in building activity that has taken place in St. Francis and also provide program management for rental housing, vacant buildings, chickens, and developing an overall communications plan/strategy for the City. This position was graded at a Grade 12 by an outside consultant.
- d. MMUA Safety Management Program Contract – Annual renewal of the Safety Management Contract with MMUA. The price has increased from \$19,000 to \$19,800 and the term of the contract runs until September 30th, 2018.
- e. Resolution 2017-26 - This resolution is due the refunding bonds the city did in 2017. Basically, the lease revenue bonds will not be paid with a transfer from the General fund and just levied for as a bond. The refunding was passed earlier this year.
- f. Resolutions 2017-27 - Resolution setting the preliminary tax levy and a Public Hearing date for Monday December 4th at 6:00 p.m. The City can always adjust this down between now and December but cannot increase the levy once this is passed. The levy is set to according to maintaining a flat tax rate for St. Francis. The rate in 2018 is proposed to be the same rate as 2017. Keeping the flat tax rate helps capture increased property values and value from development activity that has occurred in the City. Any new revenue from the flat tax rates is due to increased property values and new development in St. Francis. Again, this is not final and can always be adjusted downward.
- g. Resolution 2017-28 – Setting a public hearing on an easement vacation. October 2, 2017 is the date. The vacation is for a proposed Kwik Trip.

- h. Accept Letter of Resignation - Jennifer Baker has resigned from the Bottle Shop.
- i. Approval of the Application of Excluded Bingo Activity – 11/11/7 – 12/2/17. St. Francis Lions Club has applied for an exempt permit.
- j. Payment of Claims -

6. **SPECIAL BUSINESS:**

A. None

7. **PUBLIC HEARINGS**

A. None

8. **OLD BUSINESS**

A. None

9. **NEW BUSINESS**

A. Ordinance 231, Second Series – Amend Animals and fowl, allowing chickens.
(Second Reading)

B. Resolution 2017-29 – Approving Summary Publication of Ordinance 231 Second Series

C. Ordinance 232, Second Series – Diseased Trees **(Second Reading)**

D. Resolution 2017-30 – Approving Summary Publication of Ordinance 232, Second Series.

E. Worksession – Schedule a worksession to discuss improvements to Riverbank Lane. The Worksession should be scheduled at least 14 days out to ensure adequate notification can be provided.

11. **Reports:**

- A) Public Works Report –
- B) Public Works Monthly Report
- B) Mayor and Council Reports

12. **Adjournment**

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
SEPTEMBER 5, 2017

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, Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl.

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

3. **APPROVAL OF AGENDA**

MOTION BY MUEHLBAUER SECOND BAUER TO APPROVE THE AGENDA AS PRESENTED. Motion carried 5-0.

4. **CONSENT AGENDA**

MOTION BY TVEIT SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A-G AS FOLLOWS:

- A. City Council Minutes – August 21, 2017
 - B. Resolution 2017-21 to Call Bonds 2016C
 - C. Resolution 2017-22 for MN GreenStep Cities
 - D. Accept the Resignation from Fire Fighter Ron Dehn
 - E. Resolution 2017-23: Proclaiming September 17-23, 2017 as Constitution Week
 - F. Resolution 2017-24: Proclaiming October as "Domestic Violence Awareness Month"
 - G. Payment of Claims \$124,468.92 (Checks #72994-73054)
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

- A. Shelly Kaunzner 24439 Riverbank Lane was just looking for an update on the feasibility study for the Riverbank Lane street project. Kaunzner stated the mayor spoke with me before the meeting and stated the feasibility study will be done soon and a meeting will take place showing the results. Also Kaunzner wanted to say thank you for having the grader coming out before school started.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Tasty Pizza – Application for Wine/Beer License

Motion by Muehlbauer second Skordahl approving the Wine/Beer License for Wishell Inc (DBA Tasty Pizza and pro-rating the fee for the remainder of the year contingent of submittal of liquor liability insurance. Motion carried 5-0.

B. Rau Home Occupation – Interim Use Permit Resolution 2017-25

Brent Rau and Beth Walker-Rau are seeking an interim use permit to allow continuation of a home extended business on the property at 23340 Redwood Court NW. The business (an Orthopedic and Medical product packaging) has been in operation for approximately 5 years, but the landowner has only recently been made aware of the need for a permit. The Planning Commission is recommending approval of the IUP with conditions after hearing public comment. After reviewing all criteria in code, staff agrees with the Commission and believes the requested interim use permit meets all criteria and can be approved with conditions.

Skordahl felt the report from Ben (Gozola), City Planner, was very thorough.

Feldman said so the owner didn't realize he needed a permit, Gozola said correct.

MOTION BY BAUER SECOND TVEIT TO ADOPT RESOLUTION 2017-25 A RESOLUTION APPROVING AN INTERIM USE PERMIT TO ALLOW A HOME EXTENDED BUSINESS ON THE PROPERTY AT 23340 REDWOOD COURT WITH THE NOTED CONDITIONS. Motion carried 5-0.

C. Ordinance 230, Second Series "Amending Chapter 15, Section 9 (Fee Schedule), Part P (Building Permits) – Second Reading

MOTION BY MUEHLBAUER SECOND SKORDAHL APPROVING THE SECOND READING OF ORDINANCE 230, SECOND SERIES "AMENDING CHAPTER 15, SECTION 9 (FEE SCHEDULE), PART P (BUILDING PERMITS).

Roll Call: Yay: Bauer, Feldman, Muehlbauer, Tveit and Skordahl
Nays: none

Motion carried 5-0.

D. Ordinance 231, Second Series “Animals and Fowl” - First Reading

City Planner Ben Gozola reported the keeping of urban chickens has become a popular hobby for many people throughout the metro, which in turn has required cities to re-examine their zoning regulations to provide allowances for the practice. In the spring of this year, the City of St. Francis took up the matter and directed staff to prepare an ordinance to allow urban chickens provided a number of conditions could be met. This ordinance is our first attempt at a set of regulations to govern urban chickens, and we believe all previously requested restrictions have been included. Memo was included to outline the new rules. New regulations will only affect parcels less than 5 acres in size. Will add a new section in Chapter 8 to address the keeping of urban chickens. Looking for any changes that you might feel would be needed.

Feldman said I agree with Skordahl with your reports, very concise.

Skordahl said we are doing this for the first time so we can always readdress but I am onboard with it.

Bauer liked the detail of the report. Let's try for a while and see if we get complaints.

Feldman said this ordinance amendment is a work in progress.

Muehlbauer like the way it is worded, only question is the fee; an annual fee or a one-time fee.

Gozola said right now is a one-time permit. One inspection unless we receive a complaint. Fees will be set at the time we set the fee schedule.

Tveit said I am in favor of chickens but the number of permits being issued is a concern of mine. Afraid the only the people in the know will obtain the twenty permits and the other people are out of luck. Not in favor of limiting it to twenty permits.

Feldman said this ordinance is more for city lots. This is a work in progress and let's get some track record to see if we need to change the number of permits in the future. I am more concerned with the city lots.

Kohlmann said we could have staff come back with a implementation plan showing a time line/outline.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE FIRST READING OF ORDINANCE 231, SECOND SERIES AMENDING “LOCAL REGULATIONS REGARDING THE KEEPING OF CHICKENS”.

Roll Call: Yay: Feldman, Muehlbauer, Skordahl and Bauer

Nays: Tveit

Motion carried 4-1.

- E. Ordinance 232, Second Series “Diseased Trees” – First Reading
Proper maintenance of yards and removal of dead & diseased trees from properties are important components of the health, safety, and welfare of the Community. This ordinance would amend the City’s existing regulations on landscaping maintenance in ways desired by Public Works Director Paul Teicher, and would introduce new regulations deeming dead and diseased trees a public nuisance. Gozola summarized the added changes which include how the City would identify such nuisances and the abatement process to remove dead and diseased trees is fully laid out in this new language. Also includes; mowing grass by staff, loss of trees or planting trees in the road right of way, shade tree pest control, dead tree nuisance and enforcement.

Muehlbauer would like unlawful changed to illegal. Schaps said they are the same. Bauer asked about the abatement cost of \$5,000 seems a little high. Skordahl asked about declaring shade tree pest and who determines that. Teicher said we currently have three certified shade tree inspectors.

MOTION BY FELDMAN SECOND TEIT TO APPROVE THE FIRST READING OF ORDINANCE 232, SECOND SERIES “DISEASED TREES”.

Roll Call: Yay: Muehlbauer, Tveit, Skordahl, Bauer, and Feldman,
Nays: none
Motion carried 5-0.

- F. Survey Policy
City code currently requires that applicants for building permits be accompanied by two (2) copies of a certified land survey “unless exempted by the Building Official.” As this language is awfully vague and could lead to inconsistent enforcement, staff is recommending that Council adopt a policy to provide guidance on when surveys should be required. Enacting a policy like this ensures that all citizens are treated equally, and surveys are only required when necessary to ensure compliance with local regulations and to establish consistency. The City recognizes that requiring a survey adds additional cost for its residents and businesses and all city staff should strive to only require information that is necessary to ensure compliance with City Code.

The Planning Commission has reviewed this policy and is recommending its adoption by the City Council.

Feldman stated he likes how this report spells it out.

Skordahl said the more detail we can put in and clarify requirements for new homeowners or contractors, is good.

MOTION BY BAUER SECOND MUEHLBAUER. TO ADOPT THE OFFICIAL SURVEY POLICY GUIDING WHEN SURVEYS WILL BE REQUIRED. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None

11. **REPORTS**

A. City Administrator's Report – Reminder of the budget work session tomorrow evening 5:30 pm at city hall.

B. Councilmember Reports-
Bauer said I really don't have a report, been a quiet month.

Skordahl said while I was in college I did some work in Houston and they need our help. Help if you can. It also looks like Florida is now also inline for the next hurricane. Also, prepare for somethings you can't control. Look at your insurance to see what is covered and take care of things you can.

Muehlbauer said it has been a busy couple weeks for me personally.
Commend Police Chief Todd (Schwieger) for addressing some of the matters going on lately.

Tveit stated he is glad to be back in Minnesota was in Florida last meeting. Remember school is back in session, more cars, pedestrians, slow down, watch out for kids, and parents make sure your kids are pushing the buttons on the crosswalks.

Feldman said last week there was a house fire and was notified by the fire chief. Thank the fire department and police for their work. Glad no one was hurt. Commend the fire and police departments for the community outreach they are implementing, doing some new things. Regarding the Riverbank Lane Street Improvement, we will be in contact with the residents once the report is finalized. Remember to slow down and agreed with Skordahl, look at your insurance policies to see what is covered.

C. Upcoming Events -

Sept 6:	Work Session – Budget @ 5:30 pm
Sept 9:	City Wide Garage Sale
Sept 18:	Redevelopment Plan Meeting @ 5:00 pm
Oct 2:	City Council Meeting @ 6:00 pm
Oct 4:	Council/Planning Commission – Comp Plan @ 6:00 pm (Community Center)

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:06 pm.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4B

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Accounting Tech/Deputy Clerk
DATE: September 18, 2017

OVERVIEW:

The City currently has a vacant Administrative Assistant Position. Staff is proposing to reorganize the structure of City Hall operations to eliminate the Administrative Assistant Position and create the position of Accounting Tech/Deputy Clerk.

This will allow for a more specialized skillset in the rolls of accounting and Clerk functions. Currently, there is no backup for our Finance Director or City Clerk. Payroll and accounts payable are critical functions of the City and backup for this position is necessary. In addition, the City administers elections every other year. There is no backup for elections and our City Clerk.

Overall, this newly created position is anticipated to be a slight savings from the previous Administrative Assistant position. The position was evaluated from an outside consulting agency and is graded at Grade 8.

ACTION TO BE CONSIDERED:

Motion to approve the attached job description and advertise hiring.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: September 2017

Position Title: Accounting Technician/Deputy Clerk

Status: Non-Exempt

Department: Administration

Approved: _____

Accountable to: Finance Director

Primary Objectives

Performs skilled administrative support and technical accounting work including accounts payable, accounts receivable, payroll and records retention; acts as deputy City Clerk and performs related duties as required.

Supervision Received

Works under the general and/or technical supervision of the Finance Director.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Codes invoices and receipts for posting to the general ledger and maintains accurate files for invoices and receipts.
- * 2. Receives and enters billing information from staff, processes invoices, enters payable and receivable information in the accounting system and verifies accuracy.
- * 3. Helps with utility billing questions and receipt of payments.
- * 4. Balances and prepares the deposit for the finance director to take to the bank.
- * 5. Prepares accounts payable report for Council approval.
- 6. Assists in the collection of fees, fines and other payments due to the City.
- * 7. Processes employee timecards, checks for proper signatures, enters payroll data into payroll software, detects errors and omissions and contacts appropriate department head or Finance Director for correction.

- * 8. Enters employee status changes into payroll software to keep the payroll information accurate and timely and maintains and updates employee records relative to pay, benefits, deductions, etc.
- * 9. Processes payroll checks and required transactions for all deductions; analyzes payroll report generated by computer for accuracy.
- * 10. Prepares PERA report. Assists the Finance Director with balancing the quarterly reporting of payroll.
- * 11. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- * 12. Performs administrative support work including: typing or running a variety of reports, creating and revising forms, scanning, copying, printing, faxing, and retrieving data or documents as needed.
- 13. Processes Storm Water Invoices. Balances and receipts payments, runs special assessment notices.
- * 14. Assists in the administration of local, State and National elections and acts as head election judge.
- * 15. Attends City Council meetings in the absence of the City Clerk and takes City Council minutes.
- * 16. Assists the City Clerk in maintaining accurate files and records related to city council agendas and minutes, resolutions and ordinances and related documentation.
- 17. Assists with City events and may assist with the city newsletter.
- 18. Response to inquiries for special assessment searches.
- 19. Performs other duties as needed or assigned.
- 20. Develops sound record keeping systems and procedures for official City records; researches and retrieves information as needed to conduct City business and maintains the City Code.
- 21. Drafts or oversees preparation of City ordinances, resolutions, policies and procedures; executes official papers and documents on behalf of the City and represents the City in local, regional, state and federal activities of concern to the community
- 22. May administer elections for national, state, county, municipal and Special District offices in accordance with State requirements and laws.
- 23. Notifies the City Administrator of new Federal and State mandates, rules and regulations affecting general government; drafts ordinances and resolutions for Council approval.
- 24. Assists in certifying official documents, including local approval of special laws pertaining to the City, special assessments to the County Auditor, plats of land within the City, tax levy resolutions, changes in regular municipal election date, voting machine testing and precinct boundary changes.

25. Assists in execution of official papers and documents, including oaths of office and bonds of each municipal official, claims against the City, financial statements, audit reports submitted to the City by the State Auditor's Office, tax settlement receipts for the County Treasurer, and receipts of Court Fines.
26. Manages the approval process for various City licenses; collects information, verifies requirements are met, obtains Police Department recommendation when needed, and issues the license once it is approved.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of standard office procedures, tools, equipment and practices.
- * ➤ Considerable knowledge of accounts receivable and accounts payable processing and accounting and payroll software.
 - Working knowledge of governmental accounting principles and practices.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures.
- * ➤ Considerable ability to operate various office equipment and accounting software and to enter and retrieve data with speed and accuracy
- * ➤ Considerable ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- * ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, to work independently with little supervision and to manage multiple tasks in a timely manner.
- * ➤ Considerable ability to analyze and interpret fiscal and accounting records and assist in the preparation of financial statements and records.
- * ➤ Considerable ability to respond to questions and requests for information.
- * ➤ Considerable ability to prepare or generate accurate reports.
- * ➤ Considerable ability to read and understand financial and accounting information.
- * ➤ Working ability to perform work that requires bending, crouching, and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.

MINIMUM QUALIFICATIONS

Two years of college coursework in accounting or bookkeeping and one year of related experience, including accounts payable, accounts receivable and financial records management OR one year of accounting or bookkeeping courses and two years of accounts payable and receivable experience. Must be able to be bonded.

Governmental accounts payable and receivable experience preferred.

* Note: Asterisked items are essential to the job.



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4C

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: Assistant Community Development Director
DATE: September 18, 2017

OVERVIEW:

The City is currently seeing a rapid increase in development related projects. In addition, the City is anticipated to adopt the St. Francis Forward Redevelopment Plan and Comprehensive Plan. These plans require substantial time and effort from the Community Development Director to implement.

This newly created position will help with day-to-day zoning reviews for development related activities. There have been 55 new home permits this year over 37 last year. The zoning review and processing of these applications takes a substantial amount time. In addition, there are countless additions, grading, and other related permits that need zoning review.

Also, this position will oversee the Rental, Vacant, Code Enforcement, Chickens, and Community outreach programs. This is a skilled position that requires some level of planning experience, therefore a specialized person will be sought.

Creating this position will allow the Community Development Director to focus time and effort on Economic Development activities and growth in the community. Currently, these activities are being handled but not to the level that the St. Francis Forward and Comprehensive Plan will require for effective implementation. This position has been evaluated by an outside consultant at a Grade 12.

ACTION TO BE CONSIDERED:

Motion to approve the attached job description and advertise hiring.

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: October 2017

Position Title: Assistant Community Development Director **Status:** Exempt

Department: Community Development

Approved: _____

Accountable to: Community Development Director

Primary Objectives

Performs skilled planning and administrative work directing and coordinating the Community Development functions of the City. This position serves a variety of functions related to planning, economic development, zoning review, code enforcement, rental housing, vacant buildings, communications, and various administrative functions.

Supervision Received

Works under the general supervision of the Community Development Director. Works jointly with the Building Official and Administrative Assistant.

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

Planning

- * 1. Performs day-to-day planning reviews and answers inquiries into building requirements as it relates to the City's Zoning Code.
- * 2. Provides information on the City's land use application processes and general timelines.
- * 3. Reviews and approves permits after conducting zoning reviews.

Economic Development

- * 4. Assists the Community Development Director in economic development.
- * 5. Creates and facilitates the creation of marketing materials for economic development.

- * 6. Attends promotional functions as requested by the Community Development Director.
- * 7. Contacts and works with developers about locating in the City of St. Francis, as requested by the Community Development Director.
- * 8. Assists the Community Development director on the overall economic development plan, strategy and implementation of that strategy.
- * 9. Attends and assists the Community Development Director with function of the Economic Development Authority.

Code Enforcement/Rental Housing/Vacant Building

- * 10. Oversees and assists with all aspects of Code Enforcement which may include review and determination, facilitating the process, and potentially assisting with inspections if needed.
- * 11. Oversees and assists the Rental Housing program which includes coordinating notices, ensuring inspections, and monitoring licensing.
- * 12. Oversees and assist in the Vacant Building program which includes coordinating notices, ensuring inspections, and monitoring progress.
- * 13. Attends and assists the Community Development Director with function of the Economic Development Authority.

Communications and Community Engagement

- * 14. Develops, oversees and ensures the implementation of the City's overall communication strategy.
- * 15. Determines and facilitates effective electronic communications within the City which includes social media, the City's website, and various other communications.
- * 16. Engagement with Community stakeholders with the Community Development Director.
- * 17. Coordinates Department outreach to the community.

Administrative

- 18. May provide general customer service to residents as they visit City Hall.
- 19. Oversee and assist in general workflow of City Hall administrative functions.
- 20. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of planning functions.
- * ➤ Considerable knowledge zoning functions and administration.
- * ➤ Considerable knowledge of the Zoning Code.
- * ➤ Considerable knowledge program management and coordination.
- Working knowledge of the functions, organization, staffing and operations of City Departments.
- * ➤ Considerable ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- * ➤ Considerable ability to operate standard office equipment using word-processing, databases, and file management.
- * ➤ Considerable ability to work cooperatively with other departments to meet the needs of the City Council.
- * ➤ Considerable ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
- * ➤ Considerable ability to effective work collaboratively.
- * ➤ Considerable ability to maintain confidentiality and to read, understand and enforce policies and procedures.
- * ➤ Considerable ability and to detect and correct errors and to develop and maintain a comprehensive program record keeping system.
- * ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
- * ➤ Considerable ability to analyze, interpret and apply or enforce the City code and relevant statutory and regulatory requirements.
- * ➤ Considerable ability to respond to questions and requests for information on a large variety of municipal issues.
- Working ability to sit for long periods of time and to operate a personal computer including word processing and spreadsheet software.
- Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Planning, Public Administration, Urban Studies or other related field. 2 years of experience working in Municipal government or related.

*Note: Asterisked items are essential to the job.



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

TO: Mayor & City Council
FROM: Joe Kohlmann, City Administrator
SUBJECT: MMUA Safety Management Program Contract
DATE: September 18th, 2017

OVERVIEW:

The City contracts with MMUA to provide safety programs for employees. These programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees that are handling dangerous equipment and chemicals, are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City is in compliance with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts from that can arise from employee injuries.

This contract is an annual renewal. The contract did increase from \$19,000 to \$19,800 for this renewal.

Recommended Motion:

Motion to enter into the Safety Management Program Contract with MMUA.



Minnesota Municipal Utilities Association

3025 Harbor Lane N | Suite 400
Plymouth, MN 55447-5142
Phone 763.551.1230 | Toll Free 800.422.0119 (MN)
Fax 763.551.0459
www.mmua.org

August 1, 2017

MEMORANDUM

To: Safety Management Participants

From: Mike Willetts, Director of Job Training and Safety

Subject: 2017-18 Safety Management Program Contract

It is time to renew your safety management program contract. If we held a regional group meeting earlier this year, please note that the budgets have not changed since then, unless to make specific corrections. For those where we did not hold a group meeting this year, please note that the budgets have been created with the goal of having minimal price increases while covering MMUA's costs in providing your service. The contract amendments will cover October 1, 2017 through September 30, 2018, to coincide with MMUA's fiscal year.

Two copies of your contract amendment are enclosed. Please sign both contracts keeping one for your records and mailing the other to the address shown below. Please do not send payment at this time. You will be billed October 1. Mail your signed contract to:

Larry Pederson, Director of Finance
Minnesota Municipal Utilities Association
3025 Harbor Lane North, Suite 400
Plymouth, MN 55447-5142

If you have any concerns with the new contract, please contact me or Larry as follows:

Mike Willetts: phone 763-746-0705 or e-mail mwilletts@mmua.org
Larry Pederson: phone 763-746-0704 or e-mail lpederson@mmua.org

Thank you for being part of MMUA's safety management groups. With this program and your support we have proven that working together as a group we can develop a safety program that is affordable and at the same time works.

Minnesota Municipal Utilities Association

AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: July 11, 2017

Contract Number: 171-2018

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Saint Francis (Saint Francis), dated July 14, 2016, contract number 171-2017, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2017 until September 30, 2018 (the "expiration date").

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Saint Francis shall pay MMUA an annual fee of nineteen thousand eight hundred dollars and 00 cents (\$19,800.00) for the 2017-18 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Annual Payment (\$19,800.00)
- ☐ Quarterly Payments (\$4,950.00 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

The parties hereby accept the terms of the Agreement as modified.

City of Saint Francis

Minnesota Municipal Utilities Association

By _____

By  _____

Title _____

Title Executive Director

Date _____

Date July 11, 2017

Purchase Order # _____



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #: 4 E

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution to Adjust the Tax Levy for Bonded Indebtedness
DATE: 09-14-2017

ITEM FOR CONSIDERATION:

Attached is a resolution to adjust the tax levy for bonded indebtedness for 2018.

BACKGROUND:

In 2013, a bond was issued to advance refund the 2007 Bonds. The city also issued GO Bonds in 2015 for street improvements. In 2017, the city also refunded the 2012A EDA Lease Revenue with the 2017A GO Bonds. All of these issues have a tax levy associated with them. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The attached resolution adjusts the 2015 bond levy and the 2017 bond levy. The debt service levy has increased due to the levy on the 2017 GO Improvement bond levy. This amount used to be part of the General Operating Levy and then we would transfer the funds from the General Fund to the Debt Service Fund. Now with the refunding, the issue has a separate debt service levy and is removed from the General Operating Levy.

ACTION BE TO CONSIDERED:

Approve the attached resolution adjusting the levy.

BUDGET IMPLICATION:

This sets the levy for bond indebtedness for 2018.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Resolution Adjusting the Tax Levy for Bonded Indebtedness.

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2017-26

A RESOLUTION ADJUSTING THE TAX LEVY
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Crossover Refunding Bonds, Series 2013A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Improvement Bonds, Series 2015A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2018 be adjusted as follows:

<u>Bond Description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	\$492,220.32	\$327,220.00
G.O. Crossover Refunding Bonds Series – 2013A	\$20,900.00	\$20,900.00
G.O. Improvement Bonds – 2015A	\$18,329.14	\$20,470.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2018.

The motion for the adoption of the foregoing resolution was made by _____, and was duly seconded by _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF SEPTEMBER, 2017.

APPROVED:

ATTEST:

Barbara I. Held, City Clerk

Steven D. Feldman, Mayor

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #: 4 F

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Resolution Providing for the Preliminary Approval of a Proposed
2018 Tax Levy and Setting the Budget Public Hearing Date
DATE: 09-14-2017

ITEM FOR CONSIDERATION:

State law requires the City to certify its preliminary 2018 levy to the county by September 30, 2017. This levy then **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December which will also allow for public input.

BACKGROUND:

The 2017 levy was set at \$3,244,573. This included a General Fund Levy of \$3,203,203 and a Debt Service Levy of \$41,370.

The 2018 levy is proposed to increase to \$3,488,791. This includes the General Operating Levy of \$3,120,201 and a debt service levy of \$368,590. This levy utilizes the city's increased market value amounts to keep the overall tax rate about the same as the rate in 2017. This means that a home valued the same in both years will pay the same amount in city taxes as last year. The 2017 tax rate was 54.116%. The following table shows the tax rate for the city since 2013. As you can see the rate has been steadily dropping each year.

2013	63.025%
2014	59.627%
2015	58.908%
2016	58.428%
2017	54.116%
2018 Estimate	53.921%

The General Operating Levy is broken down to the General Fund, Capital Equipment, Building Improvements and Street Improvements. There has been \$223,150 designated to Capital Equipment to fund projects listed in the CIP Plan for 2018-2022.

The resolution also sets the date for the Public Hearing on the 2018 Levy and Budget for Monday December 4, 2017 at 6:00 pm as part of the regular city council meeting.

[Type text]

ACTION BE TO CONSIDERED:

Approve the attached resolution setting the preliminary levy.

BUDGET IMPLICATION:

The levy that is set will determine the level of the proposed expenditures for 2018.

Attachments:

1. Resolution Providing the Preliminary Approval of a Proposed 2018 Tax Levy and Setting Budget Public Hearing Date.

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

RESOLUTION 2017-27

**A RESOLUTION PROVIDING PRELIMINARY
APPROVAL OF A PROPOSED 2018 TAX LEVY And
SETTING BUDGET PUBLIC HEARING DATE**

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2018 by September 30, 2017.

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

1. To adopt the preliminary maximum tax levy payable in 2018 against taxable property in the City of St. Francis at:

General Operating Levy

	\$
General Fund	2,777,051.00
Capital Equipment Fund	223,150.00
Building Improvements	60,000.00
Street Improvements	60,000.00
Total General Operating Levy	<u><u>3,120,201.00</u></u>

Debt Service Levy

	\$
2013A Debt Service	20,900.00
2015A Debt Service	20,470.00
2017A Debt Service	327,220.00
	<u>368,590.00</u>
Total Debt Service Levy	<u><u>368,590.00</u></u>

	\$
Total Levy	<u><u>3,488,791.00</u></u>

2. To set the date for consideration of the final levy and consideration of the 2017 Budget shall be set as Monday, December 4, 2017 at 6:00 pm at the ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES) AT 4115 AMBASSADOR BLVD. NW.

The motion for the adoption of the foregoing resolution was made by Councilmember_____ and was duly seconded by Councilmember_____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th
DAY OF SEPTEMBER, 2017.

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

MEMORANDUM

TO: St. Francis City Administrator, Planner and City Clerk
FROM: Scott Lepak, City Attorney
RE: Vacating easement on Kwik Trip application
DATED: September 13, 2017

Background

Kwik Trip applied for an administrative subdivision to combine the properties located at 4020 233rd Avenue NW. The City is running the combination of Lots 1 & 2, concurrently with the combination of the new lot with existing Lot 3. Combination of the lots will require the creation of new drainage and utility easements throughout the property to accommodate the proposed new development. Corresponding with the new easements, the City should vacate one easement which runs through the center of the property.

Issue

What is the process to achieve such vacation?

Opinion

I suggest adding "and City Charter" in the proposed resolution. See attached.

It is my opinion the City needs to proceed with this vacation in the same manner as vacating a street. Minn. Stat. Sec. 462.358, Subd. 7 states that "the governing body of a municipality may vacate any publicly owned utility easement ... in the same manner as vacation proceedings are conducted for streets, alleys and other public ways under a home rule charter or other provisions of law."

This means Section 12.04 of the charter would control. Section 12.04 provides as follows:

Section 12.04. Vacation of Streets.

The Council may, by Resolution adopt (sic) by a four fifths (4/5ths) vote of all members, vacated (sic) any street, alley or highway (herein "street"). Proceedings for such vacation shall be commenced (1) by the Council on its own motion where, in its discretion, a public purpose might serve thereby and where both ends of such street connect with another street, or (2) by petition signed by a majority in number of the owners of land abutting on the street or part thereof proposed to be vacated and where both ends of such street connect with another street, or (3) by petition signed by all of the owners of land abutting on the street or part thereof proposed to be vacated where one end of such street does not connect with another street. Before considering such vacation, the Council shall call a hearing thereon and give notice, starting time, place and purpose of such hearing, be certified mail to all abutting owners who have not signed a petition for vacation, and

to the public by publication once each week for two successive weeks. At such hearing all persons desiring to be heard shall be given that opportunity. A certified copy of a resolution vacating a street shall be filed with the proper county officers.

In addition to the charter, the state law on this provides:

412.851 VACATION OF STREETS.

The council may by resolution vacate any street, alley, public grounds, public way, or any part thereof, on its own motion or on petition of a majority of the owners of land abutting on the street, alley, public grounds, public way, or part thereof to be vacated. When there has been no petition, the resolution may be adopted only by a vote of four-fifths of all members of the council. No vacation shall be made unless it appears in the interest of the public to do so after a hearing preceded by two weeks' published and posted notice. The council shall cause written notice of the hearing to be mailed to each property owner affected by the proposed vacation at least ten days before the hearing. The notice must contain, at minimum, a copy of the petition or proposed resolution as well as the time, place, and date of the hearing. In addition, if the street, alley, public grounds, public way, or any part thereof terminates at, abuts upon, or is adjacent to any public water, written notice of the petition or proposed resolution must be served by certified mail upon the commissioner of natural resources at least 60 days before the hearing on the matter. The notice to the commissioner of natural resources does not create a right of intervention by the commissioner. At least 15 days prior to convening the hearing required under this section, the council or its designee must consult with the commissioner of natural resources to review the proposed vacation. The commissioner must evaluate:

- (1) the proposed vacation and the public benefits to do so;
- (2) the present and potential use of the land for access to public waters; and
- (3) how the vacation would impact conservation of natural resources.

The commissioner must advise the city council or its designee accordingly upon the evaluation. After a resolution of vacation is adopted, the clerk shall prepare a notice of completion of the proceedings which shall contain the name of the city, an identification of the vacation, a statement of the time of completion thereof, and a description of the real estate and lands affected thereby. The notice shall be presented to the county auditor who shall enter the same in the transfer records and note upon the instrument, over official signature, the words "entered in the transfer record." The notice shall then be recorded with the county recorder. Any failure to file the notice shall not invalidate any vacation proceedings.

In order to comply with these provisions, the proposed resolution calling for a public hearing is fine if "and City Charter" is added in as noted in the further be it resolved section.

The notice required will need to be:

certified mail to all abutting owners;

certified mail to all owners affected by the proposed vacation; and

the public by publication once each week for two successive weeks.

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

RESOLUTION 2017 - 28

RESOLUTION SETTING A PUBLIC HEARING ON AN EASEMENT VACATION

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota was held on the 18th day of September, 2017. The following members were present: Mayor Steve Feldman; Council Members Robert Bauer, Joe Muehlbauer, Rich Skordahl, and Jerry Tveit.

Council Member _____ introduced the following resolution and moved its adoption:

WHEREAS, the City of St. Francis is a municipal corporation, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of St. Francis has adopted a comprehensive plan and corresponding zoning regulations to promote orderly development and utilization of land within the city; and,

WHEREAS, Kwik Trip has applied for an administrative subdivision to combine the properties located at 4020 233rd Avenue NW legally described as:

Lots 1, 2, and 3, Block 1, DeGardner Third Addition, Anoka County, Minnesota

WHEREAS, the City is running the combination of Lots 1 & 2, concurrently with the combination of the new lot with existing Lot 3; and,

WHEREAS, combination of the lots will require the creation of new drainage and utility easements throughout the property to accommodate the proposed new development, and vacation of one easement which runs through the center of the property; and,

WHEREAS, the City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of ~~all existing drainage and utility easements on the properties being combined (Lots 1, 2, and 3, Block 1, DeGardner Third Addition, Anoka County, Minnesota)~~ in favor of new drainage and utility easements on the unified parcel to be created as part of the administrative subdivision: the existing drainage and utility easement legally described as:

All of the drainage and utility easements lying over, under, and across those parts of Lots 2 and 3, Block 1, as created and dedicated in the plat of DEGARDNER THIRD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, EXCEPT the easterly and westerly 10.00 feet of said Lots 2 and 3.

and,

WHEREAS, approval of the vacation will be contingent upon dedication of new drainage and utility easements as required by the City Engineer as part of the administrative subdivision; and

WHEREAS, any approval of the vacation will be contingent upon a requested CUP for the new motor fueling station first being approved by the City Council once brought forward for consideration; and,

WHEREAS, approval of the vacation will also be contingent upon Kwik Trip entering into a Developer's Agreement with the City and posting a financial security in a form acceptable to the City Attorney in an amount equal to 150% of the estimated construction costs of relocating the City owned watermain, and the legal establishment of new easements as required by the City", and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, as follows:

The Council will consider the vacation of the easement and a public hearing shall be held on such proposed vacation on the 2nd day of October, 2017, at 6:00 p.m. before the City Council at the ISD #15 District Office located at 4115 Ambassador Blvd; and,

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law and City Charter.

The motion for adoption of the foregoing resolution was duly seconded by **Council Member** _____ and, upon vote being taken thereon, the following voted in favor thereof: _____. The following voted against or abstained: _____.

Whereupon the resolution was declared duly passed and adopted the 18th day of September, 2017.

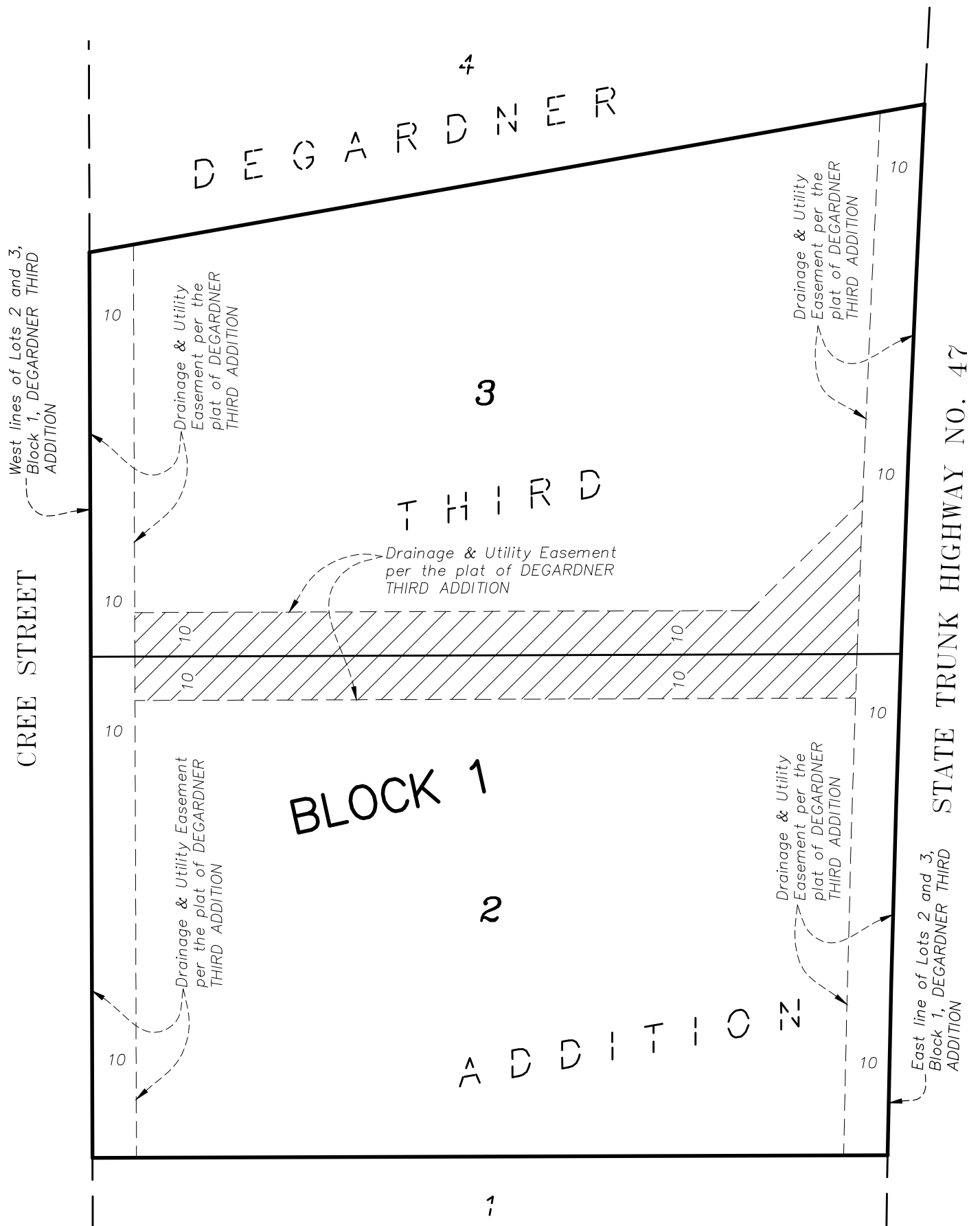
Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

Dated

Easement Vacation Description Sketch



EASEMENT VACATION DESCRIPTION:

All of the drainage and utility easements lying over, under, and across those parts of Lots 2 and 3, Block 1, as created and dedicated in the plat of DEGARDNER THIRD ADDITION, according to the recorded plat thereof, Anoka County, Minnesota, EXCEPT the easterly and westerly 10.00 feet of said Lots 2 and 3.

Described area contains $\pm 3,594$ sq. ft.



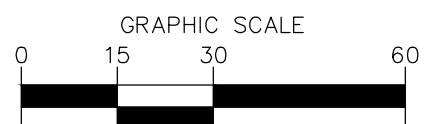
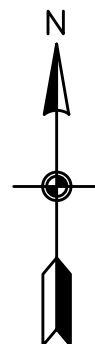
ENVIRONMENTAL • ENGINEERING • SURVEYING

3890 Pheasant Ridge Drive NE,
Suite 100, Blaine, MN 55449

Phone: 763-489-7900 Fax: 763-489-7959



Easement Vacation Area



(IN FEET)
(8.5x14 sheet)

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 I**TO:** Joe Kohlmann, City Administrator**FROM:** Barb Held, City Clerk**SUBJECT:** Acknowledgement to Conduct Excluded Bingo**DATE:** September 18, 2017

OVERVIEW:

The St. Francis Lions Club has applied for an exempt permit with the MN Gambling Control Board. The Lions Club would like to hold a bingo event at the St. Francis American Legion, Post 622 on November 11, 2017 and December 2, 2017. In order for the nonprofit to conduct a lawful bingo activity they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct Excluded Bingo from the St. Francis Lions Club for a bingo event to be held on November 11 and December 2, 2017 at the St. Francis American Legion.

BUDGET IMPLICATION:

None

Attachments:

- Application from Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No Fee

6/15
Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: St. Francis Lions Previous Gambling Permit Number: XB 02688

Minnesota Tax ID Number, if any: 002738531 Federal Employer ID Number (FEIN), if any: 41-622197

Mailing Address: 20 Box 123

City: St. Francis State: ND Zip: 58070 County: Anoka

Name of Chief Executive Officer (CEO): Kristin Ferguson

Daytime Phone: 763 753 1265 Email: daxierex2@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ Current calendar year Certificate of Good Standing

Don't have a copy? This certificate must be obtained each year from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐ Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

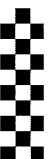
If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? ☒ Yes ☐ NoIf yes, list the dates when bingo was conducted: April 1 2017

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: NOVEMBER 11, 2017 + Dec. 2, 2017☐ -OR- conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Kristin Ferguson Daytime Phone: 763 753 1265Name of premises where bingo will be conducted: St. Francis Am Legion Post 622Premises street address: 3073 Bridge St.City: St. Francis If township, township name: _____ County: Anoka

LG240B Application to Conduct Excluded Bingo

6/15
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

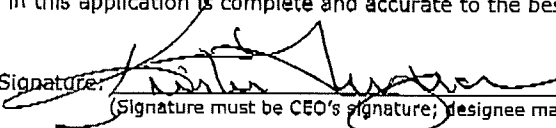
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 9-12-17

(Signature must be CEO's signature; designee may not sign)

Print Name: Kristin Ferguson

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES**, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 J

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council
DATE: 09/14/2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$173,305.60 plus any additional bills that are handed out on Tuesday night. Also to be approved are the August transfers totaling \$128,855.10.

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:

- 09-18-2017 Packet List
- 09-18-2017 Other Checks

Checks cut since last Council Meeting

Disbursements via Debits to Checking Account



09/14/2017 11:33 am

PAYMENT BATCH AP 09/18/17

AIRGAS NORTH CENTRAL

08/31/2017	9947252879	E 101-43100-217	Other Operating Supplies	CYLINDER RENTAL	11.46
08/31/2017	9947252879	E 101-43210-217	Other Operating Supplies	CYLINDER RENTAL	11.46
08/31/2017	9947252879	E 101-45200-217	Other Operating Supplies	CYLINDER RENTAL	11.46
08/31/2017	9947252879	E 601-49440-217	Other Operating Supplies	CYLINDER RENTAL	11.46
08/31/2017	9947252879	E 602-49490-217	Other Operating Supplies	CYLINDER RENTAL	11.48
					<u>\$57.32</u>

ALLINA HEALTH

09/03/2017	310578967	E 101-42210-305	Medical & Testing Fees	HUGHES	92.00
					<u>\$92.00</u>

AMMUNITION DISPOSAL OF MN

08/28/2017	25	E 101-42110-217	Other Operating Supplies	AMMO PICKUP	50.00
					<u>\$50.00</u>

ANOKA COUNTY

09/11/2017	.0917	G 803-22150	RAU-HOME OCCUPATION	RECORDING	46.00
					<u>\$46.00</u>

ANOKA COUNTY TREASURY DEPT.

09/01/2017	B170901P	E 101-42110-321	Telephone	BROADBAND	37.50
09/01/2017	B170901P	E 101-42210-321	Telephone	BROADBAND	37.50
09/01/2017	B170901P	E 101-43100-321	Telephone	BROADBAND	37.50
09/01/2017	B170901P	E 101-45200-321	Telephone	BROADBAND	37.50
09/01/2017	B170901P	E 601-49440-321	Telephone	BROADBAND	37.50
09/01/2017	B170901P	E 602-49490-321	Telephone	BROADBAND	37.50
					<u>\$225.00</u>

ARTISAN BEER COMPANY

09/07/2017	3205672	E 609-49751-252	Beer For Resale	BEER	137.50
					<u>\$137.50</u>

ASPEN MILLS

08/21/2017	47757	E 101-42110-437	Uniform Allowance	UNIFORM-BULERA	363.40
08/30/2017	203150	E 101-42110-437	Uniform Allowance	UNIFORM-HEEREN	291.85
					<u>\$655.25</u>

BARGEN INC.

09/06/2017	217355	E 101-43100-406	Asphalt Repair & Maint	CHIP SEAL PROJECT	60,200.00
					<u>\$60,200.00</u>

BARNUM GATE SERVICES, INC

08/31/2017	20155	E 101-42110-401	Repairs/Maint Buildings	GATE MAINTENANCE	58.70
08/31/2017	20155	E 101-43100-401	Repairs/Maint Buildings	GATE MAINTENANCE	58.70
08/31/2017	20155	E 101-45200-401	Repairs/Maint Buildings	GATE MAINTENANCE	58.70
08/31/2017	20155	E 601-49440-401	Repairs/Maint Buildings	GATE MAINTENANCE	58.70
08/31/2017	20155	E 602-49490-401	Repairs/Maint Buildings	GATE MAINTENANCE	58.70
					<u>\$293.50</u>

BELLBOY CORPORATION

08/29/2017	60436000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.80
08/29/2017	60436000	E 609-49751-251	Liquor For Resale	LIQUOR	2,892.71
08/29/2017	96368900	E 609-49750-210	Operating Supplies	OP SUPPLIES	80.88
08/29/2017	96368900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.50
08/29/2017	96368900	E 609-49751-254	Miscellaneous Merchandise	MISC	24.00

\$3,026.89**BERNICK COMPANIES, THE**

08/25/2017	377965	E 609-49751-254	Miscellaneous Merchandise	MISC	14.00
08/25/2017	377966	E 609-49751-252	Beer For Resale	BEER	582.00
08/25/2017	377966	E 609-49751-255	N/A Products	NA	20.00
09/08/2017	380350	E 609-49751-254	Miscellaneous Merchandise	MISC	20.00
09/08/2017	380351	E 609-49751-252	Beer For Resale	BEER	531.20

\$1,167.20**BREAKTHRU BEVERAGE**

08/17/2017	2080181594	E 609-49751-251	Liquor For Resale	LIQUOR	(20.31)
08/31/2017	1080683565	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.76
08/31/2017	1080683565	E 609-49751-251	Liquor For Resale	LIQUOR	752.66
08/31/2017	1080683565	E 609-49751-253	Wine For Resale	WINE	60.00
09/07/2017	1080686223	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.30
09/07/2017	1080686223	E 609-49751-251	Liquor For Resale	LIQUOR	1,875.90
09/07/2017	1080686284	E 609-49751-252	Beer For Resale	BEER	279.80

\$2,998.11**CAPITOL BEVERAGE SALES, L.P**

09/05/2017	1988105	E 609-49751-252	Beer For Resale	BEER	269.00
09/05/2017	1988105	E 609-49751-254	Miscellaneous Merchandise	MISC	26.00

\$295.00**COUNTY MARKET - CITY ACCOUNT**

09/01/2017	44000000224	E 101-42210-212	Motor Fuels	FUEL	369.58
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\$369.58**CRYSTAL SPRINGS ICE**

08/26/2017	003.B005575	E 609-49751-254	Miscellaneous Merchandise	MISC	90.00
08/29/2017	003.B005622	E 609-49751-254	Miscellaneous Merchandise	MISC	91.46
09/02/2017	003.B005692	E 609-49751-254	Miscellaneous Merchandise	MISC	95.40
09/05/2017	003.B005751	E 609-49751-254	Miscellaneous Merchandise	MISC	102.12

\$378.98**DAHLHEIMER DIST. CO. INC.**

06/07/2017	149970	E 609-49751-252	Beer For Resale	BEER	12.80
06/26/2017	151615	E 609-49751-251	Liquor For Resale	LIQUOR	24.00
08/30/2017	1299488	E 609-49751-252	Beer For Resale	BEER	18,399.25
08/30/2017	1299488	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
08/30/2017	1299488	E 609-49751-255	N/A Products	NA	75.30
09/07/2017	1299542	E 609-49751-252	Beer For Resale	BEER	6,432.00
09/07/2017	1299542	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00

\$25,249.35**DEX MEDIA EAST LLC**

09/05/2017	610034191268	E 609-49750-340	Advertising	ADVERTISING	78.50
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\$78.50**DRIVER & VEHICLE SERVICES**

09/01/2017	.0917	E 101-42110-221	Vehicle Repair & Maintenance	2014 CHARGER TABS	212.00
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\$212.00**EAGLE GARAGE DOOR CO.**

08/22/2017	4662	E 101-42110-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	39.00
08/22/2017	4662	E 101-43100-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	39.00
08/22/2017	4662	E 101-45200-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	39.00
08/22/2017	4662	E 601-49440-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	39.00
08/22/2017	4662	E 602-49490-401	Repairs/Maint Buildings	GARAGE DOOR REPAIR	39.00

\$195.00**ECM PUBLISHERS, INC.**

09/08/2017	527355	G 803-22151	KWIK TRIP CUP	KWIK TRIP	48.38
09/08/2017	527356	E 603-49490-418	Storm Water Management	STORM WATER HEARING	53.75
09/08/2017	527357	E 101-41400-351	Legal Notices Publishing	ORD 230	59.13

\$161.26**EVERBRIDGE, INC**

08/31/2017	M34602	E 101-42110-310	Computer Consulting Fees	YEARLY CONTRACT	401.00
					<u>\$401.00</u>

FREEDOM SERVICES, INC.-FD

09/07/2017	23188	G 101-21706	Flex Account	OCTOBER FLEX	373.34
					<u>\$373.34</u>

FREEDOM SERVICES, INC.-MA

09/07/2017	23189	E 101-41540-301	Auditing and Acct g Services	PLAN ADMIN FEE	47.60
					<u>\$47.60</u>

G&K SERVICES, INC

08/29/2017	6043856307	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
09/05/2017	6043862010	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
09/05/2017	6043862011	E 101-41940-219	Rug Maintenance	RUG MAINT	16.16
09/05/2017	6043862012	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.31
					<u>\$46.01</u>

GOPHER STATE ONE-CALL

08/31/2017	7080738	E 601-49440-442	Gopher State	79 BILLABLE TICKETS	53.33
08/31/2017	7080738	E 602-49490-442	Gopher State	79 BILLABLE TICKETS	53.32
					<u>\$106.65</u>

GRANITE CITY JOBBING CO.

08/29/2017	60684	E 609-49750-210	Operating Supplies	OP SUPPLIES	28.39
08/29/2017	60684	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.20
08/29/2017	60684	E 609-49751-256	Tobacco Products For Resale	TOBACCO	2,527.56
					<u>\$2,562.15</u>

HAKANSON ANDERSON ASSOC., INC.

08/31/2017	38608	G 803-22149	BUELL CONSULTING/VERIZON	VERIZON CELL TOWER	103.00
08/31/2017	38611	E 101-42400-303	Engineering Fees	BUILDING PERMIT REVIEWS	386.25
					<u>\$489.25</u>

INNOVATIVE OFFICE SOLUTIONS, L

09/07/2017	IN1741051	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	31.70
09/07/2017	IN1741051	E 101-43100-200	Office Supplies	OFFICE SUPPLIES	7.65
					<u>\$39.35</u>

ISD #15

09/08/2017	3316	E 602-49490-228	Equipment Maintenance	HOSE FITTING	119.84
09/11/2017	3321	E 101-42110-221	Vehicle Repair & Maintenance	2013 CHARGER	43.24
09/11/2017	3322	E 101-42110-221	Vehicle Repair & Maintenance	2017 CHARGER	43.74
09/11/2017	3323	E 101-42110-221	Vehicle Repair & Maintenance	2017 CHARGER	62.49
					<u>\$269.31</u>

JJ TAYLOR DISTRIBUTING

08/30/2017	2734787	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/30/2017	2734787	E 609-49751-252	Beer For Resale	BEER	1,298.05
08/30/2017	2734787	E 609-49751-255	N/A Products	NA	49.15
09/06/2017	2745838	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
09/06/2017	2745838	E 609-49751-252	Beer For Resale	BEER	2,056.85
					<u>\$3,410.05</u>

JOHNSON BROS WHLSE LIQUOR

08/30/2017	5810992	E 609-49751-206	Freight and Fuel Charges	FREIGHT	67.51
08/30/2017	5810992	E 609-49751-251	Liquor For Resale	LIQUOR	4,660.02
08/30/2017	5810993	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.56
08/30/2017	5810993	E 609-49751-253	Wine For Resale	WINE	986.60
08/30/2017	5810994	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.13
08/30/2017	5810994	E 609-49751-254	Miscellaneous Merchandise	MISC	252.75
08/31/2017	5811910	E 609-49751-253	Wine For Resale	WINE	2,200.00
09/07/2017	5817230	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.55
09/07/2017	5817230	E 609-49751-251	Liquor For Resale	LIQUOR	1,450.05
09/07/2017	5817231	E 609-49751-206	Freight and Fuel Charges	FREIGHT	69.08
09/07/2017	5817231	E 609-49751-253	Wine For Resale	WINE	1,971.00
					<u>\$11,707.25</u>

LAKE STATE REALTY SERVICES, IN

09/08/2017	17085	E 101-41910-318	Economic Development	3731 BRIDGE ST	875.00
					<u>\$875.00</u>

LEAGUE OF MN CITIES

09/01/2017	.0917	E 101-41400-433	Dues and Subscriptions	MN MAYOR ASSOCIATION	30.00
09/01/2017	257759	E 101-41400-433	Dues and Subscriptions	ANNUAL MEMBERSHIP	7,417.00
					<u>\$7,447.00</u>

LITIN PAPER

09/06/2017	484107	E 101-43210-439	Recycling Days	MISC SUPPLIES	563.93
					<u>\$563.93</u>

MARTIES FARM SERVICE

08/30/2017	.0817	E 101-45200-217	Other Operating Supplies	WASP SPRAY	5.99
					<u>\$5.99</u>

MCDONALD DIST CO.

07/28/2017	401190	E 609-49751-252	Beer For Resale	BEER	(117.60)
08/31/2017	408865	E 609-49751-252	Beer For Resale	BEER	16,266.00
08/31/2017	408865	E 609-49751-255	N/A Products	NA	18.85
09/01/2017	411658	E 609-49751-252	Beer For Resale	BEER	304.00
09/07/2017	410848	E 609-49751-252	Beer For Resale	BEER	3,610.85
09/07/2017	410848	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
09/07/2017	410848	E 609-49751-255	N/A Products	NA	59.75
					<u>\$20,213.85</u>

MEDTOX LABORATORIES, INC.

08/31/2017	08201795907	E 101-43100-441	Miscellaneous	MED TESTING	41.67
08/31/2017	08201795907	E 101-45200-441	Miscellaneous	MED TESTING	41.67
08/31/2017	08201795907	E 601-49440-441	Miscellaneous	MED TESTING	41.67
08/31/2017	08201795907	E 602-49490-441	Miscellaneous	MED TESTING	41.69
					<u>\$166.70</u>

MIDCONTINENT COMMUNICATIONS

E 101-41940-321	Telephone	CITY HALL	36.80
E 101-42110-321	Telephone	Police	16.76
E 101-43100-321	Telephone	Public Works	16.77
E 601-49440-321	Telephone	WELL HOUSE	300.00
E 609-49750-321	Telephone	LIQUOR STORE	150.00
			<u>\$520.33</u>

MINE SAFETY APPLIANCES CO, LLC

08/29/2017	99208619	E 601-49440-228	Equipment Maintenance	XCELL SENSOR	292.95
08/29/2017	99208619	E 602-49490-228	Equipment Maintenance	XCELL SENSOR	292.95
					<u>\$585.90</u>

MN DEPT OF HEALTH

09/01/2017	.0917	E 601-49440-313	Sample Testing	QUARTERLY PAYMENT	2,591.00
					<u>\$2,591.00</u>

M-R SIGN COMPANY, INC.

08/25/2017	197089	E 101-43100-226	Sign Repair Materials	SIGNS	97.64
					<u>\$97.64</u>

MWOA

09/06/2017	.0917	E 602-49490-208	Training and Instruction	REGISTRATION	80.00
					<u>\$80.00</u>

OLSON POWER AND EQUIPMENT, INC

08/02/2017	32325	E 101-43100-218	Equipment Repair & Maintenance	PARTS	115.02
					<u>\$115.02</u>

PACE ANALYTICAL SERVICES

08/22/2017	171283805	E 602-49490-313	Sample Testing	SAMPLE TESTING	148.00
08/28/2017	171284013	E 602-49490-313	Sample Testing	SAMPLE TESTING	148.00
08/28/2017	171284018	E 602-49490-313	Sample Testing	SAMPLE TESTING	103.00
08/28/2017	171284045	E 602-49490-313	Sample Testing	SAMPLE TESTING	133.00
08/31/2017	171284292	E 602-49490-313	Sample Testing	SAMPLE TESTING	120.00

\$652.00**PAUSTIS WINE COMPANY**

08/28/2017	8601628-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
08/28/2017	8601628-IN	E 609-49751-253	Wine For Resale	WINE	947.00
09/11/2017	8603257-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
09/11/2017	8603257-IN	E 609-49751-251	Liquor For Resale	LIQUOR	348.00
09/11/2017	8603257-IN	E 609-49751-253	Wine For Resale	WINE	659.00

\$1,979.00

PHILLIPS WINE & SPIRITS CO.

08/30/2017	2223115	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.70
08/30/2017	2223115	E 609-49751-251	Liquor For Resale	LIQUOR	1,404.10
08/30/2017	2223116	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
08/30/2017	2223116	E 609-49751-253	Wine For Resale	WINE	271.75
08/30/2017	2223117	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.14
08/30/2017	2223117	E 609-49751-255	N/A Products	NA	128.00
09/07/2017	2227100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.45
09/07/2017	2227100	E 609-49751-251	Liquor For Resale	LIQUOR	2,711.40
09/07/2017	2227101	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.98
09/07/2017	2227101	E 609-49751-253	Wine For Resale	WINE	1,344.00

\$5,940.37

PLAYPOWER LT FARMINGTON, INC.

08/09/2017	1400213529	E 101-45200-441	Miscellaneous	SUPPLIES	52.40
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\$52.40

RICK JOHNSON DEER & BEAVER

09/01/2017	.0917	E 101-43100-311	Contract	DEER REMOVAL	90.00
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\$90.00

ROSEVILLE, CITY OF

09/01/2017	0223389	E 101-41110-310	Computer Consulting Fees	IT SERVICES	293.82
09/01/2017	0223389	E 101-41400-310	Computer Consulting Fees	IT SERVICES	954.92
09/01/2017	0223389	E 101-42110-310	Computer Consulting Fees	IT SERVICES	3,378.95
09/01/2017	0223389	E 101-42210-310	Computer Consulting Fees	IT SERVICES	543.57
09/01/2017	0223389	E 101-42400-310	Computer Consulting Fees	IT SERVICES	271.80
09/01/2017	0223389	E 101-43100-310	Computer Consulting Fees	IT SERVICES	293.82
09/01/2017	0223389	E 101-45200-310	Computer Consulting Fees	IT SERVICES	293.82
09/01/2017	0223389	E 601-49440-310	Computer Consulting Fees	IT SERVICES	293.82
09/01/2017	0223389	E 602-49490-310	Computer Consulting Fees	IT SERVICES	293.82
09/01/2017	0223389	E 609-49750-310	Computer Consulting Fees	IT SERVICES	146.91
09/01/2017	0223432	E 101-41940-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 101-42110-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 101-42210-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 101-43100-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 101-45200-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 601-49440-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 602-49490-321	Telephone	PHONE	80.59
09/01/2017	0223432	E 609-49750-321	Telephone	PHONE	80.65

\$7,410.03

SOLDO CONSULTING

08/31/2017	.0817	E 101-41400-311	Contract	LITIGATION PREPARATION	1,155.00
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\$1,155.00

SOUTHERN GLAZERS OF MN

08/31/2017	1585142	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.32
08/31/2017	1585143	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.08
08/31/2017	1585143	E 609-49751-253	Wine For Resale	WINE	692.00
08/31/2017	1585144	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.12
08/31/2017	1585144	E 609-49751-251	Liquor For Resale	LIQUOR	386.40
09/07/2017	1587512	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.28
09/07/2017	1587513	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.00
09/07/2017	1587513	E 609-49751-251	Liquor For Resale	LIQUOR	3,508.30

\$4,639.50

STREICHER S

08/31/2017	11278369	E 101-42110-437	Uniform Allowance	BADGE	112.90
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					\$112.90
THARP, STEVE					
09/01/2017	.0917	E 602-49490-229	Project Repair & Maintenance	TILL WASTEWATER PONDS	550.00
					\$550.00

TJ ASSOCIATES					
08/29/2017	224398	E 101-42110-308	Community Education	NEIGHBORHOOD WATCH	214.45
					\$214.45

VINOCOPIA, INC.					
09/08/2017	0188297-IN	E 609-49751-206	Freight and Fuel Charges	FUEL	16.00
09/08/2017	0188297-IN	E 609-49751-251	Liquor For Resale	LIQUOR	772.50
					\$788.50

WARD, ALAN					
07/20/2017	.0717	G 601-22200	Deferred Revenues	REFUND ACCT 4775	177.23
					\$177.23

WINE MERCHANTS					
08/30/2017	7147519	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.85
08/30/2017	7147519	E 609-49751-253	Wine For Resale	WINE	320.00
					\$327.85

ZEP VEHICLE CARE, INC					
08/23/2017	9002991560	E 101-42110-221	Vehicle Repair & Maintenance	VEHICLE MAINTENANCE	122.73
08/23/2017	9002991560	E 101-43100-221	Vehicle Repair & Maintenance	VEHICLE MAINTENANCE	122.72
08/23/2017	9002991560	E 101-45200-221	Vehicle Repair & Maintenance	VEHICLE MAINTENANCE	122.72
08/23/2017	9002991560	E 601-49440-221	Vehicle Repair & Maintenance	VEHICLE MAINTENANCE	122.72
08/23/2017	9002991560	E 602-49490-221	Vehicle Repair & Maintenance	VEHICLE MAINTENANCE	122.72
					\$613.61

FUND SUMMARY					\$173,305.60
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101 GENERAL FUND	\$81,213.43
601 WATER FUND	\$4,099.97
602 SEWER FUND	\$2,452.23
603 STORM WATER	\$53.75
609 MUNICIPAL LIQUOR FUND	\$85,288.84
803 ESCROW	\$197.38
Total	<u>173,305.60</u>

**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
9 A & B

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: City Code, Chapter 8 Ordinance Amendment for Chickens and
DATE: 09/052017 & 09/18/17

OVERVIEW:

Ordinance Revisions are being requested to update City Code, Chapter 8 to address two issues:

1. **Chickens.** Through Council work sessions and research staff is requesting the following Ordinance change to address the growing demand for back yard chickens. This change will affect the Animal code as it relates to chickens ONLY. Updates would allow chicken to be kept on properties with less than 5 acres, with a permit, following the outlined Ordinance. A total of 20 properties with less than 2.5 acres will be allowed to have chickens through a new permitting process. Staff is continuing to work on the permit process and documentation requirements.

ACTION TO BE CONSIDERED:

Council is being requested to consider moving forward the proposed changes to Chapter 8 addressing the language applied to and changed for chickens and diseased trees. (Diseased trees separate memo)

If Council agrees with the proposed language the following schedule will apply:

1st Reading – September 5th
2nd Reading – September 19th
30 day publication, September 22nd
Effective October 23rd

BUDGET IMPLICATION:

None

Attachments: Memo from Sambatek and Chicken Ordinance revision
Resolution 2017-29 Summary Publication

Chicken Permit Implementation

1st reading, September 5th, 2nd reading, September 18

30 day Publication, Effective Date October 23rd

October 24th, Release permit application for all properties under 5 acres.

- Permit forms will be available on website.
- Notice of the release will be on City website, Facebook and Twitter accounts.

Properties greater than 2.5 but less than 5 acres, all permits will be process in the order they are received beginning October 24 2017.

Property less than 2.5 acres, 20 permits total available

1st application release will have a deadline of 5:30 pm on November 9 2017. This deadline is to specifically address the ordinance being released

Less than 20 permits received,

- All permits will be processed in the order received

Greater than 20 permits received,

- names will be entered into a lottery style drawing
- Complete applications will be processed
- Incomplete applications will be given 5 business days to submit missing information. If information is not received, a denial letter will be sent and staff will move to the next available application.

2.5 Acres or Less - 20 Permit Capacity

After November 9th all applications will be processed in the order received until all permits are filled.

Once the 20 permits have been filled

Staff will fill the first 20 available permits. Once all 20 are filled, staff will close eligibility of lots under 2.5 acres and update website. Staff will reopen process when greater than three permits become available and make announcements on website and social media.

St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Chickens Ordinance**

Meeting Date: **9-5-17**

Staff Reporting: **Ben Gozola, City Planner**

Summary: The keeping of urban chickens has become a popular hobby for many people throughout the metro, which in turn has required Cities to re-examine their zoning regulations to provide allowances for the practice. In the spring of this year, the City of St. Francis took up the matter and directed staff to prepare an ordinance to allow urban chickens provided a number of conditions could be met. This ordinance is our first attempt at a set of regulations to govern urban chickens, and we believe all previously requested restrictions have been included.

Recommendations: **▪ The City Council is asked to review this language, and recommend any needed changes/updates OR adopt the language as presented.**

List of Attachments: **A) Staff Memo on Ordinance Contents**
B) DRAFT Chickens Ordinance
C) Summary Publication Resolution

Memorandum

DATE: 9-5-17
TO: St Francis City Council
FROM: Ben Gozola, AICP
SUBJECT: Chickens

Overview

The keeping of urban chickens has become a popular hobby for many people throughout the metro, which in turn has required Cities to re-examine their zoning regulations to provide allowances for the practice. In the spring of this year, the City of St. Francis took up the matter and directed staff to prepare an ordinance to allow urban chickens provided a number of conditions could be met. This draft is our first attempt at a set of regulations to govern urban chickens, so we are seeking Council feedback on needed changes, or if the language is acceptable, adoption of the prepared ordinance.

Proposed Ordinance

The new ordinance language is organized as follows:

- (A) Findings** – The findings section establishes the reasons the City is adopting new regulations to allow for expanded keeping of Chickens. The listed reasons include
 - a. Giving citizens the ability to raise their own locally sourced food
 - b. Rewarding past time
 - c. Rules needed to govern the proper treatment and keeping of chickens.
- (B) Definitions** – Terms specific to the chicken ordinance are defined in this subsection. Definitions are given for the following terms: “chicken,” “coop,” “hen,” “rooster,” and “run.”
- (C) Keeping of Chickens** – this section limits the keeping of chickens to only certain zoning districts (A-1, A-2, A-3, R-R, R-1, and R-2), and dictates which rules will apply to chickens:
 - a. If you have less than five acres, these new rules will apply.
 - b. If you have five acres or more, the existing “Animal & Fowl” rules will apply

(D) In General – This section lays out the minimum requirements that must be met in order to keep chickens on properties that are less than five acres in size. In summary:

- a. No roosters, no on-site butchering, no cockfighting, no infested coops or feed bins.
- b. Less than 2.5 acres = no more than five chickens; 2.5 to 5.0 acres = no more than ten chickens.
- c. Chickens must always be confined to a pen or run, and cannot be in the principal dwelling, garage, front yard, or side yard.
- d. Waste management plan and following of the plan will be required.
- e. Permit holders cannot treat chickens in a cruel or inhumane manner.

(E) Coop and Run – This section lays out the minimum requirements for housing chickens:

- a. Chickens must have BOTH a coop and a run. A coop is the structure for the keeping & housing of chickens, and a run is a fully enclosed and covered area attached to a coop where chickens can roam unsupervised. Requiring both features is a common provision in urban chicken ordinances.
- b. Coops do not count towards a property's maximum accessory structure count.
- c. All fencing, construction, electrical work, etc, must adhere to all applicable building and zoning codes, and all permits & licenses must be obtained.
- d. Chicken coops and runs must be at least 15 feet from side lot lines, and must be closer to the principal dwelling on the permitted property than to any dwelling on an adjacent property.
- e. Coops and runs must be 25 feet from wetlands, ponds, filtration/infiltration basins.
- f. Minimum and maximum coop and run sizes are outlined.
- g. Coops must be at least one foot off the ground, cannot exceed 6 feet in height, and must be completely enclosed & rodent proof.
- h. Cannot place coops or runs within ROWs or easements.
- i. Coops must be winterized if chickens are to be kept between Nov 1st and April 30th of any given year.
- j. Once an owner stops raising chickens, the coop and run must be removed.

(F) Permit – This section says property owners must pay for and obtain a permit before raising chickens. Specific requirements include:

- a. Permits once issued remain in effect until it is voluntarily cancelled or it is revoked by the City. Permits cannot be transferred and may be revoked by the City if the rules and regulations governing chickens are updated.
- b. No permits to rental properties or HOA lands unless the owner or HOA signs off on the permit application.
- c. Application requirements spelled out.
- d. A site visit will be required before issuance of any permit to ensure the set-up meets all minimum standards.
- e. A maximum of 20 permits will be issued throughout the city for properties less than 2.5 acres in size; unlimited permits will be issued for properties having between 2.5 and 5.0 acres.
- f. Permits are subject to conditions that staff may add based on the specifics of a site.
- g. Reasons for denying or revoking a permit are outlined.
- h. Permit holders must consent to an inspection of their property in the event of a complaint.

Recommendation

The City Council is asked to review the proposed ordinance and provide feedback to staff on needed changes or amendment. If the language is acceptable or can be approved with conditions on changes, staff is recommending Council take action on the ordinance at this time.

Attachments

- **Draft Ordinance Language**
- **Summary Publication Resolution**

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

ORDINANCE 231, SECOND SERIES

**AN ORDINANCE TO AMEND LOCAL REGULATIONS
REGARDING THE KEEPING OF CHICKENS**

SUMMARY OF SECTIONS AMENDED:

- 8-3-2 *Animals and Fowl – keeping, transporting, treatment, housing;*
- 8-3-3 *Animal Waste;*
- 8-3-4 *Non-Domestic Animals; and*
- 8-3-5 *Keeping of Bees.*

THE CITY OF SAINT FRANCIS ORDAINS:

Section 1. The City Council of the City of St. Francis hereby amends City Code Chapter 8 (Public Protection), Section 8 (Animals) as follows:

Existing section 8-3-1, Dog Licensing and Regulation, is restated and incorporated herein unchanged.

Existing section 8-3-2 is hereby renumbered to 8-3-3 and is amended to include the following changes:

8 - 3 - ~~2~~ 3 ANIMALS AND FOWL – KEEPING, TRANSPORTING, TREATMENT, HOUSING

- A. Except for chickens which may be allowed on limited acreage in accordance with Section 8-3-2, it is unlawful for any person to keep, stable, board, or harbor horses, colts, ponies, mules, goats, sheep, cattle, pigs, and other farm-type animals, mink, chickens, ducks, pigeons, geese, and other fowl, whether owned or not, unless the person has sufficient contiguous real estate to house and enclose said animals or fowl.

Subsections B through M are restated and incorporated herein unchanged.

Existing section 8-3-3, Animal Waste, is hereby renumbered to 8-3-4 but is otherwise restated and incorporated herein unchanged.

Existing section 8-3-4, Non-Domestic Animals, is hereby renumbered to 8-3-5 but is otherwise restated and incorporated herein unchanged.

Existing section 8-3-5, Keeping of Bees, is hereby renumbered to 8-3-6 but is otherwise restated and incorporated herein unchanged.

The following new language is hereby added as Section 8-3-2

8 - 3 - 2 CHICKENS

- A. Findings.** The Council finds that the ability to cultivate one's own food is a sustainable activity that can also be a rewarding past time. Therefore, it is the purpose and intent of this Section to permit the limited keeping and maintenance of chicken hens for eggs and meat sources in a clean and sanitary manner that is not a nuisance to or detrimental to the public health, safety and welfare of the community.
- B. Definitions.** For the purposes of this Section:
1. "Chicken" means a domesticated bird that serves as a source of eggs or meat.
 2. "Coop" means a structure for the keeping or housing of chickens
 3. "Hen" means a female chicken.
 4. "Rooster" means a male chicken.
 5. "Run" means a fully enclosed and covered area attached to a coop where the chicken(s) can roam unsupervised.
- C. Keeping of Chickens.** The raising, harboring, maintaining, and keeping of Chickens within the City of St. Francis shall be limited to properties within following zoning classifications: A-1, A-2, A-3, R-R, R-1, and R-2; as determined by Chapter 10 of City Code.
1. On parcels of less than five (5) acres, the provisions within Section 8-3-2 shall apply.
 2. On parcels of five (5) acres or more, the Animal and Fowl provisions within Section 8-3-3 shall apply.

D. In General.

1. The keeping of roosters is prohibited.
2. The butchering of chickens on-site is prohibited.
3. On properties of less than 2.5 acres, no more than five (5) chickens shall be kept on the permitted premises.
4. On properties of 2.5 acres or more, no more than ten (10) chickens shall be kept on the permitted premises.
5. Chickens must be confined on the permitted premises at all times in a chicken coop or chicken run, and may not be kept in any part of the principal dwelling, garage, front yard, or side yard.
6. All chicken grains and feed must be stored in a rodent proof container.
7. The use of chickens for cockfighting is prohibited.
8. Fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.
9. It is unlawful for any person to treat a chicken in a cruel or inhumane manner.
10. It is unlawful for any person to keep a chicken in a coop or run infested by rodents, vermin, flies, or insects.

E. Coop and Run.

1. All chickens shall be provided access to both a coop and run.
2. A coop and run is exempt from accessory structure maximums as may be established in Chapter 10 of City Code.
3. All fencing and electrical work associated with a chicken coop or run shall be consistent with applicable building and zoning codes, and all appropriate permits and/or licenses shall be obtained prior to construction.
4. Any chicken coop or run shall be set back at least fifteen (15) feet from the property line, and shall be located closer to the principal dwelling on the permitted property than to any principal dwelling on adjacent properties.

5. Any coop or run shall be set back at least twenty- five (25) feet from the following features:
 - a. A delineated wetland edge;
 - b. The top of a bank of a pond, filtration basin, or infiltration basin.
 6. Chicken coops shall have a maximum footprint area of ten (10) square feet per chicken, and a minimum footprint area of five (5) square feet per chicken.
 7. Chicken runs shall have a maximum footprint area of twenty (20) square feet per chicken, and a minimum footprint area of ten (10) square feet per chicken.
 8. The coop shall be elevated a minimum of twelve (12) inches off the ground, and may not exceed a height of six (6) feet as measured from the ground.
 9. No coop or run shall be located in any form of easement or right-of-way.
 10. Both the coop and run shall be completely enclosed and be rodent proof.
 11. The coop shall provide adequate protection from the elements and shall be winterized if chickens are being kept between November 1st and April 30th of any given year.
 12. Once an owner is finished raising chickens or if a permit is revoked, the coop and run shall be removed from the property.
- F. Permit.** No person shall own, harbor, or keep within the City a hen chicken unless a valid permit for such chicken has been obtained pursuant to the following provisions.
1. A permit shall be obtained prior to any chickens being introduced to a site. All permits will remain in effect until voluntarily cancelled or revoked. Valid permits may be revoked by the City if this section is repealed in its entirety or is modified. Permits are non-transferrable.
 2. Permit application fees are due upon submittal of the permit application. The fee will be established yearly by ordinance.
 3. No permit shall be issued to a rental property unless the property owner provides written consent to the application. For properties located within a managed community with a Home Ownership Association (HOA), the association management must provide written consent to the application.

4. Application. Any person desiring a permit under this Section shall make written application on a form prescribed by the City which shall contain, at a minimum, the following information:
 - a. A scaled drawing (site plan) showing the location, size, and dimensions of the coop & run. The site plan shall include the proposed distances between the coop & run from neighboring homes and other structures on the subject property, neighboring property lines, and applicable required setbacks.
 - b. The maximum number of chickens to be kept on site.
 - c. A detailed feces and waste removal plan.
 - d. An agreement by the applicant that the premises may be inspected by the city at all reasonable times to ensure compliance with all applicable conditions.
 - e. Statements that the applicant will at all times keep their chickens in accordance with all of the conditions prescribed by the City (or modification thereof), and that failure to obey such conditions will constitute a violation of the provisions of this Section and will be grounds for cancellation of the permit.
5. Site Visit Required. An inspection of the property, coop, and run is required prior to the initial issuance of a permit.
6. Permit Allotment. A maximum of twenty (20) permits will be issued citywide for properties that are less than 2.5 acres in size; there is no maximum on the number of permits for properties that are 2.5 acres or greater.
7. Permit Conditions. If granted, the permit shall be issued and shall state the conditions, if any, imposed upon the property for the keeping of chickens under the permit. The permit shall specify the restrictions, limitations, conditions and prohibitions which the City deems reasonably necessary to protect any person or neighboring use from unsanitary conditions, unreasonable noise or odors, or annoyance, or to protect the public health and safety.
8. Denial or Revocation. The City may deny or revoke any permit, permit application, or renewal application if it deems the applicant is:
 - a. Unable or unwilling to fulfill or comply with the provisions of Section 8-3-2;
 - b. Submitting inaccurate or incomplete permit information;

- c. Failing to meet the conditions of an issued permit;
- d. Creating a nuisance; or
- e. If the public health and safety would be unreasonably endangered by the granting or renewing of such a permit.

Any person whose permit is revoked shall, within ten (10) days thereafter, humanely dispose of all chickens being owned, kept, or harbored by such person, and no part of the permit fee shall be refunded.

- 9. Complaints. If a complaint regarding a chicken permit is received, the permit holder shall consent to an inspection of the property to demonstrate that all minimum standards and conditions of the permit are being met. Refusal to consent to an inspection shall be grounds for revocation of the permit.

Section 2. Effective Date. This Ordinance shall take effect on the later of 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18th DAY OF SEPTEMBER, 2017.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

XXXXXX-VX

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

RESOLUTION 2017 - 29

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 231, SECOND SERIES, BY TITLE AND SUMMARY**

WHEREAS, the city council of the City of St. Francis has adopted Ordinance No. 231, Second Series, an ordinance to amend local regulations regarding the keeping of chickens; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, that the City Clerk shall cause the following summary of Ordinance No. 231 Second Series, be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of St. Francis has adopted Ordinance No. 231, Second Series, an ordinance amending local regulations regarding the keeping of chickens. The keeping of urban chickens has become a popular hobby for many people, and the new regulations will expand the opportunity to own chickens to more citizens of the City. Chickens will only be allowed in the A-1, A-2, A-3, R-R, R-1 and R-2 zoning districts. Existing rules will remain in place for properties of five acres or more, and new regulations will now govern the keeping of Chickens on lots of less than five acres. The new rules limit the number of chickens that can be kept, prohibits on-site butchering, requires a pen and a run, and requires establishment of a waste management plan. Regulations are outlined as to where a pen and run can be located on a property, and guidelines for permits to allow the raising of chickens are established. The full ordinance text is available for inspection at City Hall during regular business hours, and will be emailed or sent to any party upon request.

Mayor Steven D. Feldman

BE IT FURTHER RESOLVED by the City Council of the City of St. Francis that the City Clerk keep a copy of the ordinance at city hall for public inspection, and that a full copy of the ordinance be posted in a public place within the city.

Adopted this 18th day of **September, 2017** by the City of St. Francis City Council with voting as follows:

Mayor Steve Feldman: _____

Rich Skordahl: _____

Robert Bauer: _____

Jerry Tveit: _____

Joe Muehlbauer: _____

Mayor Steven D. Feldman

ATTEST:

Barbara I. Held, City Clerk

(SEAL)

**CITY COUNCIL
AGENDA REPORT**
Agenda Item #:
9 C & D

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: **City Code, Chapter 8 Ordinance Amendment for Diseased Tree Management**
DATE: 09/05/2017 & 09/18/2017

OVERVIEW:

Ordinance Revisions are being requested to update City Code, Chapter 8:

1. **Diseased Trees.** Diseased trees are identified as a nuisance and threat to communities. Shade tree pests can wipe out a particular species in a neighborhood or community if not addressed both timely and properly. This Ordinance update supports the Public Works department in its ability to address diseased trees within the City. These Ordinances are common within Cities to regulate the handling and transporting of diseased trees. This Ordinance update is requested as an effort to control and prevent the spread of shade tree pests.

ACTION TO BE CONSIDERED:

Council is being requested to consider moving forward the proposed changes to Chapter 8 addressing the language applied to and changed for chickens and diseased trees.

If Council agrees with the proposed language the following schedule will apply:

1st Reading – September 5th
2nd Reading – September 19th
30 day publication, September 22nd
Effective October 23rd

BUDGET IMPLICATION:

None

Attachments: Memo from Sambatek and Diseased Tree Ordinance revision
Resolution 2017-30 Summary Publication

St. Francis City Council Agenda Item
Executive Summary

Title of Item: **Diseased Trees**

Meeting Date: **9-5-17**

Staff Reporting: **Ben Gozola, City Planner**

Summary: Proper maintenance of yards and removal of dead & diseased trees from properties are important components of the health, safety, and welfare of the Community. This ordinance would amend the City's existing regulations on landscaping maintenance in ways desired by public works director Paul Teicher, and would introduce new regulations deeming dead and diseased trees a public nuisance. How the City would identify such nuisances and the abatement process to remove dead and diseased trees is fully laid out in this new language.

Recommendations: **▪ The City Council is asked to review this language, recommend any needed changes/updates, OR adopt the language as presented.**

List of Attachments: A) *Staff Memo on Ordinance Contents*
B) *DRAFT Diseased Trees Ordinance*
C) *Summary Publication Resolution (to be provided at second reading)*

Memorandum

DATE: 9-5-17
TO: St Francis City Council
FROM: Ben Gozola, AICP
SUBJECT: Diseased Trees

Overview

Proper maintenance of yards and removal of dead & diseased trees from properties are important components of the health, safety, and welfare of the Community. This ordinance would amend the City's existing regulations on landscaping maintenance in ways desired by public works director Paul Teicher, and would introduce new regulations deeming dead and diseased trees a public nuisance. How the City would identify such nuisances and the abatement process to remove dead and diseases trees is fully laid out in this new language.

Proposed Ordinance

The new ordinance language is organized as follows:

SECTION 1 is intended to amend the City's existing regulations on the maintenance of grass, weeds, and trees to provide clarity or address longstanding issues as identified by Public Works. A summary of changes by subsection is as follows:

- (A) City to Control Tree Planting and Landscaping** – “Treasurer” was removed from the title “City Clerk/Treasurer” as those are two separate positions now.
- (B) Permit Required** – language would be clarified to state that citizens cannot plant or remove trees within the right-of-way, and cannot plant or place any materials within a right-of-way boulevard—other than lawn grass—without first securing a permit.
- (C) Duty of Property Owners to Cut Grass and Weeds and Maintain Trees and Shrubs** – provides greater clarity to the City's requirements for maintaining a safe and aesthetic lawn which is not a hazard to the public.

(D) City May Order Work Done – clarifies that the city can order a property owner to maintain their landscaping in accordance with adopted regulations, and that they are subject to violations if they do not comply. Existing language stating the City can initiate the maintenance work is amended to allow the City to hire a contractor rather than having to use City staff.

(E) Assessment – “Treasurer” was removed from the two instances of “City Clerk/Treasurer” as those are two separate positions now.

SECTION 2 of the ordinance would add NEW language on Shade Tree Pest Control. This section identifies the various Shade Tree Pests that must be addressed when identified within the City, discusses who will be identifying problems and enforcing the code, and the process by which shade tree pest nuisances will be abated.

(A) Findings – Outlines the reasons the shade tree pest regulations are being adopted.

(B) Diseased Tree Program – Includes language referencing the statutory language which allows the City to institute these types of rules.

(C) Declaration of a Shade Tree Pest – States that Council from time to time can declare new shade tree pests as they arise.

(D) Declared Shade Tree Pests – A listing of current pests which would need to be removed/abated if discovered by the City. The list is proposed to include Oak Wilt, Dutch Elm disease, the Emerald Ash Borer, the Gypsy Moth, and the Asian Long-horned Beetle.

(E) Control Areas for Declared Shade Tree Pests – This section would allow the City to limit regulations to only a portion of the City if ever so desired. For now, we are recommending that the control area be the entirety of the City.

(F) Dead Tree Nuisance – identifies dead, diseased, or dangerous trees a nuisance that must be abated.

(G) Shade Tree Pest Nuisances are Unlawful – states that keeping of trees with shade tree pests is unlawful and such trees must be abated.

(H) Enforcement – assigns the Public Works director, or any other person or party designated by the Public Works Director, as the person who may enforce the provisions of the shade tree pest ordinance.

- (I) Inspection and Investigation** – Allows the enforcing party authority to enter land at all reasonable hours for the purpose of inspecting trees, removing specimens for analysis, and carrying out enforcement.
- (J) Interference Prohibited** – prohibits people from preventing or delaying action by an enforcement agent engaged in activities to address shade tree pests.
- (K) Standard Abatement Procedure** – outlines how abatement will be carried out:
 - a. Notification of a problem will be sent to the property owner in writing requesting abatement of the problem.
 - b. Notice must ID the problem, specify control measures to be taken by the landowner, and provide a reasonable deadline to abate the nuisance. The notice must also say that failure to act will allow the City to abate the nuisance on its own accord at the landowner's expense.
 - c. Notice must give the landowner the right to appeal the abatement request. An appeal must be filed within seven (7) days of service of the notice or before the date by which abatement must be completed, whichever comes first.
 - d. If no appeal is filed and the abatement is not handled by the landowner, the ordinance then outlines actions that will be taken by the City.
 - e. If the Public Works director estimates abatement will cost the landowner in excess of \$5000, the matter will be forwarded to the City Council for direction before any action occurs.
- (L) Abatement Procedure in the Event of Imminent Danger** – outlines the abatement procedure for an emergency situation.
- (M) Recovery of Cost of Abatement; Liability and Assessment** – states the landowner is responsible for all abatement costs and failure to pay bills will result in amounts due being assessed to the property.

Recommendation

The City Council is asked to review the proposed ordinance and provide feedback to staff on needed changes or amendment. If the language is acceptable or can be approved with conditions on changes, staff is recommending Council take action on the ordinance at this time.

Attachments

- **Draft Ordinance Language**
- **Summary Publication Resolution (will be provided for second reading)**

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

ORDINANCE 232, SECOND SERIES

AN ORDINANCE TO MAKE DISEASED OR UNSOUND TREES A PUBLIC NUISANCE

SUMMARY OF SECTIONS AMENDED OR CREATED:

- *7-2-6 Regulation of Grass, Weeds, and Trees*
- *8-2-8 Diseased or Unsound Trees*

THE CITY OF SAINT FRANCIS ORDAINS:

Section 1. The City Council of the City of St. Francis hereby amends City Code Chapter 7 (Right-of-Way/Traffic/Parking/Streets), Section 2 (Obstructions and Usage) as follows:

Existing sections 7-2-1 through 7-2-5 are restated and incorporated herein unchanged.

Existing section 7-2-6 is amended as follows:

7 - 2 - 6 REGULATION OF GRASS, WEEDS, AND TREES.

- A. City to Control Tree Planting and Landscaping (Standards).** City shall have control and supervision of the placement of Landscaping materials and the planting of shrubs and trees upon, or overhanging, all the streets or other public property. Landscaping materials include but are not limited to; landscaping timbers, landscaping blocks or bricks, fencing, trees, shrubs, etc. The City may establish and enforce additional uniform standards relating to the kinds and types of trees to be planted and the placement thereof. Such standards shall be kept on file in the office of the City Clerk/~~Treasurer~~ and may be revised from time to time by action of the Council.

- B. Permit Required.** It is a misdemeanor for any person to ~~plant, spray, trim or remove trees or other plants which are upon City property, including rights-of-way, plant trees, remove trees, or plant/place anything upon City right-of-way boulevards—other than lawn grass—without first procuring from the City a permit in writing to do so. Such permits shall only be granted when in conformance with a Council approved plan for public property plantings.~~
- C. Duty of Property Owners to Cut Grass and Weeds and Maintain Trees and Shrubs.** ~~Every owner of property abutting on any street shall cause the grass and weeds to be cut from the line of such property nearest to such street to the center of such street. If the grass or weeds in such a place attain a height in excess of six (6) inches it shall be prima facie evidence of a failure to comply with this Subdivision. Every owner of property abutting on any street shall, subject to the provisions herein required a permit therefore, trim, cut and otherwise maintain all trees and shrubs from the line of such property nearest to such street to the center of such street.~~
1. Every owner of property abutting on any street shall cause the grass and weeds to be cut from the line of such property nearest to such street to the center of such street. If the grass or weeds in such a place attain a height in excess of six (6) inches it shall be prima facie evidence of a failure to comply with this Subdivision.
 2. Every owner of property abutting on any street shall trim, cut and otherwise maintain all trees and shrubs from the line of such property nearest to such street to the center of such street.
 - a. All trees and shrubs shall be maintained in the manner required by Section 10-16-7 (Traffic Sight Visibility).
 - b. No trees or shrubs shall project over trails and sidewalks at a height less than 8 feet.
 - c. No trees or shrubs shall project over streets at a height less than 12 feet.
 - d. No tree, shrub, or other vegetation may obscure a traffic sign.
 - e. No tree or shrub on public or private property shall become, or threaten to become, a hazard which adversely affects the public safety.

- D. City May Order Work Done.** ~~The City may, in cases of failure to comply with this Section, perform such work with employees of the City, keeping accurate account of the cost thereof for each lot, piece or parcel of land abutting upon such street. The City may request a private property owner to maintain or remove grass, trees, shrubs, or other plantings in violation of this Section.~~
- a. For violations of Section 7-2-6(C)(1), enforcement shall follow the process outlined in Section 8-2-3(B);
 - b. For violations of Section 7-2-6(C)(2), enforcement shall follow the process outlined in Section 8-2-2(F).
 - c. The City may, in cases of failure to comply with this Section, perform such work with employees or contractors of the City, keeping accurate account of the cost thereof for each lot, piece or parcel of land abutting upon such street.
- E. Assessment.** If such maintenance work is performed by the City as set forth in the foregoing Subdivision, the City Clerk/Treasurer shall forthwith upon completion thereof ascertain the cost attributable to each lot, piece or parcel of abutting land. The City Clerk/Treasurer shall, at the next regular meeting thereof, present such certificate to the Council and obtain its approval thereof. When such certificate has been approved it shall be extended as to the cost therein stated as a special assessment against such abutting land and such special assessment shall, at the time of certifying taxes to the County Auditor, be certified for collection as other special assessments are certified and collected.

Section 2. The City Council of the City of St. Francis hereby amends City Code Chapter 8 (Public Protection), Section 2 (Refuse, Junk and Nuisances) as follows:

Existing sections 8-2-1 through 8-2-7 are restated and incorporated herein unchanged.

The following new section 8-2-8 is added in its entirety:

8 - 2 - 8 SHADE TREE PEST CONTROL.

- A. Findings.** The City Council finds that the health of trees in the city is threatened by shade tree pests, and that diseased or unsound trees within the community shall be deemed a nuisance in recognition of the following:
1. A healthy urban and rural forest is necessary and desirable for preserving the character of St. Francis; and
 2. The loss of large numbers of oak, elm and ash trees (and other species in the future as new diseases arise) would depreciate the value of property in the City of St. Francis and impair the safety, good order, general welfare and convenience of the public; and
 3. Loss of oak, elm and ash trees (and other species in the future as new diseases arise) over a short time period would impose financial hardship on property owners to replace them all at once; and
 4. In addition to and in accordance with Minn. Stat. §§ 89.001, 89.01, and 89.51-.64, the provisions of this section are adopted as an effort to control and prevent the spread of shade tree pests.
- B. Diseased Tree Program.** It is the intention of the City of St. Francis to conduct a program of plant pest control pursuant to authority granted by Minnesota Statutes, Section 18G.12. This program is directed specifically at the control and elimination within the city of any diseases, infestations, or pests deemed to be causing economic or environmental harm to trees, and is undertaken at the recommendation of the Commissioner of Agriculture and Minnesota State Statutes.
- C. Declaration of a shade tree pest.** The Council may by ordinance declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or the community forest, as defined by Minn. Stat. § 89.001, to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest, including necessary timelines for action.
- D. Declared Shade Tree Pests**
1. **Oak Wilt.** Any living or standing Oak tree or part thereof infected to any degree with the Oak Wilt fungus, *Ceratocystis Fagacerarum*.

2. **Dutch Elm Disease.** Any living or standing Elm tree or part thereof infected with the Dutch Elm disease fungus, *Ceratocystis Ulmi* (Buisson) Moreau; or which harbors any of the Elm Bark Beetles, *Scolytus Multistriatus* (Eich.) or *Hylurgopinus Rufipes* (Marsh.).
 3. **Emerald Ash Borer.** Any living or dead *Fraxinus* spp tree or part thereof infested to any degree with the insect Emerald Ash Borer (*Agrilus Planipennis*)
 4. **Gypsy Moth.** Any living or dead tree or part thereof infested to any degree with the insect Gypsy Moth (*Lymantria dispar*)
 5. **Asian Long-horned Beetle.** Any living or dead tree or part thereof infested to any degree with the insect Asian Long-horned Beetle (*Anoplophora glabripennis*)
- E. **Control Areas for Declared Shade Tree Pests.** The control area for all declared shade tree pests shall be all lands within the boundaries of the city.
- F. **Dead Tree Nuisance.** Any dead, diseased, or dangerous tree that endangers or potentially endangers neighboring property or a public right-of-way or easement shall be considered a public nuisance affecting the peace and safety of the community.
- G. **Shade Tree Pest Nuisances are Unlawful.** It is unlawful for any person to permit any public nuisance as defined in this section to remain on any premises the person owns or controls within the city. The nuisance may be abated as provided in this section.
- H. **Enforcement.** The Public Works Director or other person or party designated by the Public Works Director, may enforce the provisions of this section.
- I. **Inspection and Investigation.** In order to carry out the provisions of this section, the Public Works Director or other designated City official(s) are hereby empowered to enter upon any parcel of land at all reasonable hours for the purposes of inspecting any trees or wood, removing specimens therefrom for laboratory analysis, and carrying out enforcement of this section.

- J. Interference Prohibited.** It shall be unlawful for any person to prevent, delay or interfere with the Public Works Director or other designated City official while they are engaged in the performance of duties imposed by this Section.
- K. Standard abatement procedure.** Except as otherwise provided in subdivisions (K) and (L), whenever the Public Works Director or other designated City official determines with reasonable certainty that a public nuisance, as described by in this Section, is being maintained or exists on a premises in the city, they are authorized to abate the public nuisance according to the procedures in this subdivision.
1. The Public Works Director or other designated City official will notify in writing the owner of record or occupant of the premises that a public nuisance exists and order that the nuisance be terminated or abated. The notice may be given in person or by mail. Failure of any party to receive the mail does not invalidate the service of the notice. A copy of the notice shall be filed with the city clerk.
 2. The notice of abatement shall state that unless the public nuisance is abated by the owner or occupant, it will be abated by the city at the expense of the owner or occupant. The notice shall specify the control measures to be taken to abate the nuisance, and provide a reasonable amount of time to abate the nuisance. The notice will also state that the owner or occupant has the right to appeal the determination that a public nuisance exists by submitting a request in writing to the city clerk within seven (7) days after service of the notice, or before the date by which abatement must be completed, whichever comes first.
 - a. The appeal request shall state the reasons for the appeal and include any such evidence that contradicts the diagnosis by the tree inspector.
 - b. If an appeal is filed, the tree inspector shall not enforce the abatement until the appeal process is complete.
 - c. The City may utilize laboratory testing in order to confirm a diagnosis of a tree disease diagnosed by the City official via field testing methods. Such laboratory testing may be done at the expense of the property owner if it confirms the presence of the disease

3. If no timely appeal is submitted and the control measures prescribed in the notice of abatement are not complied with within the time provided by the notice or any additional time granted, the Public Works Director or other designated City official shall have the authority to obtain permission or an administrative search warrant, enter the property, and carry out abatement in accordance with the notice of abatement. Methods of abatement may include but are not limited to:
 - a. Destruction of diseased trees by removal to a chipping station; removal and destruction of all bark; or burning pursuant to all relevant codes and with any necessary permits. No trees, logs or parts thereof shall be buried.
 - b. Debarking of elm tree stumps to the ground line.
 - c. Root graft control.
 - d. Girdling diseased oak trees and avoiding pruning or other damage to oak trees during the months of May and June.
 - e. Other methods deemed acceptable by the Public Works Director.

L. High-cost abatement. If the Public Works Director or other designated City official determines that the cost of abating a nuisance will exceed \$5,000 based on a reasonable, good faith estimate, the written notice referred to in subdivision (J) must provide that if the nuisance is not abated within the reasonable amount of time provided, the matter will be referred to the City Council for a hearing. The date, time, and location of the hearing must be provided in the notice.

M. Abatement Procedure in Event of Imminent Danger.

1. If the Public Works Director or other designated City official determines that the danger of infestation to other shade trees is imminent; and delay in control measures may put public health, safety, or welfare in immediate danger; the tree inspector may provide for abatement without following subdivisions (J) or (K). The Public Works Director or other designated City official must reasonably attempt to notify the owner or occupant of the affected property of the intended action and the right to appeal the abatement and any cost recovery at the next regularly scheduled City Council meeting.

2. Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

N. Recovery of cost of abatement; liability and assessment.

1. The owner of the premises on which a nuisance has been abated by the city shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost determined, the city clerk or other official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city clerk.
2. After notice and hearing, as provided in Minn. Stat. § 429.061 (which may be amended from time to time), the city clerk shall, on or before Sept. 1 following abatement of the nuisance, list the total unpaid charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The city council may then certify the charges against the property to the county auditor for collection along with current taxes the following year or in annual installments as the city council may determine in each case.

Section 2. Effective Date. This Ordinance shall take effect on the later of 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18th DAY OF SEPTEMBER, 2017.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

RESOLUTION 2017 - 30

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 232, SECOND SERIES, BY TITLE AND SUMMARY**

WHEREAS, the city council of the City of St. Francis has adopted Ordinance No. 232, Second Series, an ordinance to amend regulations on the management of boulevards and adopting new regulations on dead and diseased trees; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, that the City Clerk shall cause the following summary of Ordinance No. 232, Second Series, be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of St. Francis has adopted Ordinance No. 232, Second Series, an ordinance that updates the City's regulations on boulevard management and adopts new regulations regarding dead and diseased trees. Keeping boulevards clear of obstructions is critical for the safety and wellbeing of the community's public works staff, so existing regulations were clarified to ensure Citizens realize that permits are required for work in the right-of-way for anything other than the planting of grass. Regarding dead and diseased trees, the City has recognized that the health of trees in the city is threatened by shade tree pests, and that diseased or unsound trees must be dealt with in a timely fashion. Dead trees that pose a risk to neighboring properties or public lands will now be considered a nuisance and must be addressed by the property owner. Diseased trees harboring Oak Wilt, Dutch Elm Disease, Emerald Ash Borer, Gypsy Moth, or the Asian Long-horned Beetle are now also a nuisance and must also be abated by a property owner if notified by the City. Notification and abatement procedures are now outlined within the ordinance. The full ordinance text is available for inspection at City Hall during regular business hours, and will be emailed or sent to any party upon request.

Steven D. Feldman, Mayor

BE IT FURTHER RESOLVED by the City Council of the City of St. Francis that the City Clerk keep a copy of the ordinance at city hall for public inspection, and that a full copy of the ordinance be posted in a public place within the city.

Adopted this 18th day of **September, 2017** by the City of St. Francis City Council with voting as follows:

Mayor Steve Feldman: _____

Rich Skordahl: _____

Robert Bauer: _____

Jerry Tveit: _____

Joe Muehlbauer: _____

Steven D. Feldman, Mayor

ATTEST:

Barbara I. Held, City Clerk

(SEAL)

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9E**TO:** Mayor & City Council**FROM:** Joe Kohlmann, City Administrator**SUBJECT:** Schedule Riverbank Lane Work Session**DATE:** September 18, 2017

OVERVIEW:

Staff is looking to schedule a work session with the City Council to discuss improvements at Riverbank Lane with impacted residents.

The work session should be scheduled at least 14 days out to ensure adequate notice can be provided.

ACTION TO BE CONSIDERED:

Schedule the Worksession at a date to be determined.



Water and Sewer Monthly Report - August 2017

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

TO Mayor & Council

JOB Water and Sewer Monthly Report

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Water	Inspect Facility Daily	Facility Inspection	18	Inspections
Water	Operational Hours	Hours spent at the facility.	40	Hours
Water	Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	
Water	Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	
Water	Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	
Water	Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	18	Labs
Water	Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	18	Inspections
Water	Bacteria Samples	Take set of monthly bacteria samples.	5	Samples Per Set
Water	Water Treatment Report			
		Total Finished Water	16.70	Million Gallons
		Total Raw Water	18.11	Million Gallons
		Average Daily Flow	.538	Million Gallons
		Average Chlorine	.37	Mg/l
		Average Raw Iron	1.12	Mg/l
		Average Raw Manganese	.09	Mg/l
		Average Fluoride	.75	Mg/l
		Iron Removal	99	%
		Manganese Removal	86	%
Wastewater	Wastewater Treatment Report			
Wastewater	Monthly Sampling	Perform required monthly sampling: 8 Influent (32 Constituents); 8 Effluent (32 Constituents)	64	Constituents
Wastewater	Operational Hours	Hours spent at facility.	200	Hours

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
Wastewater	Inspect Operations Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Pre-treatment Building	Daily inspection of building.	18	Inspections
Wastewater	Inspect Tertiary Building	Daily inspection of building.	18	Inspections
Wastewater	D.O Readings	Take Required D.O Readings.	31	D.O Readings
Wastewater	pH Readings	Take Required pH Readings.	2	pH Readings
Wastewater	Inspections	Inspect 10 lift stations daily and calculate pump runtimes.	144	Lift Station Inspections
Wastewater	Daily Lab	Process Control Test	18	Tests
	Wastewater Flows/Results			
		Discharge Point	Seelye Brook	
		Total Influent	8.8	Million Gallons
		Total Effluent	11.9	Million Gallons
		Influent TSS	247	Mg/l
	<i>Limit: (30 mg/l)</i>	Effluent TSS	2.5	Mg/l
	<i>Limit: (85 %)</i>	TSS % Removal	98	% Removal
		Influent CBOD	205	Mg/l
	<i>Limit: (15 mg/l)</i>	Effluent CBOD	4.5	Mg/l
	<i>Limit: (85 %)</i>	CBOD % Removal	98	% Removal
		Influent Phosphorus	4.3	Mg/l
	<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	.10	Mg/l
		Phosphorus % Removal	99	% Removal
		Influent Ammonia Nitrogen	23	Mg/l
	<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	.12	Mg/l
		Ammonia Nitrogen % Removal	99	% Removal
Water/ Sewer	Monthly Tasks			
Water/Sewer	Locates	Process Locate Requests	80	Utility Locate Requests
Water/Sewer	Meter Readings	Monthly Meter Readings for City Owned and Large Users	52	Monthly Readings
Water/Sewer	Water/Sewer Connections	Inspect Water and Sewer	3	Inspections
Water/Sewer	Water Miscellaneous	Work orders: re-reads, high water usage, no read list, and meter installs.	35	Work Orders
Water/Sewer	Monthly Projects			
WWTP	Aeration Blower Maintenance	Change/Clean Blower Filters/ Check/Change Oil	8	Blowers
WWTP	Install/Replace Air	Air Release - Ambassador	1	Air Release

WATER AND SEWER	TASK	DESCRIPTION	QUANTITY	UNITS
	Release V	Lift.		
WWTP	MPCA- Final Walkthrough	Progress Inspection - Final limits imposed, 11/1/2017.	4	Hours
Well House	Repair Building Drain	During Routine Maintenance, Discovered Faulty Installation.	10	Feet
Sewer	Jetting	Clean/Jet Sanitary Sewer	23,000	Feet
Sewer	Clean Lift Stations	Routine cleaning of lift stations.	3	Lift Stations
WWTP	Official " Move in"	Start Organizing - Assemble racking, shelves, and hose bibs.	15	Units



**Streets and Parks Monthly
Report – August 2017**

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

TO Mayor & Council

JOB Streets and Parks Monthly Report

STREETS AND PARKS	TASK	DESCRIPTION	QUANTITY	
All Dept.	Building Maintenance	Light bulbs, toilets, sinks, etc.	19	Hours
Streets	Snowplowing	Plowing City Streets	0	Miles
Streets	Snowplowing	Plowing Cul-Da-Sacs	0	Cul-Da-Sacs
Streets	Snowplowing	Amount of Salt Applied to Roads	0	Tons
Streets/Parks	Snowplowing	Plowing Parking Lots	0	Number of Lots
Parks	Snowplowing	Trails/Sidewalks	0	Miles
Streets	Snowplowing	Amount of Granite Chips Applied to Roads	0	Tons
Streets	Grading	Grading City Roads	19.3	Miles
Parks	Park Inspections	Inspect equipment, buildings, and trees.	142	Inspections
Parks	Events	Preparation and Inspection	10	3 Baseball/Softball, 5 misc., 2 Warming House
Parks	Fertilizing		0	Acres
Parks	Mowing	City Parks and Property	240	Acres
Streets	Signs	Signs Installed or Repaired	11	Number of Signs
Streets/Parks	Callouts	Response for service requests outside normal working hours.	4	1 Streets 3 Parks
Streets/Parks Sewer/Water	Equipment Repair	Anything Beyond Normal Maintenance, Fabrication, etc.	6	Hours
Streets/Parks Sewer/Water	Equipment Maintenance	Greasing, Washing, etc.	29	Hours
Storm Water	Cleaning Catch Basins	Remove debris and ice from catch basins.	21	Number of Catch Basins
Storm Water	Street Sweeping	Sweeping of city streets and parking lots.	0	Tons
Streets/Storm Water	Shoulder Disking	Shoulder disking gravel roads; pulling gravel back on road.	0	Tons
Parks	Ball Fields	Dragging Ball Fields	9	
Parks	Trail Mowing	Mowing Along Walking Trails	30.2	Miles
Parks	Fountain	Clean Fountain at Woodbury Park	4	
Streets	Ditch Mowing	Mowing Along Roadway	0	Miles

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OF COUNSEL
JON P. ERICKSON
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W. JAMES VOGL, JR.
*JAMES H. WILLS

MEMORANDUM

TO: Honorable Mayor and City Councilmembers, Joe Kohlmann, City Administrator

FROM: David Schaps, Assistant City Attorney

THROUGH: Scott Lepak, City Attorney

RE: Approval of Right of Entry Agreement Regarding Bridge Street Project Land Conveyances

DATE: September 15, 2017

BACKGROUND:

Please allow the memorandum to provide information regarding a request to the City Council to consider approving a Right of Entry agreement with Anoka County to allow access onto currently city owned property located on the northeast corner of Bridge Street and Kerry Street. The City and Anoka County entered into a Joint Powers Agreement on or about October 10th, 2014 for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed by the City of St. Francis to Anoka County, with the County entering into settlement negotiations with private property owners regarding the right of way acquisition for the project.

As the reconstruction portion of the Bridge Street project has now come to close, Anoka County is working with the abutting private property owners, Robert and Carolyn O'Brien, to obtain a settlement agreement and convey a portion of the property to them not needed for right of way in the reconstruction project. Currently, these portions of property are owned by the City of St. Francis, and which are required under the terms of the Joint Powers Agreement to be conveyed to Anoka County. The County will subsequently convey these properties to the O'Briens as part of a settlement agreement with them, and thus allow the O'Briens to fulfill their desire to expand their existing business operations located at 3175 Bridge Street.

As this process has taken some time to complete the transfer of property from the City to the County, the County is requesting the City grant a Right of Entry agreement with the County to allow access and enable them to work with the O'Briens to proceed with their plans to expand their operations on the

property. The Right of Entry will expire upon the City's conveyance of the property to Anoka County, who would then work with the O'Briens to convey the property to them for their expanded business operations.

RECOMMENDED MOTION:

Motion to enter into the Right of Entry Agreement with Anoka County, subject to final approval and authorization to make all necessary changes as to form by the City Attorney's office.

Attachments:

Right of Entry Agreement with Anoka County

Attachment A: Property Description

Attachment B: Map of Parcels for Right of Entry Agreement

RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT is made this _____ day of September, 2017, by and between the City of St. Francis, a municipal corporation of the State of Minnesota, ("City"), and the County of Anoka, a political subdivision of the State of Minnesota ("County").

WITNESSETH:

WHEREAS, the County initiated a condemnation action to acquire the necessary property and property interests to reconstruct County State Aid Highway (CSAH) 24 (Bridge Street) from County Road 72 (Rum River Blvd/Poppy Street) through Kerry Street in the City of St. Francis ("Highway Project"); and

WHEREAS, in connection with the Highway Project, the City and the County entered into a Joint Powers Agreement on or about October 14, 2014, which included provisions for certain property to be transferred between the City and the County; and

WHEREAS, to construct the Highway Project, the County needed to acquire property from Robert and Carolyn O'Brien ("Property Owners"), owners of Temperature Specialists, Inc. located at 3175 Bridge Street in St., Francis, Minnesota; and

WHEREAS, the County has reached a pending settlement with the Property Owners, which requires the County to convey certain property to the Property Owners, including a portion of the land that will be conveyed from the City to the County; and

WHEREAS, the Property Owners intend to use the property to alleviate impacts from the Highway Project, and require access thereto as soon as possible to begin the improvements; and

WHEREAS, the land transfers have taken longer than originally anticipated to complete, and any further delay will have a negative impact the Property Owners and their plans to begin construction this fall; and

WHEREAS, the City agrees to allow the County a right of access on and over the identified portion of land, and to assign the Right of Entry to permit the Property Owners to initiate work necessary for its business expansion. That portion of land is identified in the legal description attached as Exhibit A, as well as the Diagram attached as Exhibit B, in the area shaded light green. Both exhibits are incorporated by reference and made part of this Agreement.

NOW, THEREFORE, it is mutually agreed between the parties as follows:

1. The City hereby grants the County, which may assign to the Property Owners and/or their contractors, the right to enter upon the property identified in the attached Exhibit A to complete any work related to the expansion of their business.

2. Given the temporary nature of this Right of Entry, and the provisions of the Joint Powers Agreement, no compensation is required for this Right of Entry.
3. This Right of Entry shall expire upon the City's conveyance of the property to the County.
4. Subject to the exceptions and limitations provided by law, including but not limited to those provided for in Minnesota Statutes, Chapter 466, the County agrees to defend and indemnify, save and hold harmless the City, and its officers, employees, and volunteers, from and against all claims, damages, losses, suits, actions including the cost of defenses of suit and expenses, including attorney fees incurred or brought as a result of liens placed on the City's Property, injuries or damages received or sustained by any person, persons, or property resulting from the County's or the Property Owner's use of the property listed in Exhibit A as provided under this Agreement; but only to the extent caused in whole or in part by the misconduct, negligent acts, errors or omissions of or arising from any violation of any law or regulation by the County, Property Owners, or Property Owners' contractor(s) or subcontractor(s), or anyone directly or indirectly employed or hired by Property Owners, or anyone for whose acts Property Owners may be liable. The County agrees this indemnity obligation shall survive the completion or termination of this Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands on the dates so indicated.

CITY OF ST. FRANCIS

By: _____

Name: _____
Mayor Steven D. Feldman

Dated: _____

By: _____

Name: _____
City Clerk Barbara I. Held

Dated: _____

COUNTY OF ANOKA

By: _____
Doug Fischer, County Engineer

Dated: _____

By: _____
Jerry Soma, County Administrator

Dated: _____

Approved as to Form:

Dave Schaps
Barna, Guzy & Steffen, Ltd.
200 Coon Rapids Blvd., Suite 400
Coon Rapids, MN 55433
(763) 783-5133
Counsel for City of St. Francis

Approved as to Form:

Dan Klint
Christine Carney
Anoka County Attorney's Office
2100 Third Ave., Suite 720
(763) 324-5409
Counsel for Anoka County



Anoka County

TRANSPORTATION DIVISION

Surveyor's Office

LARRY D. HOIUM, LS
County Surveyor

EXHIBIT A

LEGAL DESCRIPTION FOR RIGHT OF ENTRY

That part of Lot 1, Block 5, ROYAL OAKS, Anoka County, Minnesota, described as follows:

Commencing at the southwest corner of said Lot 1; thence northerly, along the west line of said Lot 1, a distance of 61.69 feet to the point of beginning of the parcel to be described; thence continue northerly, along said west line, 52.00 feet; thence easterly, perpendicular to said west line, 10.00 feet; thence southerly, parallel with said west line, 52.00 feet; thence westerly, perpendicular to said west line, 10.00 feet to the point of beginning.

AND

That part of the West One Half of the Southwest Quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota described as follows:

Commencing at the northwest corner of said Southwest Quarter of Section 33; thence easterly 120.00 feet along the north line of said Southwest Quarter of Section 33; thence southerly, parallel with the west line of said Southwest Quarter of Section 33, a distance of 1917.39 feet, more or less, to the center line of County State Aid Highway No. 24 and the point of beginning of the parcel to be described; thence northerly, along said parallel line, 243.32 feet; thence westerly, perpendicular to said parallel line, 120.00 feet to the west line of said Southwest Quarter of Section 33; thence southerly, along said west line, to said center line of County State Aid Highway No. 24; thence southeasterly, along said center line, to the point of beginning.

EXCEPT Parcel 4, ANOKA COUNTY HIGHWAY RIGHT-OF-WAY PLAT NO. 91, Anoka County, Minnesota.

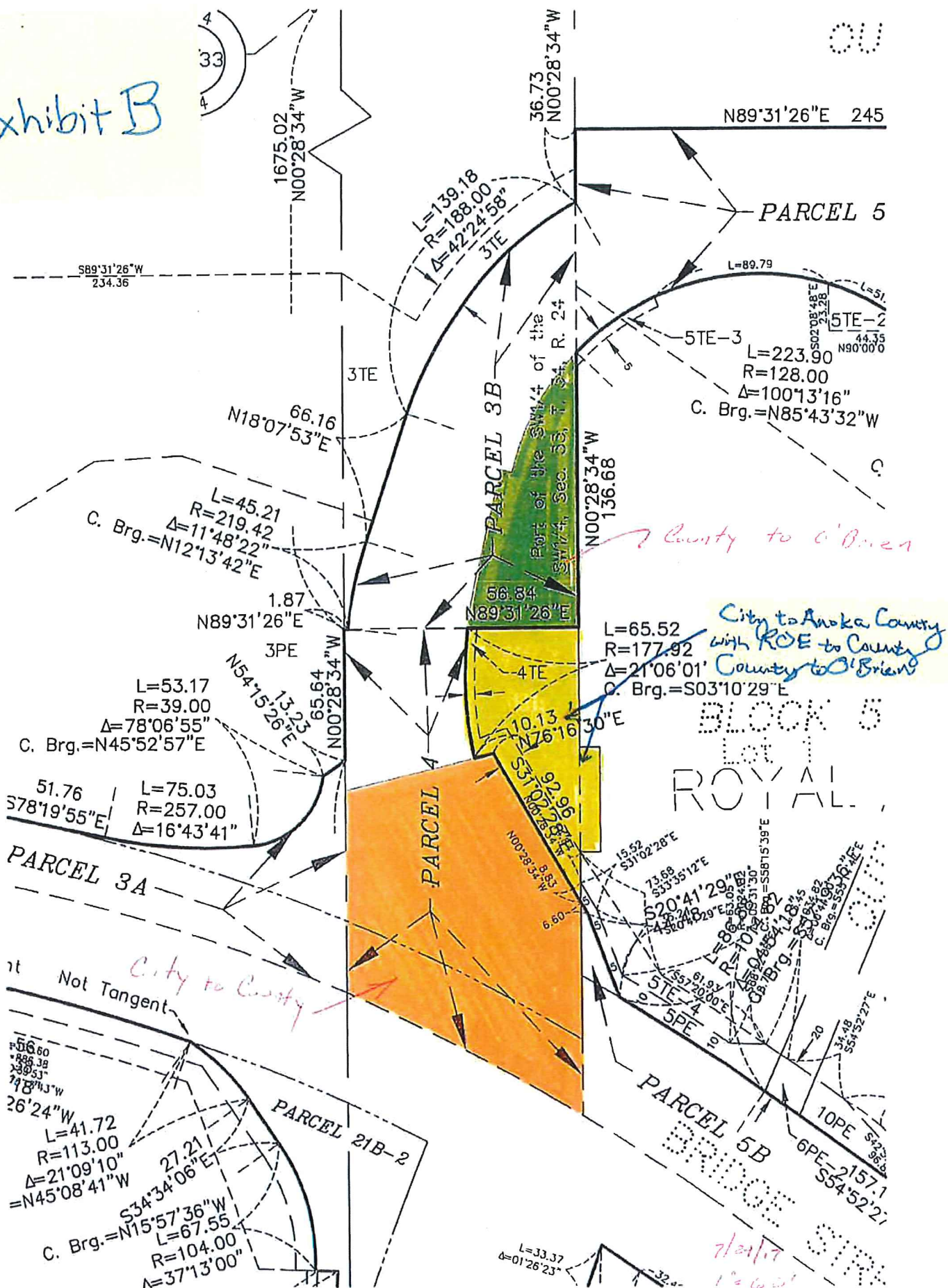
Part of P.I.N. 33-34-24-33-0048

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Affirmative Action / Equal Opportunity Employer

Exhibit B



JEFFREY S. JOHNSON
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W. JAMES VOGL, JR.
*JAMES H. WILLS

MEMORANDUM

TO: Honorable Mayor and City Councilmembers, Joe Kohlmann, City Administrator

FROM: David Schaps, Assistant City Attorney

THROUGH: Scott Lepak, City Attorney

RE: Approval of Ordinance Conveying Surplus Property to Anoka County Per Terms of the Bridge Street Joint Powers Agreement

DATE: September 15, 2017

BACKGROUND:

The City and Anoka County entered into a Joint Powers Agreement on or about October 10th, 2014 for the reconstruction of Bridge Street in the City of St. Francis and the addition of two roundabouts in the community. As part of that agreement, certain properties were to be conveyed by the City of St. Francis to Anoka County, with the County entering into settlement negotiations with abutting private property owners regarding the right of way acquisition for the project.

Per the terms of the Joint Powers Agreement, Anoka County is requesting the City of St. Francis convey the property listed under the Agreement to them so that they may work with abutting private property owners (Robert and Carolyn O'Brien) to convey property not needed for the right of way. The O'Briens anticipate expanding their business operations upon the County conveying the property to them per a right of way settlement agreement.

RECOMMENDED MOTION:

Motion to approve Ordinance 233 Second Series, authorizing the conveyance of City surplus property to Anoka County pursuant to the Bridge Street Joint Powers Agreement and as listed in the Agreement as Exhibit D Parcel 3.

**City of St. Francis
St. Francis, MN
Anoka County
State of Minnesota**

Ordinance 233, Second Series

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY SURPLUS
PROPERTY TO ANOKA COUNTY PURSUANT TO BRIDGE STREET JOINT
POWERS AGREEMENT - EXHIBIT D (PARCEL 3)**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as follows as surplus property and is no longer needed for municipal service;

WHEREAS, the parcels are described as:

That part of the west one-half of the southwest quarter of Section 33, Township 34, Range 24, Anoka County, Minnesota described as follows:

Commencing at the northwest corner of the southwest quarter of said Section 33; thence 120.00 feet east along the north line of the southwest quarter of said Section 33; thence south 1,917.39 feet, more or less, along a line 120.00 feet east of and parallel to the west line of said Section 33 to the centerline of County State Aid Highway (CSAH) No. 24, that being the point of beginning; thence north 243.32 feet along said line 120.0 feet east of and parallel to the west line of said Section 33; thence perpendicular and west 120.00 feet to the west line of said Section 33; thence south along said west line of said section 33 to the centerline of CSAH No. 24; thence southeasterly along the centerline of CSAH No. 24 to the point of beginning.

AND

That part of Lot 1, Block 5, ROYAL OAKS, according to the recorded plat thereof, Anoka County, Minnesota, described as follows:

Beginning at a point on the west line of said Lot 1, a distance of 61.69 feet north of the southwest corner of said Lot 1; thence north along said west line a distance of 52.00 feet; thence east, perpendicular to said west line, a distance of 10.00 feet; thence south, perpendicular to last described coarse, a distance of

52.00 feet; thence west, perpendicular to last described coarse, a distance of 10.00 feet to said point of beginning.
and;

WHEREAS, The City of St. Francis and Anoka County entered into a Joint Powers Agreement ("Agreement") for the joint reconstruction of Bridge Street in the City of St. Francis dated on or about October 14, 2014 which provided that the City would convey the above mentioned property (also described in the Agreement as Exhibit D, Parcel 3) to Anoka County pursuant to the terms of the Agreement; and

WHEREAS, Now that the Bridge Street reconstruction portion of the project has been completed, Anoka County has requested the parcels be conveyed at this time; and

WHEREAS, Anoka County has requested the conveyance of the property at this time in order to move forward with right of way settlement negotiations with abutting private property owners to continue the process to bring the project to a close.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The Mayor and City Clerk are authorized to execute and transfer the above referenced property to Anoka County upon the approval as to form by the City Attorney.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF SEPTEMBER, 2017.

APPROVED:

Steven D. Feldman
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk



CSAH 24 (Bridge Street) Improvements Anoka County, Minnesota

- Parcel 1
- Parcel 2
- Parcel 3

COUNTY OWNED TRANSFER TO CITY
TO BE PURCHASED BY ANOKA COUNTY FOR
RELOCATED CITY STREET
CITY OWNED, TO BE DONATED FOR PROJECT



Project Layout
May 11, 2014

