

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

TUESDAY - FEBRUARY 21, 2012

ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

6:00 PM

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. Approve City Council Minutes – February 6, 2012
 - b. Accept the Resignation of Part Time Liquor Store Employee Adriane Terwedow
 - c. Accept the Resignations of Fire Fighters John Fraune and Edwin Griego
 - d. Correcting the Typographical Error on Resolution 2012-04 changing the Public Hearing date from March 6, 2012 to March 19, 2012
 - e. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Amcon – Public Works/Police Facility: Awarding the Signage Contract (C-25) to Signarama and the Police Lockers Contract (C-22E) to Tiffin Metal Products
 - b. ISD #15 Presentation on Background Information on Zoning Request for School Clinic
 - c. ISD #15: Ordinance Amendment – School Clinic (Ordinance 165 Second Series-First Reading)
 - d. Jones (23725 Nacre Street NW) Minor Subdivision and Setback Variance Request
7. Ordinances & Resolutions:
 - a. Resolution 2012-06: End of Year Transfers for 2011
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Fire Dept.: Joint Fire Study Update
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator: Land Lease
Retreat Discussion
Legislative Update
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. City of St. Francis “50th Anniversary”
12. New Business
 - a. Efficiency Report Card-Police Department
13. Adjournment

Calendar of Events

Feb 15: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Feb 20: City Offices Closed in Observance of Presidents Day
Feb 21 – Tues: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 5: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan, *Matt* 
City Administrator

RE: Agenda Memorandum – February 21, 2012 Meeting

Agenda Items:

4. Consent Agenda:

- b. The City received the resignation of part time liquor store clerk Adriane Terwedow.
- c. The City received the resignations of fire fighters John Fraune and Edwin Griego.
- d. There was a typographical error on the Public hearing date for resolution 2012-04 that was adopted at the last meeting. It should have been March 5th and not the 6th. Being we miss the deadline for the paper to put in the legal section the public hearing date was changed to the 19th.

6. Petitions, Requests, Applications:

- a. *Amcon: Signage and Police Locker Contracts:* Attached is a recommendation to award the Signage contract C-25 to Signarama in the amount of \$9,896 and the C-22E contract for Police Personnel Lockers to Tiffin Metal Products in the amount of \$14,561.
- b. *ISD 15:* Independent School District has requested time on our agenda to give a presentation on a new concept for school clinics, but not for larger private sector businesses.
- c. *ISD #15 Ordinance Amendment:* Attached is a memorandum from City Planner Nate Sparks on the non-recommendation from the Planning Commission regarding the potential Ordinance amendment. If the Council decides to allow the accessory clinic within the R-2 District a motion would be in order to approve the first reading of Ordinance 165, Second Series.
- d. *Jones Minor Subdivision and Variance for a Setback:* Attached is a memorandum from City Planner Nate Sparks relating to the recommendation from the Planning Commission. Consideration should be given on the allowance of a variance as the City is approving a Minor Subdivision. A resolution is provided if the council approves the minor subdivision with a variance. If the council finds the variance request does not meet the review criteria the planner's memorandum provides three actions that could be taken.

7. Ordinances & Resolutions:

- a. Resolution 2012-06: Attached is the end of year transfers for 2011. A motion would be in order to approve Resolution 2012-06.

8. Reports:

- a. **Engineer:**
- b. **City Attorney:**
- c. **Staff:**

Fire: *Joint Fire Study Update:* Mayor Tveit and I will be attending the meeting on February 16, 2012 and will give a verbal report at the meeting.

Public Works:

Liquor Store:

Police:

City Administrator: *Land Lease:* Attached is a copy of our agricultural land lease advertisement and bidding process. This is for informational only. We will be having a recommendation for the March 19, 2012 meeting.

Retreat Discussion: I have requested a quote from Richard Fursman, the consultant which led our Council/Management Team retreat last year. I would like discuss time, location, and cost of the potential retreat.

Legislative Update: A verbal update on what is being proposed during this legislative session will be presented at the meeting.

11. Old Business

- a. City of St. Francis “50th Anniversary” of incorporation as a city. Does the City Council want to do anything special for the anniversary? Such as creating a special pin, adding to our letterhead, etc.. or any ideas you may have. The election was held on June 12, 1962 to incorporate and the first official meeting was June 19, 1962.

12. New Business:

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

CITY COUNCIL MINUTES

FEBRUARY 6, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval, Tim Brown, Steve Kane and Chris McClish. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylan, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE FEBRUARY 6, 2012 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE FEBRUARY 6, 2012, CITY COUNCIL CONSENT AGENDA-C AS FOLLOWS:
 - a. Approve the City Council Minutes of January 17, 2012
 - b. Approved Pay Estimate No. 3 from Amcon Construction Management for Fabcon, Inc. \$611,811; Central Minnesota Fabricating, Inc. \$238,032; Maxx Steel Erectors Inc. \$29,873; Southern Minnesota Woodcraft Inc. \$2,888; Steinbrecher Painting, Inc. \$712.00; and Brothers Fire Protection Co. \$7,847.
 - c. Approve the Payment of Claims for \$1,075,472.87. (Check No. 63118-63208 and ACH Debits \$102,267.71)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Amcon-Public Works/Police Facility: Awarding the Fencing & Gates Contract (C-29) to Midwest Fence:** Amcon's recommendation is to award the Fencing & Gates Contract C-29 for \$127,730. MOTION BY SANDOVAL SECOND BROWN TO AWARD THE FENCING AND GATES CONTRACT C-29 TO MIDWEST FENCE FOR \$127,730. Motion carried 5-0.
7. **Ordinances & Resolution:**
 - a. **Resolution 2012-03: Administration of the Minnesota Wetland Conservation Act:** Since the City of St. Francis has assumed the role of the Local Government Unit (LGU) for administration of Wetland Conservation Act (WCA), the Minnesota Board of Water and Soil Resources requires that a resolution delegating this authority be adopted by the City Council. MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2012-03 A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT. Motion carried 5-0.

b. Resolution 2012-04: Charter Commission Recommendation to Enact Charter Amendments by Ordinance: There are specific guidelines the City needs to follow in order to amend the City Charter. The Charter Commission is recommending two amendments to the City Charter. One is the date of the submission of the Capital Improvement Plan; changing it from June 1 of each year to July 1 of each year. Another amendment would be to hold a primary election. Sandoval asked if there is an additional cost for the Primary. We still have to hold primary election we would just have a portion on the ballot for an additional cost along with the public notice fee. I just do not want the cost to be an issue. McClish asked if the Charter Commission ever discussed the mayor's position going from a two-year term to a four-year term. Hylen said I believe it was discussed a number of years ago but there was not much discussion to move it forward. McClish said I would like to see changed. **MOTION BY BROWN SECOND KANE TO APPROVE RESOLUTION 2012-04 A RESOLUTION CALLING FOR A PUBLIC HEARING TO CONSIDER WHETHER THE CITY SHOULD AMEND THE CITY HOME RULE CHARTER.** Motion carried 5-0.

c. Resolution 2012-05: Proclamation Declaring February 7-14, 2012 as "Congenital Heart Defect Awareness Week": **MOTION BY SANDOVAL SECOND BROWN TO APPROVE RESOLUTION 2012-05 PROCLAIMING FEBRUARY 7-14, 2012 AS "CONGENITAL HEART DEFECT AWARENESS MONTH".** Sandoval felt it is a great recognition. Motion carried 5-0.

8. Reports of Consultants & Staff Members:

a. Engineer:

b. Attorney:

c. Staff: Fire Department: Update on the Joint Fire Study Group: Hylen asked the Mayor if you would like me to talk on this that is fine but being you are the Chair, Mr. Mayor it is up to you if you would like to give an update. Mayor Tveit said I will discuss it under Report from the Mayor.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Land Lease: The three year lease on our Isanti County property is about to expire. In addition to the 183 acres in Isanti County, Hylen asked is the City Council interested in leasing the land located at the Southeast corner of Roanoke and 241st Avenue also known as the "40 acres". The 40 acres has approximately 26 tillable acres. Currently it is a tax-exempt property. As soon as we rent it out it goes back on the tax roll. Hylen stated it is up to the City Council if you want to lease it out. Tveit asked about the associated cost if we would bid it out. Hylen explained if we bid it out you still have the option of rejecting the bids. Sandoval stated I do not want to go backwards with this parcel. Tveit said if we purchased this property for a city hall, public works or sports complex and we are not going to use it for that, let's get rid of it. Brown said the council in the past never decided a true use for the property. There were many ideas. Tveit said I would be in favor of liquidating that property. Maybe sell it to a developer. Brown stated now might not be the right time. Hylen said he would check out what the potential taxes would be for this parcel. The City could bid them out separately with a stipulation to bid out the two parcels together. **MOTION BY SANDOVAL SECOND KANE AUTHORIZING STAFF TO BID THE LEASING OF BOTH THE PROPERTY IN ISANTI COUNTY AND THE "40 ACRES".** Motion carried 5-0.

Local Government Innovation Report: The focus of the group was Redesigning Minnesota's Local Government Services. The Innovation Forums were hosted by the League of MN Cities (LMC), the Association of MN Counties (AMC), and the MN School Boards Association (MSA) in partnership with the MN House of Representatives Redesign Caucus and InCommons. The Bush Foundation provided funding for these Innovation Forums with additional support provided by Beyond the Bottom Line, a partnership of the Bush Foundation, MN Philanthropy Partners (The Saint Paul Foundation and the MN Community Foundation), Northwest Area Foundation, Blandin Foundation and the Minneapolis Foundation. Hysten reported six meetings were held throughout Minnesota in November 2011. More than 400 members – city council members and administrators, county administrators and county commissioners, superintendents and school board members came together to share their experiences with redesign and to explore new opportunities to work together across jurisdictions. The three main critical lessons were; 1) Redesign is facing some barriers to change, 2) Leaders agree that five essential elements are needed to redesign local governments, and 3) Minnesota's local governments are ready to innovate. In fact, they're already doing it. Hysten quoted State Demographer, Tom Gillaspay who said "In the next decade Minnesota will be an many people turn 65 as we have had in the past four decades combined. And in the decade after this, we'll have even more. This's a significant shift, and it has significant implications for public services." The key principles for effective redesign is prioritization, willing to toss out the old rules and try new programs structures and delivery systems and deliver better outcomes. Hysten asked the council if they had any questions. Hysten also stated as a board member with the League of MN Cites he is also on a committee called the "Big 3" which involves cities, schools and counties.

9. **Reports from Council Members:** McClish reported he attended the Fire Department's appreciation awards dinner last Saturday. I would like to thank the fire fighters for their hard work and service to our City and to Fire Chief Dean Kapler for his hard work and dedication.

10. **Report from Mayor:** Mayor Tveit reported on the River Crossing Bridge Street Study. Not a lot of participation in the evening but the ones that were there did get their questions answered.

The Mayor's Snowmobile Ride was cancelled this year for a lack of snow. Saturday, I was invited by St. Paul's Mayor, Chris Coleman to attend the St. Paul Winter Carnival.

In regards to the Fire Department Study Group, I do chair that committee. At the last meeting, we looked at cost sharing models from other fire districts, ISO ratings and grants. We are adding another meeting this month to work on the report that will eventually be brought back to the city councils of the participating cities.

11. **Old Business:** None.

12. **New Business:** Sandoval watched the last Council meeting the day after found it was hard to hear people speak and I had someone else watch it and they felt it was hard to follow when you can't see the person talking. Tveit said the school district holds their open forum

before the meetings. Sandoval said I still feel the person or staff at the podium should be on camera. I think we need to take this to the next level. Tveit said the school holds their open forum before their meetings and do not video tape that portion. Hylen stated the prior council wanted the council meetings tape at a very reasonable cost. What you are wanting is the next level of taping. Let me talk to the school and see where they are at with their videotaping.

a. Efficiency Report Card- Public Works: Public Works Director Paul Teicher reported on smart equipment purchases. Thanks to the flexibility, the City Council gives us by allowing us to work with our neighboring cities and create relationships. In addition, your flexibility allows us to think out side the box and buy equipment that is more efficient. We involve staff and get their input on what will work and get the right equipment with properly timed purchases. You are also allowing us to build a new facility so we can properly maintain the equipment. Sandoval asked about the mandate on purchasing a street sweeper. Teicher stated at this time we are going to continue with contracting out this piece of equipment. Sandoval asked if we are still with the buy back program for the bobcat. Teicher stated yes we are.

Local Government Officials Meeting: February 29, 2012 is the next meeting and encourages the council members to attend.

13. **Adjournment:** The City Council adjourned the meeting at 7:20 pm.

Barbara I. Held, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2012-04

A RESOLUTION CALLING FOR A PUBLIC HEARING TO CONSIDER
WHETHER THE CITY SHOULD AMEND THE CITY HOME RULE CHARTER

WHEREAS, the St. Francis Charter Commission at their Annual Meeting held January 25, 2012 unanimously voted recommending the St. Francis City Council enact two Charter amendments by ordinance; and

WHEREAS, the St. Francis Charter Commission is recommending the following two proposed charter amendments;

Section 7.16. Capital Improvement Program. The Council shall direct the preparation and submission to it of a recommended five year capital improvement program no later than ~~June~~ July first (1st) of each year. The capital improvement program shall include a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements; cost estimates, method of financing and recommended time schedules for each such improvement; and the estimated annual cost of operating and maintaining the facilities to be constructed or acquired. This information shall be revised and extended each year for capital improvements still pending or in process. The Council shall hold a Public Hearing on the capital improvement program and adopt it with or without amendment no later than August fifteenth. and;

Section 5.01. Amend the language as follows:

Subdivision 2. Filing and Nomination. Not more than twelve (12) nor less than ten (10) weeks before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Subdivision 3. Notice. At least two (2) weeks before the first day to file affidavits or applications of candidacy, and at least two (2) weeks prior to each primary election, general

election, and special election, the City Clerk shall publish and post in the Clerk's office a notice thereof.

Subdivision 7. Primary Elections. Primary elections shall be held on the same date as prescribed by the Minnesota Statutes, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office. In the event two nominees or fewer file for an elective office, the names of such nominees shall be placed on the municipal general election ballot as the nominee for that office and no primary election shall be held for such elective office.

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

Call for a Public Hearing. The Public Hearing will be held on March ~~6~~ 19, 2012 beginning on or about 6:00 pm to hear public input on the proposed Charter amendments.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST FRANCIS, ANOKA COUNTY, MINNESOTA ON THE _____ DAY OF FEBRUARY, 2012.

APPROVED:

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk



PAYMENT BATCH AP 02-21-12

AMERIPRIDE LINEN & APPAREL SER

02/02/2012	1001075675	E 609-49750-219	Rug Maintenance	RUG MAINT	46.23
02/09/2012	1001082199	E 101-41940-219	Rug Maintenance	MATS	48.74
					\$94.97

ANOKA COUNTY HWY DEPT.

02/02/2012	10-33-00	E 101-43100-303	Engineering Fees	NORTHERN RIVER CROSSING S	5,000.00
					\$5,000.00

ANOKA COUNTY PROPERTY RECORDS

02/14/2012	021412	E 101-41400-352	General Notices and Pub Info	2011 TNT, SPEC ASSESS, TIF BI	748.72
02/14/2012	021412	E 250-49200-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	468.21
02/14/2012	021412	E 311-47000-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	120.01
02/14/2012	021412	E 505-00000-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	54.17
02/14/2012	021412	E 507-00000-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	74.57
02/14/2012	021412	E 601-49440-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	137.50
02/14/2012	021412	E 602-49490-441	Miscellaneous	2011 TNT, SPEC ASSESS, TIF BI	178.07
					\$1,781.25

BELLBOY CORPORATION

02/07/2012	72072800	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE, MISC	7.65
02/07/2012	72072800	E 609-49751-251	Liquor For Resale	LIQUOR	99.50
02/07/2012	72072800	E 609-49751-253	Wine For Resale	WINE	96.00
02/07/2012	72072800	E 609-49751-254	Miscellaneous Merchandise	MISC	31.25
02/10/2012	72143600	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.55)
02/10/2012	72143600	E 609-49751-253	Wine For Resale	CREDIT	(104.00)
					\$128.85

BGS (BARNA GUZY)

01/31/2012	93044	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	234.00
01/31/2012	93045	E 101-41600-312	Criminal Legal Fees	KARKINEN FORFEITURE	195.00
01/31/2012	93046	E 101-41600-312	Criminal Legal Fees	HANSON FORFEITURE	182.00
01/31/2012	93098	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
01/31/2012	93181	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
01/31/2012	93182	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	143.00
01/31/2012	93183	E 402-43000-300	Professional Services	PUBLIC WORKS BLDG	1,443.00
01/31/2012	93282	E 101-43100-441	Miscellaneous	HWY 47 AUTO PARTS	52.00
					\$8,913.00

BOLTON & MENK, INC.

01/17/2012	0144854	E 226-45100-303	Engineering Fees	PEDERSON PATH	3,192.00
01/17/2012	0144855	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	237.50
01/17/2012	0144856	E 101-43100-303	Engineering Fees	STATE AID	382.50
01/17/2012	0144857	E 402-43000-303	Engineering Fees	NEW BUILDING	6,746.50
01/17/2012	0144858	E 101-43100-303	Engineering Fees	239TH AVENUE	400.00

01/17/2012	0144859	E 601-49440-303	Engineering Fees	WATER SYSTEM INVENTORY	268.50
01/17/2012	0144860	E 601-49440-303	Engineering Fees	WOODHAVEN METER	1,345.20
01/17/2012	144861	G 803-22044	Esc-Rum River Bluffs	RUM RIVER BLUFFS	110.00
					\$12,682.20

CENTURY LINK

02/01/2012	8624.0212	E 101-41940-321	Telephone	02/01-02/29	92.78
02/01/2012	8624.0212	E 101-42110-321	Telephone	02/01-02/29	77.33
02/01/2012	8624.0212	E 101-42210-321	Telephone	02/01-02/29	77.33
02/01/2012	8624.0212	E 101-43100-321	Telephone	02/01-02/29	15.47
02/01/2012	8624.0212	E 101-45200-321	Telephone	02/01-02/29	15.47
02/01/2012	8624.0212	E 601-49440-321	Telephone	02/01-02/29	15.47
02/01/2012	8624.0212	E 602-49490-321	Telephone	02/01-02/29	15.47
02/07/2012	7637531049.0212	E 601-49440-321	Telephone	PHONE	163.40
					\$472.72

CHISAGO LAKES DISTRIBUTING CO.

02/13/2012	465878	E 609-49751-252	Beer For Resale	BEER	430.15
02/13/2012	465880	E 609-49751-254	Miscellaneous Merchandise	MISC	20.50
					\$450.65

COCA COLA REFRESHMENTS

02/07/2012	0188097419	E 609-49751-254	Miscellaneous Merchandise	MISC	350.00
					\$350.00

COURIER, THE

02/06/2012	38892	E 101-43210-439	Recycling Days	RECYCLING	89.00
					\$89.00

CRYSTAL SPRINGS ICE

02/06/2012	25880	E 609-49751-254	Miscellaneous Merchandise	MISC	64.20
					\$64.20

DAHLHEIMER DIST. CO. INC.

02/03/2012	2321	E 609-49751-251	Liquor For Resale	LIQUOR	328.05
02/08/2012	1013069	E 609-49751-252	Beer For Resale	BEER	5,058.05
02/08/2012	1013069	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
02/08/2012	1013069	E 609-49751-255	N/A Products	N/A	15.50
					\$5,485.60

DAY DISTRIBUTING CO.

02/03/2012	636885	E 609-49751-252	Beer For Resale	BEER	2,022.45
02/03/2012	637026	E 609-49751-252	Beer For Resale	BEER	56.25
					\$2,078.70

DEX MEDIA EAST LLC

02/05/2012	110097517.0212	E 609-49750-340	Advertising	ADVERTISING	64.05
					\$64.05

ELITE SANITATION

02/09/2012	20372	E 101-45200-402	Janitorial Service	PORTABLE TOILET	144.97
					\$144.97

ENVENTIS

02/01/2012	737705.0212	E 101-41940-321	Telephone		220.81
02/01/2012	737705.0212	E 101-42110-321	Telephone		257.63

02/01/2012	737705.0212	E 101-42210-321	Telephone		36.80
02/01/2012	737705.0212	E 101-43100-321	Telephone		36.80
02/01/2012	737705.0212	E 101-45200-321	Telephone		36.80
02/01/2012	737705.0212	E 601-49440-321	Telephone		36.80
02/01/2012	737705.0212	E 602-49490-321	Telephone		36.80
02/01/2012	737705.0212	E 609-49750-321	Telephone		73.60
					\$736.04

EXTREME BEVERAGE

02/03/2012	W-495263	E 609-49751-254	Miscellaneous Merchandise	MISC	45.00
					\$45.00

G&K SERVICES, INC

02/03/2012	1043104523	E 101-43100-402	Janitorial Service	TOWELS	14.21
02/03/2012	1043104523	E 101-45200-402	Janitorial Service	TOWELS	14.21
02/03/2012	1043104523	E 601-49440-402	Janitorial Service	TOWELS	14.21
02/03/2012	1043104523	E 602-49490-402	Janitorial Service	TOWELS	14.22
					\$56.85

GRANITE CITY JOBBING CO.

02/07/2012	710887	E 609-49750-210	Operating Supplies	OPERATING	17.40
02/07/2012	710887	E 609-49751-206	Freight and Fuel Charges	OPER, MISC, TOBACCO	4.25
02/07/2012	710887	E 609-49751-254	Miscellaneous Merchandise	MISC	50.37
02/07/2012	710887	E 609-49751-256	Tobacco Products For Resale	TOBACCO	425.11
					\$497.13

HAWKINS, INC.

01/30/2012	3304651	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,412.47
01/30/2012	3304950	E 602-49490-216	Chemicals and Chem Products	CHEMICALS	1,532.53
					\$2,945.00

HENRYS WATERWORKS, INC.

02/10/2012	15593	E 101-43100-406	Asphalt Repair & Maint	COLD PATCH	908.60
					\$908.60

HIRSCH, ROBERT

		G 803-22000	Deposits	RELEASE ESCROW	348.35
					\$348.35

INNOVATIVE OFFICE SOLUTIONS, L

02/02/2012	WO-10942491-1	E 101-41400-200	Office Supplies		26.22
02/02/2012	WO-10942491-1	E 101-42110-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 101-42210-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 101-43100-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 101-45200-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 601-49440-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 602-49490-200	Office Supplies		8.73
02/02/2012	WO-10942491-1	E 609-49750-200	Office Supplies		8.80
02/07/2012	WO-10946252-1	E 101-41940-441	Miscellaneous	TOWELS	40.74
02/07/2012	WO-10946748-1	E 101-41400-200	Office Supplies		23.31
02/07/2012	WO-10946748-1	E 101-42110-200	Office Supplies		7.76
02/07/2012	WO-10946748-1	E 101-42210-200	Office Supplies		7.76
02/07/2012	WO-10946748-1	E 101-43100-200	Office Supplies		7.76
02/07/2012	WO-10946748-1	E 101-45200-200	Office Supplies		7.76

02/07/2012	WO-10946748-1	E 601-49440-200	Office Supplies		7.76
02/07/2012	WO-10946748-1	E 602-49490-200	Office Supplies		7.76
02/07/2012	WO-10946748-1	E 609-49750-200	Office Supplies		7.84
					\$205.85

ISD #15

01/18/2012	392	E 101-43100-218	Equipment Repair & Maintenance	07 BELLOWS	106.36
01/18/2012	392	E 101-45200-218	Equipment Repair & Maintenance	07 BELLOWS	106.37
01/25/2012	395	E 101-43100-221	Vehicle Repair & Maintenance	02 CHEV	25.02
01/25/2012	395	E 101-45200-221	Vehicle Repair & Maintenance	02 CHEV	25.02
01/25/2012	395	E 601-49440-221	Vehicle Repair & Maintenance	02 CHEV	25.02
01/25/2012	395	E 602-49490-221	Vehicle Repair & Maintenance	02 CHEV	25.00
02/03/2012	407	E 101-43100-221	Vehicle Repair & Maintenance	10 ESCAPE	13.77
02/03/2012	407	E 101-45200-221	Vehicle Repair & Maintenance	10 ESCAPE	13.79
02/03/2012	407	E 601-49440-221	Vehicle Repair & Maintenance	10 ESCAPE	13.79
02/03/2012	407	E 602-49490-221	Vehicle Repair & Maintenance	10 ESCAPE	13.79
02/03/2012	409	E 602-49490-221	Vehicle Repair & Maintenance	07 DODGE	103.58
02/09/2012	414	E 101-45200-218	Equipment Repair & Maintenance	09 KUBOTA	119.95
					\$591.46

JJ TAYLOR DISTRIBUTING

02/08/2012	1687199	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
02/08/2012	1687199	E 609-49751-252	Beer For Resale	BEER	298.85
					\$301.85

JOHNSON BROS WHLSE LIQUOR

02/01/2012	1226543	E 609-49751-206	Freight and Fuel Charges	LIQUOR	41.16
02/01/2012	1226543	E 609-49751-251	Liquor For Resale	LIQUOR	1,798.25
02/01/2012	1226544	E 609-49751-206	Freight and Fuel Charges	WINE	20.58
02/01/2012	1226544	E 609-49751-253	Wine For Resale	WINE	514.90
02/01/2012	1226545	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.88
02/08/2012	1230717	E 609-49751-206	Freight and Fuel Charges	LIQUOR	22.05
02/08/2012	1230717	E 609-49751-251	Liquor For Resale	LIQUOR	1,677.69
02/08/2012	1230718	E 609-49751-206	Freight and Fuel Charges	WINE	10.29
02/08/2012	1230718	E 609-49751-253	Wine For Resale	WINE	342.30
02/09/2012	525765	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
02/09/2012	525765	E 609-49751-251	Liquor For Resale	CREDIT	(213.00)
					\$4,217.16

KAPLER, DEAN

02/04/2012	020412	E 101-42210-331	Travel Expenses	OAK GROVE COVERED FOR DIN	71.73
					\$71.73

LARSON PLUMBING

02/01/2010	234078	R 101-32212	Plumbing	REFUND CHECK	70.00
					\$70.00

MCDONALD DIST CO.

02/02/2012	293274	E 609-49751-255	N/A Products	N/A	78.50
02/02/2012	293275	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
02/02/2012	293275	E 609-49751-252	Beer For Resale	BEER	7,542.75
02/09/2012	293792	E 609-49751-206	Freight and Fuel Charges	BEER	3.00
02/09/2012	293792	E 609-49751-252	Beer For Resale	BEER	7,002.40

02/09/2012	293793	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
					<u>\$14,663.65</u>

METRO FIRE

01/27/2012	43302	E 101-42210-437	Uniform Allowance	HELMET	210.17
					<u>\$210.17</u>

PACE ANALYTICAL SERVICES

02/01/2012	VM123352	E 602-49490-313	Sample Testing	TESTING	58.00
02/10/2012	VN123565	E 602-49490-313	Sample Testing	TESTING	94.50
					<u>\$152.50</u>

PHILLIPS WINE & SPIRITS CO.

01/27/2012	2188858	E 609-49751-253	Wine For Resale	WINE	144.00
02/01/2012	2191261	E 609-49751-206	Freight and Fuel Charges	LIQUOR	4.41
02/01/2012	2191261	E 609-49751-251	Liquor For Resale	LIQUOR	373.04
02/01/2012	2191262	E 609-49751-206	Freight and Fuel Charges	WINE	42.63
02/01/2012	2191262	E 609-49751-253	Wine For Resale	WINE	1,487.00
02/02/2012	3476515	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.47)
02/02/2012	3476515	E 609-49751-251	Liquor For Resale	CREDIT	(99.00)
02/08/2012	2194157	E 609-49751-206	Freight and Fuel Charges	LIQUOR	35.28
02/08/2012	2194157	E 609-49751-251	Liquor For Resale	LIQUOR	2,132.93
02/08/2012	2194158	E 609-49751-206	Freight and Fuel Charges	WINE	1.47
02/08/2012	2194158	E 609-49751-253	Wine For Resale	WINE	24.00
02/09/2012	3476989	E 609-49751-206	Freight and Fuel Charges	CREDIT	(2.94)
02/09/2012	3476989	E 609-49751-251	Liquor For Resale	CREDIT	(172.70)
					<u>\$3,968.65</u>

POWER ENGINEERS

02/15/2012	88989	E 402-43000-300	Professional Services	PW/POLICE BUILDING	17,437.50
					<u>\$17,437.50</u>

PREMIUM WATERS, INC.

01/31/2012	453056-01-12	E 101-42110-311	Contract	FEB	19.24
					<u>\$19.24</u>

PUBLIC TRAINING COUNCIL

01/27/2012	149668	E 101-42110-208	Training and Instruction	MANAGING EVIDENCE-STEMME	250.00
					<u>\$250.00</u>

QUALITY WINE & SPIRITS

02/08/2012	571968-00	E 609-49751-206	Freight and Fuel Charges	LIQUOR	16.10
02/08/2012	571968-00	E 609-49751-251	Liquor For Resale	LIQUOR	615.85
					<u>\$631.95</u>

SIG SAUER

06/30/2011	1066259	E 101-42110-441	Miscellaneous	GUN-HARAPAT REIMB	756.68
06/30/2011	1066259	G 101-20810	Sales Tax Payable	GUN-HARAPAT REIMB	(48.68)
					<u>\$708.00</u>

SORENSEN, MELVIN

		E 101-41910-311	Contract	RELEASE REMAINING ESCROW	131.50
					<u>\$131.50</u>

SPRING LAKE PARK FIRE DEPT

02/01/2012	SIM-0035	E 101-42210-208	Training and Instruction	SIMULATOR USAGE	340.00
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						\$340.00
ST. FRANCIS FIRE RELIEF ASSN.						
02/14/2012	021412	G 101-21707	Union Dues	1ST QUARTER 2012 PAYROLL D		105.00
						\$105.00
ST. FRANCIS TRUE VALUE HARDWAR						
01/06/2012	19620	E 101-42210-218	Equipment Repair & Maintenance	PLUG		11.73
01/31/2012	19600	E 101-45200-217	Other Operating Supplies	SUPPLIES		4.25
01/31/2012	19611	E 602-49490-217	Other Operating Supplies	SUPPLIES		39.57
01/31/2012	19618	E 602-49490-217	Other Operating Supplies	SUPPLIES		18.24
01/31/2012	19622	E 602-49490-217	Other Operating Supplies	SUPPLIES		38.55
01/31/2012	19684	E 601-49440-217	Other Operating Supplies	SUPPLIES		10.14
01/31/2012	19701	E 602-49490-217	Other Operating Supplies	SUPPLIES		40.60
01/31/2012	20726	E 602-49490-217	Other Operating Supplies	SUPPLIES		66.94
						\$230.02
STAPLES						
01/20/2012	112056195	E 101-42110-200	Office Supplies	SUPPLIES		182.63
						\$182.63
STEVEN SCOTT MANAGEMENT INC						
		G 601-22200	Deferred Revenues	OVERPAYMENT ON UTILITY BILI		1,929.22
						\$1,929.22
STREICHER S						
02/09/2012	1904912	E 101-42110-217	Other Operating Supplies	DOOR WEDGES		75.83
						\$75.83
TELECIDE (TWIN CITIES EMEDIA)						
02/08/2012	20120002	E 101-42110-217	Other Operating Supplies	KASPERSKY-POLICE		583.54
						\$583.54
THE AMERICAN BOTTLING COMPANY						
02/03/2012	2449910792	E 609-49751-254	Miscellaneous Merchandise	MISC		180.40
						\$180.40
UTILITY SERVICE CO., INC.						
02/01/2012	284017	E 601-49440-234	Water Tower Maintenance	HYDROPILLAR NEW TOWER		23,511.75
						\$23,511.75
VERIZON WIRELESS						
02/01/2012	2694729491	E 101-43100-321	Telephone	01/03 - 02/03		51.89
02/01/2012	2694729491	E 101-45200-321	Telephone	01/03 - 02/03		51.89
02/01/2012	2694729491	E 601-49440-321	Telephone	01/03 - 02/03		51.89
02/01/2012	2694729491	E 602-49490-321	Telephone	01/03 - 02/03		51.88
						\$207.55
WINE MERCHANTS						
02/01/2012	395609	E 609-49751-206	Freight and Fuel Charges	WINE		1.47
02/01/2012	395609	E 609-49751-253	Wine For Resale	WINE		95.25
						\$96.72
WIRTZ BEVERAGE MN						
01/31/2012	697721	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE		31.90
01/31/2012	697721	E 609-49751-251	Liquor For Resale	LIQUOR		1,360.80

01/31/2012	697721	E 609-49751-253	Wine For Resale	WINE	263.90
02/07/2012	853530	E 609-49751-206	Freight and Fuel Charges	CREDIT	(1.45)
02/07/2012	853530	E 609-49751-253	Wine For Resale	CREDIT	(72.00)
02/08/2012	853709	E 609-49751-251	Liquor For Resale	CREDIT	(13.40)
02/09/2012	701457	E 609-49751-206	Freight and Fuel Charges	LIQUOR, WINE	31.90
02/09/2012	701457	E 609-49751-251	Liquor For Resale	LIQUOR	2,313.58
02/09/2012	701457	E 609-49751-253	Wine For Resale	WINE	729.45
					\$4,644.68

\$119,055.68

FUND SUMMARY

101 GENERAL FUND	\$19,759.58
226 PEDERSON PATH FUND	\$3,192.00
250 TURTLE RIDGE TIF	\$468.21
311 G.O. BONDS - 2007A	\$120.01
402 CAPITAL EQUIPMENT	\$25,627.00
505 CREEKVIEW EST, STORM/STREETS	\$54.17
507 IVYWOOD ST & 230TH LANE	\$74.57
601 WATER FUND	\$28,951.85
602 SEWER FUND	\$2,344.23
609 MUNICIPAL LIQUOR FUND	\$38,005.71
803 ESCROW	\$458.35
Total	119,055.68



DESIGN/BUILD | CONSTRUCTION MANAGEMENT | GENERAL CONTRACTING

February 14, 2012

City of St. Francis
23340 Cree St NW
St. Francis, MN

Attention: Matt Hylen, P.E., City Administrator

Subject: Police and Public Works Facility – Recommendation to award contracts for construction

Dear Mr. Hylen:

Please find attached the Signage and Police Personnel Locker proposals. Based upon the information included therein, we are recommending that the City Council take action on the following items:

1. Award the following contract for construction (can be one action item):

a.	C-25	Signage	Signarama	\$	9,896
b.	C-22E	Police Personnel Lockers	Tiffin Metal Products	\$	13,561

The amount of the contracts awarded is the total of the base bid less the value engineering items.

Background - Signage

As you already know, we did not receive any bids for C-25 Signage on the original bid date 10/20/2011. Over the past month we have been soliciting proposals to signage contractors to complete the work associated with C-25. We have received two proposals for this contract. One proposal from ASI, and one from Signarama.

Both proposals that we received were a bit higher than we originally anticipated. After reviewing the proposals, we worked with staff and project designers and decided to reduce the scope of the sign contract by making modifications to the letters on the façade of the building, as well as removing the monument sign in its entirety. These changes are reflected in PR 009 which was issued by Powers Engineering.

Based on Signarama's proposal, modifying the letters on the façade will result in a cost savings of \$1,046. The removal of the monument sign will result in a savings of \$6,704 for an overall savings of \$7,750.

I have attached Signarama's revised proposal for review.

a.	Base Bid	\$ 17,646
b.	PR 009	\$ (6,704)
c.	Value Engineering	\$ (1,046)
d.	TOTAL AWARD	\$ 9,896

Background – Lockers

Again, we did not receive any bids for the Police Personnel Lockers on the original bid date. These specific lockers are covered by C-22 Miscellaneous Specialties. This contract (C-22) is the only contract for the project where we



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING REPORT

TO: St. Francis City Council
Matt Hysten, City Administrator

FROM: Nate Sparks

MEETING DATE: February 21, 2012

DATE: February 16, 2012

RE: Ordinance Amendment – Allowing Accessory Medical Clinics to Public Schools in the R-2, Urban Single Family Residential District

BACKGROUND

The St. Francis School District has made an application for a text amendment to allow for a clinic to operate within the High School. The clinic is not the typical school nurse station but rather a clinic intending to serve employees and their families. The text amendment would allow for this type of use as a conditional use permit in the R-2 District.

REQUEST REVIEW

The St. Francis Zoning Ordinance has historically considered schools to be institutional uses within residence districts. This can cause issues with accessory and ancillary uses for such institutions, as these may not be compatible within residential zoning districts. Thus, schools are restricted in terms of the accessory uses allowed on site. If the schools were to be zoned within custom institutional or commercial districts, this would not be much of a concern. However, the High School building on 3325 Bridge Street is zoned R-2, Single Family Residential and accessory medical office uses are not allowed within such residential districts. Thus, the School District has made this application to amend the code.

DRAFT AMENDMENT

The School District wishes to have a limited medical clinic within the High School building in order to primarily serve district employees and their dependents. If the Planning Commission finds that this use is acceptable it would be appropriate to add this use as a conditional use in the R-2 District. The draft language proposed read as follows:

10-57-4: R-2 District Conditional Uses:

D. Accessory Medical Clinic to a Public School provided:

- a. The clinic is located within an existing school building.

- b. The clinic exclusively serves school district employees and dependents.
- c. The clinic shall be clearly accessory and incidental to the school use.
- d. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.

AMENDMENT REVIEW

The Planning Commission shall consider possible effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following factors:

- 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.

CONDITIONAL USE PERMIT

It is appropriate for potentially incompatible uses within zoning districts to be allowed only through conditional uses. Since the use is proposed for a single family residential district, a CUP is required. The Planning Commission held a public hearing on the CUP request as well as the ordinance. If the Council passes the ordinance, the CUP will be included for review for after the second reading of the ordinance.

STAFF RECOMMENDATION

The proposal by the School District may be considered to be appropriate for a residential district provided it is limited. A clinic open to the general public would most definitely require a rezoning. However, with a conditional use permit to ensure compatibility concerns can be managed, it may be appropriate.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on February 15, 2012 and reviewed the amendment and conditional use permit request. The Commission voted 2-2 with one abstaining vote both to deny and then approve both the amendment and CUP.

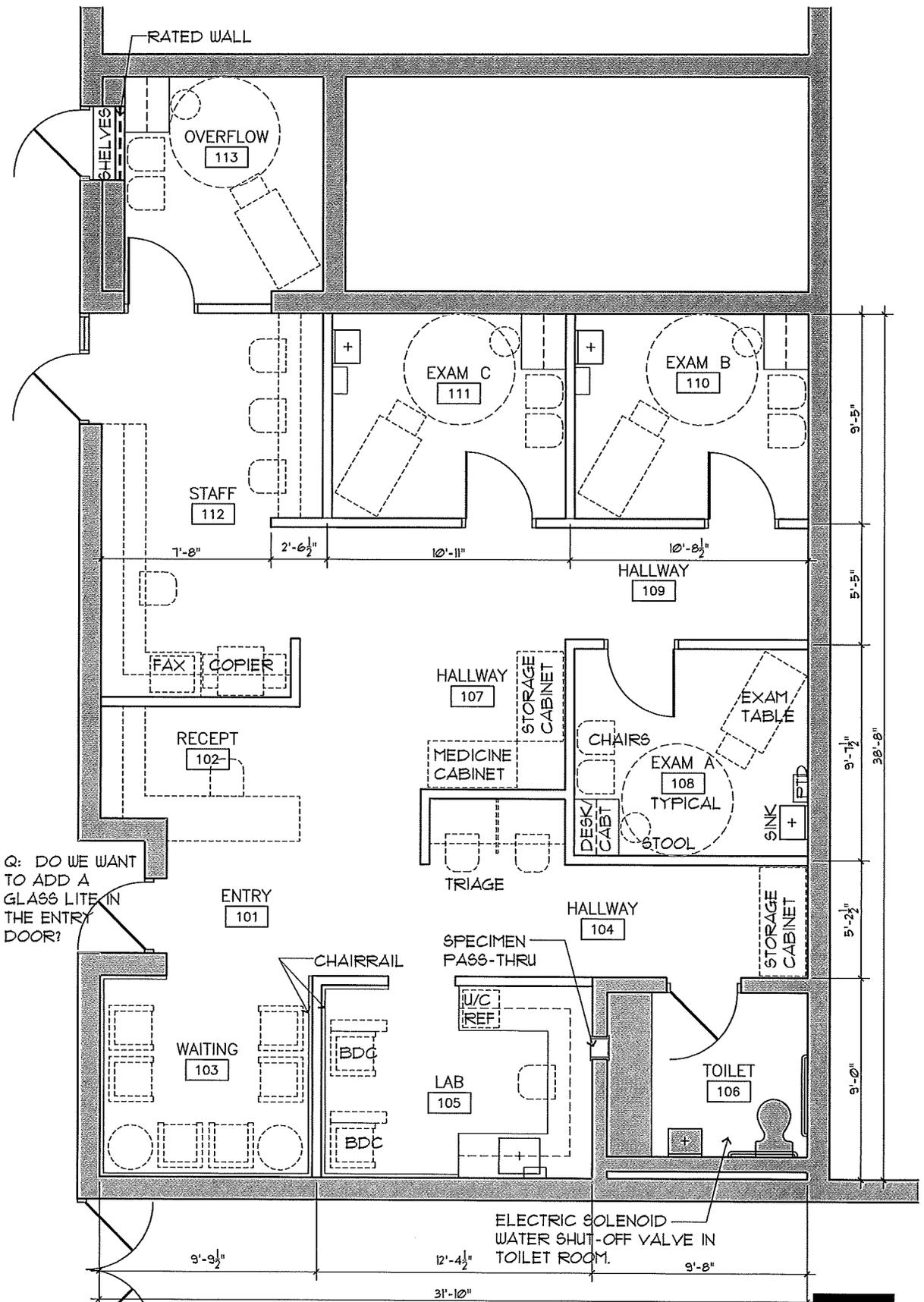
REQUESTED ACTION

The draft ordinance is attached for your review. The Council should review the ordinance and decide if allowing the accessory clinic is appropriate within the R-2 District.

Attached:

Draft Floor Plan

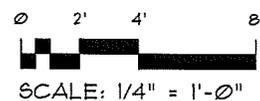
Draft Ordinance



DESIGN PLAN

NeoPath HEALTH CLINIC
 ST. FRANCIS HIGH SCHOOL, ST. FRANCIS, MN
 01-13-12

NOTE: LAB & EXAM ROOM CABINETRY IS BUILT-IN BY CONTRACTOR. ALL OTHER ITEMS ARE FURNITURE PROVIDED AND INSTALLED BY NeoPath OR THE SCHOOL.



ORDINANCE 165 SECOND SERIES

**AN ORDINANCE CONDITIONALLY PERMITTING CLINICS ACCESSORY TO SCHOOLS
IN THE R-2, URBAN SINGLE FAMILY RESIDENTIAL DISTRICT**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 10-57-4-D (R-2 Conditional Uses) shall hereby be added to read as follows:

D. Accessory Medical Clinic to a Public School provided:

1. The clinic is located within an existing school building.
2. The clinic exclusively serves school district employees and dependents.
3. The clinic shall be clearly accessory and incidental to the school use.
4. The school shall demonstrate that adequate required parking is available on site to serve both the school and the clinic.

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 MARCH 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

PLANNING REPORT

TO: St. Francis City Council
Matt Hylan, City Administrator

FROM: Nate Sparks

MEETING DATE: February 21, 2012

DATE: February 16, 2012

RE: Minor Subdivision & Setback Variance
23725 Nacre Street

BACKGROUND

Jim Jones has made an application to divide two parcels into three located at 23725 Nacre Street. The resulting division will leave existing buildings within the required setback necessitating the variance. The applicant has stated that the variance is necessitated due to a mediated settlement to resolve a property dispute between the various parties that have an interest in the land.

REQUEST REVIEW

Both properties are guided for Agricultural uses in the Comprehensive Plan and are zoned A-2, Rural Estate Agriculture. The minimum lot size for the district is 10 acres with a minimum width of 300 feet. Required setbacks are 10 feet from the side property lines and 75 feet from the front for the principle structure. Detached accessory buildings are required to be 25 feet from the side property lines. Farm buildings are required to be 50 feet from the side property lines. As proposed, there are two out buildings that will be 5 feet from the north property line of Parcel B and 10.5 feet from the south property line (including an attached concrete slab to the building).

It should also be noted that there are currently four detached accessory buildings on the site totaling about 18,000 square feet. This condition is currently allowed due to the grandfathered status of the buildings and the use of the buildings as farm buildings.

RIGHT-OF-WAY DEDICATION

With minor subdivisions right-of-way dedication is not always required. In this instance, the property lines extend into the right-of-way of County Road 70. Therefore, Anoka County is requiring the applicant to dedicate 60 feet from the centerline of County Road 70 as a right-of-way easement. The right-of-way easement will also be required on the portion of Nacre Street that is City right-of-way, as it is a minor arterial road.

PARK DEDICATION

With the creation of a new parcel, the subdivision ordinance requires a park dedication fee to be paid. Currently, this fee is \$2500 per lot. Only one per lot fee is required as the site is technically two parcels and is proposed to be three after the minor subdivision.

VARIANCE REVIEW

There are procedures and criteria by which the City may grant variances from the minimum standards on the ordinance. A variance request may not be approved unless there is a finding that failure to grant the variance will result in undue hardship on the applicant, and, as may be applicable, all of the following criteria have been met:

- A. That because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
- B. That the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification.
- C. That the purpose of the variance is not based exclusively upon an economical hardship, or a desire to increase the value or income potential of the parcel of land.
- D. That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons having an interest in the parcel of land and is not a self-created hardship.
- E. That the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.
- F. That the proposed variance will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or increase the danger of fire, or endanger the public safety.
- G. That the requested variance is the minimum action required to eliminate the hardship.
- H. That the variance does not involve a use that is not allowed within the respective zoning district.

- I. That the granting of the variance will not confer special privileges on the parcel in question that are not generally available to other property in the same zoning district.

The State of Minnesota passed new statutory language regarding the granting of variances in 2011. The League of Minnesota Cities recommends that all cities consider the following general criteria in evaluating variance requests, as well:

- Is the variance in *harmony with* the purposes and intent of the *ordinance*?
- Is the variance *consistent with* the *comprehensive plan*?
- Does the proposal put property to use in a *reasonable manner*?
- Are there *unique circumstances* to the property not created by the landowner?
- Will the variance, if granted, alter the *essential character* of the locality?

STAFF RECOMMENDATION

The subdivision meets the general standards of the subdivision ordinance as proposed. The variance is necessitated by attempting to get all of the buildings for the site on to Parcel B while still keeping the parcels the same, general size. To otherwise divide the property would potentially result in odd shaped lots or other such arrangements that would meet the standards of the ordinance but potentially cause other unintended consequences in the future.

To avoid the variance, Parcel B could be altered by widening the first 310 feet on the north side of the lot by 45 feet and the first 235 feet on the south side by 39.5 feet and then narrowing the remainder of the parcel to keep the farm buildings 50 feet from all property lines. If the lots were shaped simply to meet the setbacks for the buildings and keep the same general lot sizes, the parcels may be more difficult to divide in an orderly manner in the future. This issue may be considered to be the “practical difficulties” this particular property owner has in putting the property to use in a conforming manner.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on February 15, 2012 and recommended approval of the request. The Planning Commission found that variance was generally an acceptable alternative to the applicant dividing the property in a manner that would result in three more oddly shaped parcels. This would assist the goal found in the Comprehensive Plan for reserving this area for potential long term future development.

REQUESTED ACTION

The City Council review the request against the variance criteria, and make a recommendation to the City Council. If the City Council chooses to approve the variance and minor subdivision, it is recommended to do so with the following conditions:

1. The applicant shall provide an easement 60 feet in width for right-of-way purposes along both County and City right-of-way.
2. Park dedication shall be paid.
3. The subdivision shall be recorded with Anoka County within 90 days of approval.
4. Any other recommendations by the City Engineer or Anoka County shall be met.

If the City Council finds that the variance request does not meet the review criteria, the following actions may be taken:

1. Request that the applicant revise their submittal to meet the 50 foot setback for farm buildings and take the plan back to the Planning Commission for review.
2. Table the request and provide the applicant with direction on how to revise their submittal for review by the City Council.
3. Request City Staff prepare findings of denial for the application as the variance does not meet the City's review criteria.

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

RESOLUTION 2012-XX

A RESOLUTION APPROVING A MINOR SUBDIVISION WITH A VARIANCE FOR A
PROPERTY DIVISION AT 23725 NACRE STREET NW

WHEREAS, the City of St. Francis received a request for a minor subdivision application from the Jones Family to divide two 40 acre parcels into three parcels of varying sizes; and

WHEREAS, the property with the house on it is addressed as 23725 Nacre Stree NW;
and

WHEREAS, the properties are respectively identified in Anoka County records with the property identification numbers of 273425330001 and 3434252200001; and

WHEREAS, the legal descriptions of both properties are:

The Southwest Quarter of the Southwest Quarter of Section 27, Township 34, Range 25,
Anoka County, Minnesota;

and

The Northwest Quarter of the Northwest Quarter of Section 34, Township 34, Range 25,
Anoka County, Minnesota.

WHEREAS, the properties are zoned A-2, Rural Estate Agriculture which requires a minimum lot size of 10 acres with a minimum width of 300 feet; and

WHEREAS, Parcel B is proposed to contain the house and the farm buildings located on the property; and

WHEREAS, Parcels A and C are currently undeveloped and utilized for agricultural purposes; and

WHEREAS, all three parcels meet the dimensional standards of the A-2 District as proposed; and

WHEREAS, the applicant is seeking a variance from the farm building setback of 50 feet from a property line to place the northern property line of Parcel B five feet from a building and to place the southern property line 10.5 feet from a building and attached concrete slab; and

WHEREAS, the St. Francis Planning Commission reviewed this request at their February 16, 2012 meeting and held a duly-noticed public hearing after which they recommended approval of the request; and

WHEREAS, the applicants could divide the property into three parcels of the same size with more irregular lot shapes while meeting the required setbacks; and

WHEREAS, irregularly shaped parcels may hinder the future orderly development of parcels within the City; and

WHEREAS, the request does not negatively impact the value or essential character of the surrounding properties; and

WHEREAS, that because of the particular physical surroundings, shape, or topographical conditions of the specific parcel of land involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out; and

WHEREAS, the conditions upon which an application for a variance is based are unique to the parcel of land for which the variance is sought and are not applicable, generally, to other property within the same zoning classification; and

WHEREAS, the granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the minor subdivision with variance request for the minor subdivision as attached subject to the following conditions:

- 1) The applicant shall provide an easement 60 feet in width for right-of-way purposes along both County and City right-of-way.
- 2) Park dedication shall be paid.
- 3) The subdivision shall be recorded with Anoka County within 90 days of approval.
- 4) Any other recommendations by the City Engineer or Anoka County shall be met.
- 5) All fees shall be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST DAY OF FEBRUARY, 2012.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk/Treasurer

Attachments:
Minor Subdivision

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

RESOLUTION 2012-06

END OF YEAR TRANSFERS
FOR THE YEAR 2011

BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the following transfers of funds:

	<u>FROM</u>	<u>TO</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
1	General Fund	Capital Outlay	Police/Fire building	175,000.00
2	General Fund	Capital Outlay	City Hall	100,000.00
3	General Fund	Fire Truck Fund	Fire equipment	100,000.00
4	General Fund	Capital Outlay	Public Works Truck	25,000.00

1. Ear mark funds for future Police/Fire station.
2. Ear mark funds for future City Hall.
3. Ear mark funds for future fire trucks and equipment.
4. Ear mark funds for future Public Works Truck

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY OF FEBRUARY, 2012.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

CITY OF ST. FRANCIS
AGRICULTURAL LAND FOR LEASE
200+ Tillable Acres

The city of St. Francis will consider bids to lease 183 acres of City owned land in Isanti County and 40 acres in Anoka County for agricultural purposes for up to three years. Interested parties should stop by City Hall, 23340 Cree Street NW, St. Francis or email the City at city@stfrancismn.org for more detail list of bid requirements. The city of St. Francis will consider bids until 3:00 pm on March 14, 2012. The City may reject all bids at any time.

BIDS REQUIREMENTS FOR LAND LEASE

City of St. Francis
St. Francis, MN
Anoka County

The city of St. Francis will consider bids to lease 183.55 acres (approximately 177 tillable with irrigation system) of City owned land located at Sect-22 Twp.-034 Range-024 SE/4 FCT & E/2 of SW/4 (Aerial photo attached) for agricultural purposes for up to three years. Additionally, the city will consider bids to lease 40 acres (approximately 26 tillable non-irrigated) of City owned land located at the South East corner of 241st Avenue and Roanoke Street in St. Francis (Aerial photo attached). The bidding process will occur on March 14, 2012 at 3:00 p.m. at the St. Francis City Hall, located at 23340 Cree Street NW. Individuals or entities interested in providing a bid(s) will be required to appear at that time and will be required to produce a ten thousand dollar cashier's check to the City as proof of financial capability to meet the lease terms. The individuals or entities must also indicate years of experience in growing crops. Unsuccessful bidders will have their cashier's check returned to them following the bidding process. Eligible bidders will then be permitted to engage in an open process. The City will then present the highest bidder(s) to the City Council for consideration. The City may reject all bids at any time. The successful application will be required to enter into a written lease agreement that must include payment of an amount equal to one-half of the annual lease amount prior to the City permitting the land to be used for agricultural purposes, identify the agricultural use (crop), provide evidence of insurance and sign a release of claims, waiver of rights for the individual or entity leasing the parcel. Upon providing the required documentation and entering into the lease, the successful bidder's cashier's check will be returned to the bidder.