

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
APRIL 3, 2017
ISD #15 CENTRAL SERVICE CENTER
4115 Ambassador Blvd NW
6:00 PM

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 –March 20, 2017
 - B. Payment of Claims
5. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
6. SPECIAL BUSINESS
 - A.
7. PUBLIC HEARINGS
 - A.
8. OLD BUSINESS
 - A. ISD #15 – Ord. Amendment, Conditional Use permit & Site Plan Review - Event Parking Lot Ordinance 227, SS (Second Reading) and Resolution 2017-08
9. NEW BUSINESS
 - A. Peddlers License – Ice Cream Truck
10. MEETING OPEN TO THE PUBLIC **Maximum time of five minutes per person ***
11. REPORTS
 - A. Administrator's Report –
 - B. Community Development – Quarterly Report
 - C. Councilmember Reports
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.

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MARCH 20, 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 Scott Lepak (Barna, Guzy & Steffen), City Engineer Craig Jochum, City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY TVEIT SECOND BAUER TO APPROVE THE AGENDA AS SUBMITTED. Motion carried 5-0.

4. **CONSENT AGENDA**

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

- A. City Council Minutes – March 6, 2017
 - B. Patriot Lanes Outdoor Dance Permit for June 9-11 (Pioneer Days)
 - C. Resolution 2017-10 – Amending Resolution 2017-01 Appointments
 - D. Connexus Agreement – Updated
 - E. Metro West Agreement for building inspection service as needed
 - F. Pay Request No. 20 for \$299,850.00 to Gridor Construction for Wastewater Treatment Improvements
 - G. Payment of Claims \$606,417.62 (ACH #186E-188E \$418,594.29 and Checks # 72207 72273 \$187,823.33)
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

- A. Shelly Kaunzner, 24439 Riverbank Lane, both her and her husband are alumni of St. Francis. Here to address the MS4 Stormwater Fee. Like some clarification being they do not receive any benefit from the fee. She also discussed the poor road condition and water runoff concerns in their area. It is not a paved road but should not have these types of problems. Last year we did put in a request to have someone review the conditions. We feel our voices are not being heard. The issues have been long standing we need more than talk of assessments. We do have pictures but what we really need is a qualified people to come out and address our concerns. Councilmember Tveit did come out today. August of 2013, when they moved in there was already a problem. Feldman said I would like to get out there with our new

engineer and public works director. We would like to see what we can do for you. Tveit said I met with Shelly and some of her neighbors. Feldman stated we will come out and look at the area.

- B. Mike Blood, 24411 Riverbank Lane, we have had a problem and has gone back about three decades. We did have some trees taken out of the easement and ditch. The engineer back years ago stated the pipe going out to the river is not large enough. I had drainage problems and have appeared before a lot of new and different councils for over thirty years. We have tried to get that road paved but were told it is not an option. We were told it would never happen because of the intersection at Tulip Street and Kings Highway because it is not up to MnDOT standard. If you come out that would be good. Feldman said we are a new council. When the city engineer said they were going to pave the road and assess us. We shouldn't have to pay for it. Feldman said we can't make promises but we will look at it.

6. **SPECIAL BUSINESS**

- A. Anoka County Assessor - Alex Guggenberger, Anoka County Assessor gave a general overview and timeline of what the assessor's office does for St. Francis. The contract renewal time is approaching for Anoka County to continue to assess the properties in the City of St. Francis. Guggenberger gave a short power point presentation. The presentation included timelines, important dates and links to various agencies including contact information to the county assessors. St. Francis is currently open book. That means the residents appeal directly with Anoka County in June. With the later appeal date, that does give us time to work with the property owners to come to an agreement before the June meeting. Council asked staff to put the links on the City's website.

Tveit said he had a property owner who was concerned about the properties he owned and why they all went up the same amount. Feldman said it was the percentage gain was what the property owner was concerned about. Tveit said we used to have it where the residents came into contest their valuations. But with an open book you have more time to appeal the valuation. Guggenberger said feel free to have property owners contact us. Feldman asked if they can have assessors come out to re-assess the property. Guggenberger said yes, they will have someone come out and re-assess the property. Bauer said one of the property owners owns the post office and the federal government said it is a depressed area. Muehlbauer said if it is a depressed area by the federal government, do they contact you. Guggenberger said usually not. Comparable properties are used in your area on open market sales. Feldman said just wanted to make sure we don't get into problem again with over assessed properties. Guggenberger said your value increase is compared to just your community. Reason it is going up is because of the sales in the area. The values are based on historical sales and not projected sales. Council thanked him for coming to the meeting.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

- A. ISD #15 – Ord. Amendment, Conditional Use permit & Site Plan Review
Event Parking Lot - This item was a carryover from the March 6, 2017 City Council meeting. In review, the applications are to place gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Blvd. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant is proposing an ordinance amendment to allow for such parking areas under certain conditions as a conditional use. The gravel parking area has already been installed. Feldman said it concerns me that this lot was in process before they came into city hall. Jane Rose commented on a letter from ISD #15. Feldman asked when will the turn lanes will be put in. Teicher said the turn lanes for a right turn lane south bound will be this construction season. Feldman ask when about north lane turn lane. Teicher said he has not heard of a north bound turn lane. Skordahl said there is an existing problem today with the traffic. This parking lot is affording them to get the traffic off 235th and across Rum River Blvd. Feldman said maybe they should get a traffic attendant as part of the conditional use permit. Kohlmann said being this is the first reading of the ordinance we can now address the city and county's concern. Bauer said maybe we can make them close the maintenance road and have them come in off 235th. Teicher said the counties comments are suggestions. These are county concerns regarding the turn lanes. Feldman asked Teicher what should we do in the meantime. Teicher stated is was said the problem already exist but having this additional parking lot it will help with the traffic concerns. Maybe it can be put in the conditional use permit some conditions. Jochum said maybe enter in off the maintenance road and exit off 235th. Kohlmann said we can work with Anoka County, the engineer and city staff. Muehlbauer said the parking lot is a good idea. Bauer said I want the maintenance road closed. Feldman lets work with the enter in only on the maintenance road and exit 235th idea. MOTION BY SKORDAHL SECONED MUEHLBAUER TO APPROVE THE FIRST READING OF ORDINANCE 227, SECOND SERIES AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE REGARDING THE SURFACING OF EVENT PARKING AREAS... Roll Call: Ayes: Tveit, Muehlbauer, Feldman, Skordahl. Nays: Bauer. Motion carried 4-1.

The conditional use permit will be addressed at the next meeting.

9. **NEW BUSINESS**

- A. Schedule a Work Session – Week of April 10th: The work session was set for April 10, 2017 starting at 5:30 pm and will be held at city hall.

10. **MEETING OPEN TO THE PUBLIC**

- A. LeRoy Schaffer asked if the work session was open to the public. Council said yes, but no public input during work sessions.

11. **REPORTS**

- A. Administrator's Report – none

- B. Public Works Department - Monthly Report – Teicher said monthly reports were in your packet and can answer any questions you may have. Skordahl asked when do you typically have the street sweepers come out. Teicher said when we confirm the date we will put it on the website and Facebook. It should be in a couple weeks.

Teicher said I did contact Anoka County on the speed limit consistency along Bridge Street.

- C. Councilmember Reports – Tveit wanted to report on the Get to Know Jerry Tveit February 22 a property owner was there with a concern on the assessed values so I will get back to them after tonight's presentation. As I spoke earlier I think there should be something done on Riverbank Lane. In regards to the leash law, there is something dog owners can do. Let the people know it is unacceptable to let their dog is running at large. Talk to the dog owner first. If no response contact the police department. We do have a dog catcher and if they have to pay they think twice about letting their dog run or off the leash. Schwieger reported on the leash law ordinance. Feldman read an email from a resident about dogs running at large. Feldman said we are trying to get the website more user friendly. Maybe we can make a link on the website to inform people about the leash law. Schwieger said yes we get calls all the time. Get the description of the dog and where it came from.

Muehlbauer said I am looking forward at seeing the property out on Riverbank Lane. I did have a gentleman contact me about the last snow fall and how the public works handles snow removal and when salting is done. I did learn the procedures the public works use on snow falls. Also talked to Kate about accessory structure. Muehlbauer said I did go to the Pioneer Days meeting and they will be looking for volunteers. Feldman asked about bathrooms being locked during Pioneer Days. He received a call on this matter.

Bauer stated I encourage all residents to start their neighborhood watch.

Skordahl said maybe we should dedicate a portion of the newsletter for hot topics that we want to get in front of the people. I did contact the person from the last meeting regarding dogs running at large. Contact the police department if you are having problems with dogs. St. Francis Forward survey

is open until March 30th. Skordahl said regarding the Comp Plan which will get us involved. Regarding Riverbank Lane I think we are going to need a plan. More than just bury a pipe. You get the right people involved you will get the process working. Feldman said the main thing is we are going to address it.

Feldman also stated I just want people to know we are approachable and we may not be able to give you the answer you want but we will work with you. Our numbers and emails are on the website. Remember to signal in the roundabout. The handheld radar gun has been ordered. Caution anyone just like the school parking lot, when in doubt call the city, ask them if you need a permit. Better to be safe than sorry. Today is the first day of spring. Think we are on the right track with the dog issues. The survey coming out is very important.

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:20 pm.

Barbara I. Held, City Clerk



**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

4 B

TO: Joe Kohlmann, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Bill List to be considered by Council (Revised)
DATE: 03-29-2017

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$85,102.22 plus any additional bills that are handed out on Monday night.

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:

- 04-03-2017 Packet List



03/29/2017 5:03 pm

PAYMENT BATCH AP 04-03-17

ANCOM TECHNICAL CENTER

03/15/2017	67745	E 101-42210-237	Small Equipment	MINITOR VHF PAGER PKG	2,215.00
					<u>\$2,215.00</u>

ARTISAN BEER COMPANY

03/22/2017	3166204	E 609-49751-252	Beer For Resale	BEER	64.00
					<u>\$64.00</u>

ASPEN MILLS

01/17/2017	192281	E 101-42110-437	Uniform Allowance	UNIFORM - LARSON	19.30
					<u>\$19.30</u>

BARNUM GATE SERVICES, INC

03/24/2017	19270	E 101-43100-401	Repairs/Maint Buildings	GATE REPAIR	56.60
03/24/2017	19270	E 101-45200-401	Repairs/Maint Buildings	GATE REPAIR	56.60
03/24/2017	19270	E 601-49440-401	Repairs/Maint Buildings	GATE REPAIR	56.59
03/24/2017	19270	E 602-49490-401	Repairs/Maint Buildings	GATE REPAIR	56.59
					<u>\$226.38</u>

BERNICK COMPANIES, THE

03/17/2017	243511	E 609-49751-252	Beer For Resale	BEER	549.35
					<u>\$549.35</u>

BREAKTHRU BEVERAGE

03/16/2017	1080608597	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.55
03/16/2017	1080608597	E 609-49751-251	Liquor For Resale	LIQUOR	617.82
03/16/2017	1080608597	E 609-49751-253	Wine For Resale	WINE	120.00
03/23/2017	1080611380	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.66
03/23/2017	1080611380	E 609-49751-251	Liquor For Resale	LIQUOR	194.33
03/23/2017	1080611380	E 609-49751-253	Wine For Resale	WINE	80.00
03/23/2017	1080611380	E 609-49751-254	Miscellaneous Merchandise	MISC	66.09
03/23/2017	1080611381	E 609-49751-252	Beer For Resale	BEER	156.60
					<u>\$1,255.05</u>

CENTERPOINT ENERGY

03/15/2017	.0417	E 101-41940-383	Gas Utilities	CITY HALL #2	26.00
03/15/2017	.0417	E 101-41940-383	Gas Utilities	CITY HALL #4	42.59
03/15/2017	.0417	E 101-41940-383	Gas Utilities	CITY HALL #1	40.45
03/15/2017	.0417	E 101-41940-383	Gas Utilities	CITY HALL #3	43.90
03/15/2017	.0417	E 101-42110-383	Gas Utilities	POLICE/PW	866.11
03/15/2017	.0417	E 101-42210-383	Gas Utilities	FIRE	890.61
03/15/2017	.0417	E 101-42210-383	Gas Utilities	FIRE GENERATOR	31.54
03/15/2017	.0417	E 101-43100-383	Gas Utilities	POLICE/PW	216.53
03/15/2017	.0417	E 101-45200-383	Gas Utilities	POLICE/PW	216.53
03/15/2017	.0417	E 101-45200-383	Gas Utilities	WARMING HOUSE	199.07
03/15/2017	.0417	E 601-49440-383	Gas Utilities	POLICE/PW	216.53
03/15/2017	.0417	E 601-49440-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	85.48
03/15/2017	.0417	E 601-49440-383	Gas Utilities	WATER PLANT	743.95
03/15/2017	.0417	E 602-49490-383	Gas Utilities	WWTP	337.77
03/15/2017	.0417	E 602-49490-383	Gas Utilities	LIFT (23699 AMBASSADOR)	19.12
03/15/2017	.0417	E 602-49490-383	Gas Utilities	PUBLIC WORKS (4020 ST FRAN	85.48
03/15/2017	.0417	E 602-49490-383	Gas Utilities	POLICE/PW	216.52
03/15/2017	.0417	E 609-49750-383	Gas Utilities	LIQUOR	214.58
					<u>\$4,492.76</u>

CITY EMPLOYEES UNION, LOCAL #3

03/28/2017	.0417	G 101-21707	Union Dues	MAINT UNION DUES	206.80
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					\$206.80
COLONIAL INSURANCE					
03/25/2017	7129661-0405578	G 101-21712	Colonial Insurance	APRIL PREMIUM	328.72
					\$328.72
CONNEXUS ENERGY					
03/21/2017	.00317	E 101-41940-381	Electric Utilities	SIGN	63.59
03/21/2017	.00317	E 101-41940-381	Electric Utilities	CITY HALL	278.36
03/21/2017	.00317	E 101-42110-381	Electric Utilities	POLICE/PW	747.91
03/21/2017	.00317	E 101-42110-381	Electric Utilities	SIREN	5.00
03/21/2017	.00317	E 101-42110-381	Electric Utilities	SIREN	5.00
03/21/2017	.00317	E 101-42210-381	Electric Utilities	FIRE	409.39
03/21/2017	.00317	E 101-43100-381	Electric Utilities	POLICE/PW	186.98
03/21/2017	.00317	E 101-43100-386	Street Lighting	STREET LIGHTS	2,529.20
03/21/2017	.00317	E 101-45200-381	Electric Utilities	PARKS	272.13
03/21/2017	.00317	E 101-45200-381	Electric Utilities	POLICE/PW	186.98
03/21/2017	.00317	E 601-49440-380	Electric-System	WATER	4,343.09
03/21/2017	.00317	E 601-49440-381	Electric Utilities	POLICE/PW	186.98
03/21/2017	.00317	E 602-49490-381	Electric Utilities	POLICE/PW	186.98
03/21/2017	.00317	E 602-49490-381	Electric Utilities	LIFT STATIONS	2,596.92
03/21/2017	.00317	E 609-49750-381	Electric Utilities	LIQUOR STORE	786.58
					\$12,785.09
CRYSTAL SPRINGS ICE					
03/16/2017	003.B003074	E 609-49751-254	Miscellaneous Merchandise	MISC	170.34
					\$170.34
DAHLHEIMER DIST. CO. INC.					
03/15/2017	143162	E 609-49751-252	Beer For Resale	BEER	5,019.35
03/15/2017	143162	E 609-49751-255	N/A Products	NA	25.10
03/15/2017	143192	E 609-49751-252	Beer For Resale	BEER	41.00
03/22/2017	609-49751-252	E 609-49751-252	Beer For Resale	BEER	6,957.70
03/22/2017	609-49751-252	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
03/22/2017	609-49751-252	E 609-49751-255	N/A Products	N/A	25.10
					\$12,332.25
DELTA DENTAL					
03/15/2017	6845121	G 101-21711	Dental Insurance	APRIL PREMIUM	658.70
					\$658.70
ECM PUBLISHERS, INC.					
03/10/2017	466861	E 101-41400-351	Legal Notices Publishing	BUDGET SUMMARY	209.63
					\$209.63
EMERGENCY AUTOMOTIVE TECH. INC					
03/14/2017	MOB031417-4	E 101-42110-221	Vehicle Repair & Maintenance	SQUAD CAR CHANGES	821.59
					\$821.59
EMERGENCY REPOSE SOLUTIONS					
03/15/2017	8381	E 402-42210-582	Turnout Gear	PROTECTIVE FIRE GEAR	6,074.96
					\$6,074.96
FREEDOM SERVICES, INC.-FD					
03/28/2017	.0417	G 101-21706	Flex Account	FLEX- APRIL	373.34
					\$373.34
G&K SERVICES, INC					
03/21/2017	1043725571	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
03/21/2017	1043725572	E 101-41940-219	Rug Maintenance	RUG MAINT	16.16
03/21/2017	1043725573	E 602-49490-417	Uniform Clothing & PPE	UNIFORM MAINT	9.80
					\$37.19
GERDIN AUTO SERVICE, INC.					
03/24/2017	85827	E 101-42110-441	Miscellaneous	POLICE TOW	128.00
					\$128.00
GRANITE CITY JOBBING CO.					
03/21/2017	41416	E 609-49751-206	Freight and Fuel Charges	FUEL	4.25

03/21/2017	41416	E 609-49751-256	Tobacco Products For Resale	TOBACCO	733.68
					<u>\$737.93</u>
HAWKINS, INC.					
03/10/2017	4039838	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	6,716.27
					<u>\$6,716.27</u>
INNOVATIVE OFFICE SOLUTIONS, L					
03/22/2017	IN1549644	E 101-42110-200	Office Supplies	OFFICE SUPPLIES - POLICE	73.93
03/23/2017	IN1551051	E 101-41400-200	Office Supplies	OFFICE SUPPLIES	51.89
03/23/2017	IN1551051	E 101-42210-200	Office Supplies	OFFICE PAPER	26.89
					<u>\$152.71</u>
INTERSTATE TESTING					
01/13/2017	12624	E 101-42210-401	Repairs/Maint Buildings	TEST & REPAIR RPZ	179.00
					<u>\$179.00</u>
ISANTI COUNTY RECORDER					
03/28/2017	.0417	E 101-41400-441	Miscellaneous	ISANTI COUNTY RECORDER	46.00
					<u>\$46.00</u>
ISD #15					
03/14/2017	2998	E 101-42110-221	Vehicle Repair & Maintenance	2015 DODGE CHARGER MAINT	43.68
03/14/2017	2999	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD MAINT	31.38
03/16/2017	3002	E 602-49490-221	Vehicle Repair & Maintenance	2010 FORD MAINT	44.53
03/16/2017	3003	E 101-43100-221	Vehicle Repair & Maintenance	2011 DODGE RAM MAINT	461.19
03/16/2017	3003	E 601-49440-221	Vehicle Repair & Maintenance	2011 DODGE RAM MAINT	461.20
03/16/2017	3003	E 602-49490-221	Vehicle Repair & Maintenance	2011 DODGE RAM MAINT	461.20
03/17/2017	3001	E 101-43100-221	Vehicle Repair & Maintenance	2014 RAM MAINT	107.33
03/17/2017	3006	E 101-45200-218	Equipment Repair & Maintenance	AUTO BATTERIES	156.60
03/17/2017	3006	E 601-49440-228	Equipment Maintenance	AUTO BATTERIES	156.59
03/17/2017	3006	E 602-49490-228	Equipment Maintenance	AUTO BATTERIES	156.59
03/17/2017	3007	E 101-45200-221	Vehicle Repair & Maintenance	2017 DODGE RAM MAINT	206.97
					<u>\$2,287.26</u>
JJ TAYLOR DISTRIBUTING					
03/15/2017	2667282	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/15/2017	2667282	E 609-49751-252	Beer For Resale	BEER	1,403.35
03/22/2017	2667342	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
03/22/2017	2667342	E 609-49751-252	Beer For Resale	BEER	1,227.95
					<u>\$2,637.30</u>
JOHNSON BROS WHLSE LIQUOR					
03/15/2017	5677650	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.34
03/15/2017	5677650	E 609-49751-251	Liquor For Resale	LIQUOR	535.00
03/15/2017	5677651	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
03/15/2017	5677651	E 609-49751-253	Wine For Resale	WINE	260.00
03/15/2017	5677652	E 609-49751-252	Beer For Resale	BEER	73.80
03/22/2017	5682796	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.32
03/22/2017	5682796	E 609-49751-251	Liquor For Resale	LIQUOR	1,927.58
03/22/2017	5682797	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
03/22/2017	5682797	E 609-49751-253	Wine For Resale	WINE	244.80
					<u>\$3,087.04</u>
LAW ENFORCEMENT LABOR SVCS.					
03/28/2017	.0417	G 101-21707	Union Dues	POLICE UNION DUES	343.00
					<u>\$343.00</u>
LOGIN/IACP NET					
03/23/2017	29757	E 101-42110-433	Dues and Subscriptions	ANNUAL BILLING	525.00
					<u>\$525.00</u>
MCDONALD DIST CO.					
03/16/2017	609-49751-252	E 609-49751-252	Beer For Resale	BEER	1,700.40
03/16/2017	609-49751-252	E 609-49751-255	N/A Products	NA	18.85
03/23/2017	15043	E 609-49751-252	Beer For Resale	BEER	(7.60)
03/23/2017	360932	E 609-49751-252	Beer For Resale	BEER	9,582.80
03/23/2017	362450	E 609-49751-252	Beer For Resale	BEER	64.00

					\$11,358.45
MED-COMPASS, INC.					
03/10/2017	30986	E 601-49440-311	Contract	SCBA MED EXAM - BISTODEAU	105.00
					\$105.00
MN NCPERS LIFE INSURANCE					
03/23/2017	.0417	G 101-21713	MN Life	APRIL PREMIUM	32.00
					\$32.00
MN STATE FIRE MARSHAL					
03/21/2017	17193	E 101-42210-208	Training and Instruction	FIRE CONFERENCE - MCDONOL	145.00
					\$145.00
NORTHERN AIR CORPORATION					
03/08/2017	136571	E 601-49440-233	Water Treatment Plant Maint	REPAIRS	518.75
					\$518.75
PACE ANALYTICAL SERVICES					
03/13/2017	171277026	E 602-49490-313	Sample Testing	SAMPLE TESTING	15.00
03/13/2017	171277028	E 601-49440-313	Sample Testing	SAMPLE TESTING	122.50
03/15/2017	1712770090	E 602-49490-313	Sample Testing	SAMPLE TESTING	74.00
03/15/2017	171277089	E 602-49490-313	Sample Testing	SAMPLE TESTING	46.00
03/16/2017	171277147	E 602-49490-313	Sample Testing	SAMPLE TESTING	61.00
					\$318.50
PHILLIPS WINE & SPIRITS CO.					
03/15/2017	2135442	E 609-49751-206	Freight and Fuel Charges	FREIGHT	56.24
03/15/2017	2135442	E 609-49751-251	Liquor For Resale	LIQUOR	3,170.80
03/15/2017	2135443	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
03/15/2017	2135443	E 609-49751-254	Miscellaneous Merchandise	MISC	42.50
03/22/2017	2138947	E 609-49751-206	Freight and Fuel Charges	FREIGHT	14.44
03/22/2017	2138947	E 609-49751-251	Liquor For Resale	LIQUOR	1,841.50
					\$5,127.00
PLEAA					
03/28/2017	.0417	E 101-42110-208	Training and Instruction	TRAINING CONFERENCE	85.00
					\$85.00
POSTMASTER - ST. FRANCIS					
03/28/2017	.0417	E 101-43210-439	Recycling Days	RECYCLING NEWSLETTER	592.94
					\$592.94
RAPIT PRINTING					
03/16/2017	167025	E 101-43100-213	Vehicle Oper Supplies	PRINTING SERVICES	184.86
03/16/2017	167025	E 101-45200-213	Vehicle Oper Supplies	PRINTING SERVICES	184.86
03/16/2017	167025	E 601-49440-221	Vehicle Repair & Maintenance	PRINTING SERVICES	184.87
03/16/2017	167025	E 602-49490-221	Vehicle Repair & Maintenance	PRINTING SERVICES	184.87
					\$739.46
ROYAL SUPPLY					
03/14/2017	20690	E 101-41940-210	Operating Supplies	SUPPLIES	33.14
03/14/2017	20690	E 101-42110-217	Other Operating Supplies	SUPPLIES	66.28
03/14/2017	20690	E 101-43100-217	Other Operating Supplies	SUPPLIES	33.14
03/14/2017	20690	E 101-45200-217	Other Operating Supplies	SUPPLIES	33.14
03/14/2017	20690	E 601-49440-217	Other Operating Supplies	SUPPLIES	33.14
03/14/2017	20690	E 602-49490-217	Other Operating Supplies	SUPPLIES	33.16
03/27/2017	207748	E 101-41940-210	Operating Supplies	SUPPLIES	16.57
03/27/2017	207748	E 101-42110-217	Other Operating Supplies	SUPPLIES	33.14
03/27/2017	207748	E 101-43100-217	Other Operating Supplies	SUPPLIES	16.57
03/27/2017	207748	E 101-45200-217	Other Operating Supplies	SUPPLIES	16.57
03/27/2017	207748	E 601-49440-217	Other Operating Supplies	SUPPLIES	16.57
03/27/2017	207748	E 602-49490-217	Other Operating Supplies	SUPPLIES	16.58
					\$348.00
SOUTHERN GLAZERS OF MN					
03/16/2017	1520153	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.79
03/16/2017	1520153	E 609-49751-251	Liquor For Resale	LIQUOR	903.90
04/22/2017	1522733	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.72

04/22/2017	1522733	E 609-49751-251	Liquor For Resale	LIQUOR	587.12
04/22/2017	1522734	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.68
04/22/2017	1522734	E 609-49751-251	Liquor For Resale	LIQUOR	77.91
04/22/2017	1522734	E 609-49751-253	Wine For Resale	WINE	210.00
					<u>\$1,801.12</u>

STREICHER S

03/15/2017	I1253876	E 208-42110-210	Operating Supplies	PROTECTIVE GEAR	367.97
					<u>\$367.97</u>

SUN LIFE FINANCIAL

03/22/2017	.0417	E 101-41400-130	Employer Paid Insurance	INSURANCE	256.01
03/22/2017	.0417	E 101-41500-130	Employer Paid Insurance	INSURANCE	75.67
03/22/2017	.0417	E 101-41910-130	Employer Paid Insurance	INSURANCE	71.66
03/22/2017	.0417	E 101-42110-130	Employer Paid Insurance	INSURANCE	738.05
03/22/2017	.0417	E 101-42400-130	Employer Paid Insurance	INSURANCE	(3.57)
03/22/2017	.0417	E 101-43100-130	Employer Paid Insurance	INSURANCE	184.81
03/22/2017	.0417	E 101-43210-130	Employer Paid Insurance	INSURANCE	41.07
03/22/2017	.0417	E 101-45200-130	Employer Paid Insurance	INSURANCE	184.81
03/22/2017	.0417	E 601-49440-130	Employer Paid Insurance	INSURANCE	60.05
03/22/2017	.0417	E 602-49490-130	Employer Paid Insurance	INSURANCE	60.05
03/22/2017	.0417	E 609-49750-130	Employer Paid Insurance	INSURANCE	126.35
					<u>\$1,794.96</u>

TJ ASSOCIATES

03/23/2017	222139	E 603-49490-418	Storm Water Management	PRINTING SERVICES	155.36
03/23/2017	222319	E 603-49490-418	Storm Water Management	PRINTING SERVICES	348.25
03/23/2017	222637	E 101-41110-344	Newsletter	NEWSLETTER	114.29
03/23/2017	222637	E 101-41400-441	Miscellaneous	NEWSLETTER	114.38
03/23/2017	222637	E 101-42110-441	Miscellaneous	NEWSLETTER	114.29
03/23/2017	222637	E 101-42210-441	Miscellaneous	NEWSLETTER	114.29
03/23/2017	222637	E 101-42400-352	General Notices and Pub Info	NEWSLETTER	114.29
03/23/2017	222637	E 101-43100-441	Miscellaneous	NEWSLETTER	114.29
03/23/2017	222637	E 101-43210-439	Recycling Days	NEWSLETTER	242.51
03/23/2017	222637	E 101-45200-441	Miscellaneous	NEWSLETTER	114.29
03/23/2017	222637	E 601-47000-601	Debt Srv Bond Principal	NEWSLETTER	114.29
03/23/2017	222637	E 602-49490-441	Miscellaneous	NEWSLETTER	114.29
03/23/2017	222637	E 609-49750-441	Miscellaneous	NEWSLETTER	114.29
					<u>\$1,889.11</u>

TWIN CITIES FLAG SOURCE, INC

03/17/2017	30287	E 101-45200-217	Other Operating Supplies	FLAGS	219.00
					<u>\$219.00</u>

\$85,102.22

FUND SUMMARY

101 GENERAL FUND	\$18,884.52
208 POLICE FORFEITURE	\$367.97
402 CAPITAL EQUIPMENT	\$6,074.96
601 WATER FUND	\$7,405.58
602 SEWER FUND	\$11,492.72
603 STORM WATER	\$503.61
609 MUNICIPAL LIQUOR FUND	\$40,372.86
Total	<u><u>85,102.22</u></u>



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

PLANNING MEMO

TO: St. Francis City Council

FROM: Nate Sparks, Consulting Planner

DATE: February 28, 2017

RE: ISD #15 – Ordinance Amendment, Conditional Use Permit, and Site Plan Review: Event Parking Lot

Background

ISD #15 has made an application for an ordinance amendment, conditional use permit, and site plan review. The applications are to place a gravel, limited use event parking lot on recently acquired property located on the southeast corner of 235th Avenue and Rum River Boulevard. The City's Zoning Ordinance Section 10-19-8-E prohibits gravel parking lots. Therefore, the applicant is proposing an ordinance amendment to allow for such parking areas under certain conditions as a conditional use. The gravel parking area has already been installed.

Parking Lot

The parking lot is intended to be overflow parking that's used when the Junior Varsity, Freshmen, and Middle School football teams are playing. It is adjacent to another gravel parking area that is the primary parking area for the fields in this portion of the School's property. During times of football games, there is substantial overlap of users on the site and when the main parking areas are filled, people resort to parking along the access drives and on the street. This lot is intended to provide a more safe parking area for when the existing parking areas are full. It is intended to only be used three days a week from August until winter. The School District does not intend to maintain it during the winter and there is no planned use in the Spring and Summer months. Due to its limited use, the School District does not wish to pave it. If it were to expand into a more regular, year round use it would be paved. Some tree and brush removal was done when installing the lot. There is a fence separating the new parking lot from the main parking lot with access points for pedestrians.

Parking Ordinance

Section 10-19-8-E of the City's Zoning Ordinance states:

"All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated."

Section 10-19-8-C also requires:

“Except for single, two family and townhouses, all open off-street parking shall have a perimeter concrete curb barrier around the entire parking lot. Said curb barrier shall be set back a minimum of five (5) feet from any property line.”

The parking area does not meet City standards for surfacing and curbing. Therefore, the applicant is requesting an ordinance amendment to allow for this type of surfacing to be used.

Ordinance Amendment

The proposed ordinance amendment is specific to the situation at hand. The School District is attempting to allow for gravel overflow parking areas related to athletic fields. The following clause could be added to the Code (underlined text is proposed to be added):

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

Site Plan Review

The parking lot is located on a parcel of land on the southeast corner of 235th Ave and Rum River Blvd. It is accessed by a current driveway from Rum River Blvd. No other accesses are proposed. The applicant intends to put fencing along the parking lot to prevent uncontrolled access. There is existing vegetation in between the parking area and the adjacent rights-of-way to provide the requisite screening. Dust control does not appear to be an issue, as there are no residential properties immediately adjacent to the site.

The main parking area is accessed by driveways off both streets. This lot is intended to be used by people who either enter off Rum River Blvd or cannot find parking after entering off of 235th. All drives are of adequate width to handle two-way traffic. The County has expressed a preference that the parking lot not be accessed off of Rum River Blvd.

The City's parking ordinance requires a 5 foot setback to all rights-of-way. The applicant measured the parking areas to be 51 feet from the centerline of 235th Avenue and 71 feet from the centerline of Rum River Blvd. This equates to about 15-20 feet from the property line to Rum River Blvd and 10-15 feet from 235th Ave.

The parking area may require storm water management. The applicant should work with the City Engineer to determine if any permits are required.

The property on which the parking area is placed is a separate lot than the fields and other parking areas. This lot should be combined with other property to ensure it is not separately conveyed.

The applicant is also considering adding a park area next to the parking lot in order to provide some picnic tables and benches for users of the site.

Conditional Use Permit Review Criteria

The proposed ordinance amendment establishes this use as a conditional use permit. This would allow for the Commission and Council to review any future similar use and to seek input from neighboring property owners at a public hearing. The applicant would like to be granted the CUP concurrent with the amendment, if the amendment is deemed acceptable. When considering a conditional use, the following criteria are required by ordinance to be met:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

The above criteria would appear to be met, if the ordinance amendment is approved.

Planning Commission Recommendation

The Planning Commission reviewed the request and held a public hearing. The Commissioners found that the ordinance amendment was reasonable. The conditional use was found to be acceptable because the proposed parking area is intended for seasonal use on a limited basis. The Planning Commission recommended approval of the ordinance amendment and the granting of the conditional use with the following conditions:

- 1. All comments from the City Engineer shall be addressed.
- 2. The applicant shall install fencing to control access.
- 3. The parking area shall be maintained free of weeds and vegetative growth.
- 4. Handicapped parking stalls and signage shall be provided.
- 5. The parking lot shall have signage indicating it is for event parking only.
- 6. The parking lot shall only be used from August 1st to November 1st.
- 7. Barriers preventing entry shall be placed when the parking lot is not in use.
- 8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
- 9. The parcel shall be combined with an adjacent school owned property.

Requested Action

If the Council concurs with the Planning Commission's recommendation, it would be appropriate to first consider the ordinance amendment. By charter, ordinance amendments require a 4/5ths majority

vote. If the ordinance amendment is approved, it would be acceptable to take action on the resolution approving the conditional use permit.

Attached:
Engineer's Letter
Aerial Photo
Applicant's Submission
Ordinance No. 227, Second Series
Resolution 2017-08



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

February 7, 2017

Nate Sparks, Consultant Planner
NAC
4800 Olson Memorial Highway, Ste 202
Golden Valley, MN 55422-5169

RE: ISD #15 Soccer Complex Parking Lot
City of St. Francis
Project No.: R18.113082

Dear Nate,

I have reviewed the application submitted for the above-referenced project. It is my understanding that ISD #15 has applied for an Ordinance Amendment associated with the proposed gravel parking area since improved parking surfaces with concrete curb and gutter around the perimeter are required according to the City Ordinances. I also understand that some of the work described within the application has already been completed. I offer the following comments:

1. The applicant shall satisfy all comments received from Anoka County.
2. The applicant shall submit a survey for the property illustrating the location of the proposed improvements with respect to property lines and existing natural features such as trees, drainage ways, and if applicable, wetlands.
3. The applicant shall submit a grading plan for the review of the City of St. Francis.
4. The applicant shall verify that wetlands do not exist on the site and if wetlands do exist, the applicant shall submit a wetland delineation report and comply with all Wetland Conservation Act (WCA) requirements.
5. If wetlands exist on the property, the applicant shall complete a MnRAM classification if the proposed improvements cannot be constructed without encroaching on the maximum required wetland buffer of 25 feet.
6. The applicant shall submit pre and post construction drainage area maps and calculations complete with impervious surface areas for review by the City of St. Francis.
7. The applicant shall prepare a stormwater management plan for the review of the City of St. Francis.
8. The applicant shall be responsible for obtaining a NPDES Construction Stormwater Permit and satisfying all permit requirements. A copy of the permit shall be submitted to the city for our files.
9. The applicant shall submit a Stormwater Pollution Prevention Plan for the review of the City of St. Francis.
10. All erosion control measures shall be in-place prior to construction and shall be maintained until final turf establishment has been completed.

Nate Sparks
February 7, 2017
Page 2

11. The applicant shall submit a plan illustrating the proposed parking lot layout and identify the anticipated number of parking stalls.

If you have any questions, please call.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in blue ink, appearing to read 'J. Voge', is written over the printed name.

Jared Voge, P.E.
City Engineer



Anoka County

TRANSPORTATION DIVISION

Highway

Douglas W. Fischer, PE
County Engineer

February 9, 2017

Jared Voge, PE
City of St Francis
23340 Cree Street NW
St Francis, MN 55070

Re: Proposed Parking Lot Expansion -
ISD #15 St. Francis High School

Dear Jared:

We have reviewed the site plan for the proposed parking lot expansion for ISD #15 St Francis High School, to be located east of CR 72 (Rum River Boulevard) and south of 235th Avenue NW within the City of St. Francis, and I offer the following comments:

The parking lot expansion is proposed to utilize the existing maintenance driveway located south of 235th Avenue NW, which we do not recommend. Instead, for safety reasons, we recommend that the access for the parking lot expansion be made via 235th Avenue NW, which will have NB and SB CR 72 right and left turn lanes constructed in conjunction with the Rum River Bluffs Development.

It should be noted that it appears there are deficiencies for the Case I, Case IIIB and Case IIIC intersection sight distance requirements in this area of CR 72, with the obstructions being trees and the existing horizontal alignment of CR 72. Due to the alignment of CR 72, the sight distance deficiencies are considered non-correctable, and that is why the construction of NB and SB right and left turn lanes is critical for any access point in this area. Please note that no plantings or business signs will be permitted within the county right of way, and care should be exercised when locating private signs, buildings, structures, plantings, berms, etc. outside of the county right of way, so as not to create any additional sight obstructions for this section of CR 72.

If there will be any work that will occur in the county right of way, a permit is required and must be obtained prior to the commencement of any construction (permit fee = \$150.00). License Permit Bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact the ACHD Permit Office at 763.862.4224 for further information regarding the permit process as applicable.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions.

Sincerely,

Jane K. Rose
Traffic Engineering Manager

xc: File - CR 72/Plats + Developments/2017
Randy Bettinger, Traffic Engineering Coordinator
Terri Vaughan, Traffic Engineering Technician III
ACHD Permit Office

Our passion is your safe way home!

1440 Bunker Lake Blvd. NW ▲ Andover, MN 55304-4005
Office: 763-862-4200 ▲ Fax: 763-862-4201 ▲ www.anokacounty.us/highway

Affirmative Action / Equal Opportunity Employer

Independent School District 15

A K-12 public school district serving the communities of Athens Township, Andover, Bethel, East Bethel, Linwood Township, Nowthen, Oak Grove, St. Francis and Stanford Township

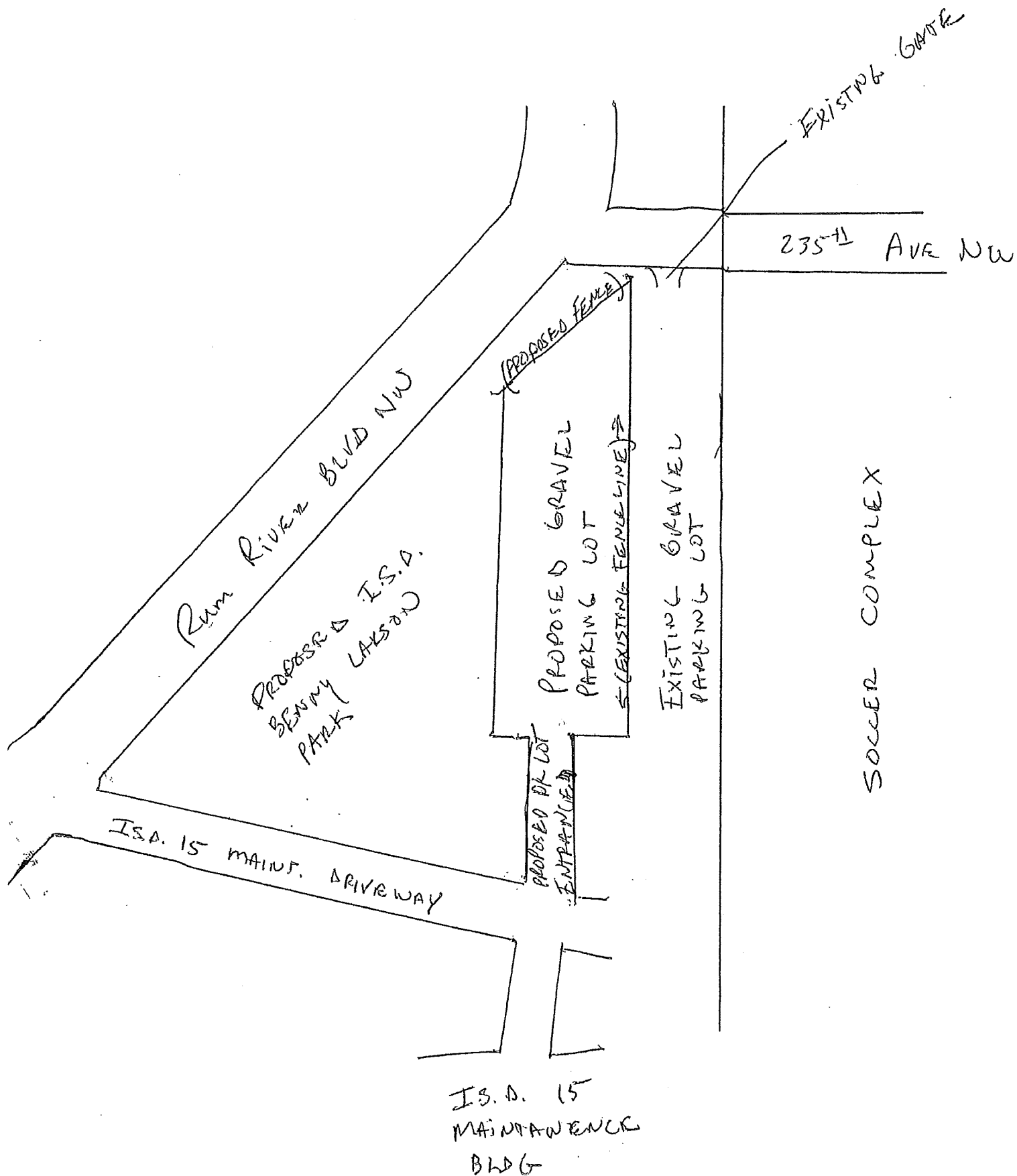
We are seeking an ordinance amendment to allow for a gravel parking lot as an accessory for our school athletic facility on conditional use only during events. The events generate short term, infrequent parking needs that could be exempt from the general paving requirements for permanent parking lots that have use every day. We are seeking to have the amendment approved as well as the conditional use.

The event parking lot is designed to alleviate our patrons parking on the city street (235th) or the county road (Rum River Blvd). The main concern is safety as well as traffic congestion and emergency vehicle entry. The events that will use this parking lot are normally in the fall during football and soccer season. The days of use are normally Tuesday/Thursdays from 2:30-10:00pm and Saturdays from 8:00am to 5:00pm. The event parking lot will not be used during the winter months and will not be plowed.

The only entrance to the lot will be on our property across from our maintenance facility. The north edge of the lot, by Rum River Blvd., will be fenced off. The driveway for the lot will be approximately 50' wide and 150' long. The size of the lot will be approximately 300' by 150'.

Thank you for your consideration.

SET BACK FROM Rum River Blvd - 70'
SET BACK FROM 235th AVE NW - 51'



ISD
MAIN
BLVD

PAINT DRIVEWAY

optional extra parking

Wooded Area

This is a site plan diagram. At the top, a road is labeled 'ISD MAIN BLVD'. A 'PAINT DRIVEWAY' is shown as a diagonal line. To the right of the driveway is a large rectangular area filled with a pattern of small 'V' marks, labeled 'Wooded Area'. Below the wooded area is a diagonal line labeled 'Rum River Blvd NW'. To the left of the wooded area is a large rectangular area filled with a pattern of small 'P' marks, labeled 'Existing Parking lot'. A smaller rectangular area, also filled with 'P' marks, is located between the wooded area and the existing parking lot, labeled 'optional extra parking'. Several lines are labeled 'Fence'. A small area at the bottom right is labeled 'New Fence'.

Existing Parking lot

Rum River Blvd NW

New Fence



BLVD ST Francis



Aerial Photo: Flown Spring of 2014



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

ORDINANCE 227, SECOND SERIES

**AN ORDINANCE AMENDING THE ST. FRANCIS ZONING ORDINANCE
REGARDING THE SURFACING OF EVENT PARKING AREAS**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-19-8-E of the Zoning Ordinance shall hereby be amended to read as follows:

E. Surfacing.

1. All commercial, industrial, and institutional parking spaces and driveways shall be surfaced with concrete, bituminous, or pavers in all zoning districts. Other materials such as decorative rock, gravel, sand, or bare soil are prohibited.
2. All parking areas and driveways shall be maintained in a safe and proper manner. The owner shall not allow weeds or surface materials to become deteriorated.
3. Limited use event or overflow parking areas and related drives for athletic fields may be permitted with a gravel surface when in receipt of a conditional use permit. Such parking areas shall not be used year round and adequate measures to control dust from impacting neighboring residential areas are in place.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS ____ DAY OF ____, 2017.

APPROVED:

ATTEST:

Steven D. Feldman
Mayor of St. Francis

Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2017-08

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT
FOR A GRAVEL EVENT PARKING LOT FOR ISD #15**

WHEREAS, Independent School District #15 ("the Applicant") have made a request for a conditional use permit for a gravel surfaced, limited use event parking lot to be located within the City of St. Francis ("the City"); and

WHEREAS, the subject site ("the Property") is located on the southeast corner of Rum River Boulevard and 235th Avenue and is legally described as:

That part of Outlot 27, Village of St. Francis, according to the recorded plat thereof, described as follows: Beginning at the northeast corner of said Outlot 27; thence South 0 degrees 01 minutes 28 seconds, West, assumed bearing, along the east line of said Outlot 27, a distance of 429 feet to the southeast corner thereof; thence North 89 degrees 36 minutes 50 seconds West, along the south line of said Outlot 27, a distance of 480.52 feet; thence North 43 degrees 46 minutes 40 seconds East a distance of 590.35 feet to the north line of said Outlot 27; thence South 89 degrees 36 minutes 50 seconds East, along the north line of said Outlot 27 a distance of 72.25 feet to the point of beginning; and

WHEREAS, the site is zoned R-2, Single Family Residential and the school and accessory uses are permitted within this District; and

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing during on February 15, 2017 and recommended approval of the request; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit based on the following findings of fact:

- A. The proposed action has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is and will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.

- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the conditional use permit with the following conditions:

1. All comments from the City Engineer shall be addressed.
2. The applicant shall install fencing to control access.
3. The parking area shall be maintained free of weeds and vegetative growth.
4. Handicapped parking stalls and signage shall be provided.
5. The parking lot shall have signage indicating it is for event parking only.
6. The parking lot shall only be used from August 1st to November 1st.
7. Barriers preventing entry shall be placed when the parking lot is not in use.
8. Expansion of the use beyond the seasonal nature proposed would require amendment of the conditional use permit or paving and curbing of the lot.
9. The parcel shall be combined with an adjacent school owned property.
10. Ordinance No. 227, Second Series shall be placed into effect.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6TH DAY OF MARCH, 2017.

APPROVED

Steven D. Feldman
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Exhibit A – Site Plan

ISD
MAIN
BLVD

PAV'T. DRIVEWAY

optional extra parking

Wooded Area

Rum River Blvd NW

Existing Parking lot

Fence

Fence

Fence

New Fence

**CITY COUNCIL
AGENDA REPORT**

Agenda Item #:

9 A

TO: Joe Kohlmann, City Administrator
FROM: Kate Thunstrom, Community Development Director
SUBJECT: Application for Peddlers License
DATE: 03/30/2017

OVERVIEW:

The City requires parties interested in selling or soliciting items to obtain a Peddlers license. The license process includes an application in which the business identifies what type of services they will be providing, in what areas they will be working and the dates/times in which they plan to be selling. Through this process the city completes a background check on the individual identified as the applicant. If approved, the license is for the individual identified to conduct the services within the application. If an applicant wishes to expand either personnel or services they are required to notify the city of such changes.

The overall application process allows the city to address questions from residents with concerns over individuals within the area that are not residents or may appear to be acting suspicious in nature moving between or around neighborhoods. Additionally the application process includes a background check, where if we felt an individual would be a threat to the safety of our residents, vulnerable adults or children that we could deny them the access to the license.

The cost for a Peddlers License in the City of St. Francis, per the Fee Schedule, is as follows:

Week - \$50
Month - \$150
Year - \$300

The application staff received is for a business identified as the Ice Cream Machine. They are looking to sell ice cream treats through an ice cream truck services for a period including March through October. Hours of operation would be from 10:00 am to 8:30 pm.

The applicant has brought an additional question forward with the application process as found in the attached letter. The applicant has requested a fee which is less than our current fee structure. The applicant did not propose a fee but instead referenced other cities.



In a review of the fees in other cities, staff identified the following:

- Cambridge, \$200, 6 month maximum
- Elk River, \$150 flat fee per person
- Anoka, \$25 investigative fee plus \$60 day, \$100 month, \$500 year
- Andover, \$25 investigative fee plus \$50 7 day license
- Big Lake, \$25 application fee plus \$10 per day, per person on application
- Coon Rapids, \$25 investigative fee plus \$15 day, \$40 week, \$75 month, \$300- 6 months.

Each city has an investigation process and does require a fee. The applicant has the ability to choose the length of time they will operate in many cities except for Andover which has a 7 day maximum.

ACTION TO BE CONSIDERED:

1. Approval of the Peddlers License. This would allow the individual to operate the Ice Cream Machine business within the timeframe identified on the application
2. Response to the applicant in regards to the requested reduced fee.

BUDGET IMPLICATION:

Attachments:

Application for Peddlers License

Letter from the Applicant

Picture of the business vehicle

**CITY OF ST. FRANCIS
APPLICATION FOR PEDDLER'S LICENSE**

DATE: 2-9-17

APPLICANT'S NAME: Sara Bohn Liebeck
First Middle Last

DATE OF BIRTH: _____

ADDRESS: 4260 Lake Ridge Drive CITY: Big Lake PHONE: 7632195360

APPLICANT'S SOCIAL SECURITY NUMBER: _____

BUSINESS NAME: The Ice Cream machine CITY: Big Lake

TYPE OF BUSINESS: Ice Cream Truck

MINNESOTA BUSINESS/TAX ID NUMBER: SS #

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS ASSOCIATED WITH YOUR BUSINESS:

_____	_____
_____	_____
_____	_____
_____	_____

PLACE WHERE BUSINESS IS TO BE CARRIED ON: housing developments

LICENSE PERIOD: From March to October (Dates) No. of Days _____

HOURS OF SOLICITATION: FROM 10am to 830pm

DESCRIPTION OF MERCHANDISE TO BE SOLD:

prepackaged frozen treats.

LIST OF VEHICLES USED, INCLUDING LICENSE NUMBER, MAKE, MODEL, YEAR

1993 chev van YAE4931 - multicolor wrap
green, blue & orange

February 9, 2017

To Whom it may Concern,

I operate an ice cream truck called "The Ice Cream Machine". I've had some residents request I come to St. Francis when they've seen me at events nearby. I am wondering if you would consider negotiating a seasonal fee at a reasonable rate for me. The other cities that I serve charge a seasonal fee anywhere from \$10 - \$50 for March-September.

With an ice cream truck, residents like to see me on a regular basis. I wouldn't be able to do that with the current \$300 fee, it's not feasible for this type of business. Paying the weekly fee & only coming one time during the season would just be a disappointment to the residents. I would like to visit once every couple of weeks, if the rate can be adjusted.

I would be happy to connect with others in the City, such as the Chamber of Commerce, and participate in local events if requested.

Please let me know if you have any questions or want more information.

I look forward to hearing from you.

Thank you,



Sara





Building
Community Development Department
Building Report – March 31, 2017

Building Permit	Year to Date	
	Number	Revenue \$
Residential - new construction	16	\$152,161.80
Residential – Other: plumbing, septic, mechanical	37	\$11,078.56
Commercial – all types	3	\$350.12
Public Facilities – all types	0	0
Public facilities includes govt. and school district Value does not include WAC/SAC	56	\$163,590.48

	Revenue - Year to Date
Water Connect, Water Meter, Sewer Connect Fees	\$109,676

	Year to Date
Zoning Permits Includes review for temporary signs, driveways/parking pads, fences, sheds/accessory structures under 200 sq. ft.	5

Number of Registered Vacant Buildings: 14 Number of Registered Rental Units: 147

Code Enforcement

	Year to Date
Administrative Notices created by a complaint	2
Citations Issued	0
Citations Resolved	N/A

Highlights/Updates

- Ten additional SF new home construction permits are in process.
- PermitWorks was installed on staff computers, entry of information and set up of templates underway.
- Reaching out to developers about opportunities on residential and commercial needs
- Code enforcement ramping up in regards to complaints on parking on grass, junk and debris.