

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA
MARCH 2, 2015
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – February 17, 2015
 - b. Hire Streets/Parks Maintenance full time person contingent upon successfully fulfilling the four pre-employment requirements/testing
 - c. Enter into an Agreement with Northern Lighter Pyrotechnics, Inc. for the Pioneer Days Fireworks
 - d. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. Green Valley Estates Preliminary Plat – Resolution 2015-09
7. Ordinances & Resolution
 - a. Resolution 2015-10: Supporting Dedicated State Funding for City Streets
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney: Memorandum on Student Commission Members
 - c. Staff:
 - Building Official:
 - Finance Dept.
 - Fire Dept.: Fire Chief Job Description
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report: Sugar Hills Regional Trail Alignment Change
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

Mar 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Mar 18: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Mar 20: St. Francis Lions Bingo @ SF American Legion 7:00 pm
Mar 21: St. Francis Lioness Easter Egg Hunt @ Community Park 10:00 am
Apr 6: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council
FROM: Paul Teicher, Acting City Administrator
RE: Agenda Memorandum – March 2, 2015 Meeting

Agenda Items:

4. Consent Agenda:

b. The interview panel is recommending Colin McDonagh for the Streets/Parks Maintenance position contingent upon the four requirements; pass background, workplace assessment, physical and show up to work the first day.

c. *Enter into an Agreement with Northern Lighter Pyrotechnics, Inc. for the Pioneer Days Fireworks:* The location of the display will be the same as the last years. The fire chief will have the final say if they fireworks need to be canceled because of the weather conditions.

6. Petitions, Requests, Applications:

a. *Green Valley Estates Preliminary Plat – Resolution 2015-09:* Green Valley Development LLC has made an application for a preliminary plat to be known as Green Valley Estates. The property is located within the 6500 block of Ambassador Blvd. The plat is proposing to split the approximately 38 acre property into three separate lots. The wetland delineation was approved last year. The Planning Commission is recommending the Green Valley Estates preliminary Plat with six conditions. Resolution 2015-09 is attached.

7. Ordinances & Resolutions:

a. *Resolution 2015-10: Supporting Dedicated State Funding for City Street:* The League of MN Cities Board of Directors passed a resolution demonstrating support for new dedicated state funding for city streets. The League is encouraging cities to consider passing the same resolution of support at their next city council meeting. The resolution supports “an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA (municipal state aid) city street maintenance, construction and reconstruction.” A motion would be in order to adopt Resolution 2015-10.

8. Reports:

a. **Engineer:**

b. **Attorney:** - *Youth Service on Commissions:* The City Attorney provided a memo and supporting information regarding potential youth service on City Commissions (other than the City Charter Commission). As noted in the memo, the City has considerable flexibility to include youth in these commissions, including as full members, student representatives or on a project by project basis.

Full membership:

The primary benefits of full membership is that it addresses the need for committee members and includes the same application/screening/appointment process for candidates to assure that voting members are qualified candidates. The challenge to full membership is that this may not afford the opportunity for all interested youth to serve.

Student membership:

The benefit of a special student representative is that it allows a broader number of youth to work on committees of interest. The challenge to student membership is that it does not assist in addressing the commission membership vacancy issues.

Potential process option:

One option prior to making a determination in this area would be to direct staff to work with the high school or other youth groups to determine whether they have a recommended approach on this issue.

Council policy direction on this area is requested.

c. Staff:

Building Official:

Fire: *Drafting Job Description for Part Time Paid On-Call Fire Chief:* Attached is the draft job description for the Part Time Paid On-Call Fire Chief city council review and comments. If there are no changes, a motion would be in order to approve the job description for the fire chief position. The amount for this position is budgeted with in the Fire Personal Services line item. Once approved by the City Council, the position would then be posted internally.

Public Works:

Liquor Store:

Police:

City Administrator: *Sugar Hills Regional Trail Alignment Change:* Notification was received from Karen Blaska, Park Planner for Anoka County Parks Department which stated that in discussing the regional trail alignment change with the Highway Department, we agree that the route proposed by Council Member Skordahl is feasible. Blaska is still trying to connect with the School District, but since there's a trail already there, she is assuming they won't have any issues with it. Provided the school is amenable to the route through their property, Anoka County will be revising the master plan accordingly. They follow the existing trail most of the way on Pederson Drive. There's not enough space or elevation change at Pederson Drive and Hwy 47 to do a tunnel, so for now, it would be an at-grade crossing (which currently exists) and in the long run, a pedestrian bridge over the highway. Attached is a concept map for reference. Is this realignment something the city council accepts? We will discuss this at the meeting further.

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

February 17, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Tim Brown, and Chris McClish. Rich Skordahl excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Cody Holmes (Bolton & Menk), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Liquor Store Manager John Schmidt, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE FEBRUARY 17, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND BROWN TO APPROVE THE FEBRUARY 17, 2015, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
 - a. City Council Minutes – February 2, 2015
 - b. Approve Trinity Lutheran Church and School: 5K Run Walk for May 2, 2015
 - c. Approve the Payment of Claims for \$344,620.18 (ACH 107E-108E \$230,605.65 Checks 68601-68685 \$114,014.53Motion carried 5-0.
5. **Meeting Open to the Public:** Robert Duffel, 23068 Kerry Street NW, was before the city council about the curve in street, sight distance problems and blind driveways along Kerry Street. My wife was hit by a car that came around the corner too fast and they did not see each other. Wondering if we could get some street signs for speed or maybe some signage that says blind driveway ahead due to the trees. Mayor Kane said please meet with our public works director and police chief after the meeting to discuss this further.
6. **Petitions, Requests, Applications:**
 - a. **Wellhead Protection Plan Amendment: Public Hearing:** Robyn Hoerr of MN Rural Water Association gave a summary on the Wellhead Protection Plan Amendment. Hoerr stated she has been working with Paul (Public Works Director) on this plan and am here to supply technical support. The wellhead protection (WHP) plan amendment for the City of St. Francis was prepared by the city and in cooperation with the Minnesota Department of Health (MDH) and the Minnesota Rural Water Association. It contains specific actions that the city will take to fulfill WHP requirements that are specified under Minnesota Rules, part 4720.5100 to 4720.5590. There is a table addressing the plan of action. In addition, the support that Minnesota state agencies, federal agencies, Anoka County, and others will provide is presented to identify their roles in protecting the city's drinking water supply. The amended plan is effective for 10

years after the approval date specified by MDH, and the city is responsible for implementing its WHP plan of action. Hoerr asked if the city council had any questions. There were no questions from the city council.

Mayor Kane opened the public hearing at 6:08 pm. Mayor Kane asked numerous times if anyone in the public wanted to comment. With no public comment, Mayor Kane closed the public hearing at 6:09 pm. MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2015-07 A RESOLUTION ADOPTING THE WELLHEAD PROTECTION POLICY AND APPROVAL OF PLAN (Part 2). Motion carried 4-0.

7. **Ordinances & Resolution:**

a. **Resolution 2015-08: End of Year Transfers:** MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-08 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS. Motion carried 4-0.

8. **Reports of Consultants & Staff Members:**

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Bldg. Official:

Fire Dept.: Drafting Job Description for Part Time Paid On-Call Fire Chief:

Staff has been gathering job descriptions from various communities. This documentation is being used to update our Part time Paid On-Call Fire Chief job description. Once the draft is completed it will be brought to the city council for review, comments and adoption.

Public Works: Hidden Ponds Park: Teicher stated last year we saw an increase in the use of the Hidden Ponds ball field. As a result, the St. Francis Youth Baseball Association (SFYBA) would like to make a donation of \$3000.00 to install dugouts (fence, benches, concrete) on this ball field. City staff obtained a quote to complete this work before the start of the baseball season in the amount of \$7405.00. Funds are available in the parks operation and maintenance budget for this work. Consensus was to move forward with the installation. Orpen asked if there were any other organizations that would want to donate. Teicher said we don't actively go out for donations but we are always open for them.

Liquor Store:

Police Dept:

City Administrator Report: "Old" Food-N-Fuel, 4020-233rd Update:

Documentation from Carlson McCain and the other from the MPCA were received in regards to the site at 4020-233rd Avenue NW. Carlson McCain was contracted by the MPCA to collect soil borings at this site. The letter from MPCA to the property owners stated they have closed the petroleum tank release site file. This means the MPCA does not require any additional investigation and/or clean up works at this time or in the foreseeable future. This property will be listed as a brown field redevelopment project.

Social Media Marketing Dollars: Staff would like to conduct a contest to promote our website and Facebook pages. Along with the memo is a listing of our Facebook post numbers and website views. The contest prize money would be Chamber Cash that way we

are supporting our local businesses too. Staff is asking for \$100.00 to run these promotions. The council was all on board to proceed.

St. Francis Area Chamber of Commerce-Pioneer Days: A memorandum was received from the Chamber president in regards to the Pioneer Days disbursement the city council agreed upon two years ago in the amount of \$12,000. In addition, the Chamber is asking if the St. Francis Bottle Shop would be sponsoring the fireworks again this year. McClish said the previous council agreement regarding the contributions he would support the disbursement. The rest of the council agreed. In regards to the fireworks donation, the council asked that they contact the Liquor Store Manager.

McClish asked if you need a motion for the Hidden Ponds Park. Teicher stated no, this is a budgeted item. Their donation helps us with this project. We were also thinking of putting some type of small plaque on the dugout thanking the SFYBA for the donation.

9. **Reports from Council Members:** McClish would like to extend a special thank you to Andover City Administrator, Jim Dickenson for helping with the interviews on the city administrator search. Also thank you to David Schaps of Barna, Guzy and Steffen for the organization of the interviews. This process was a very professional.

10. **Report from Mayor:** Kane reported the Mayor's Snowmobile Trail Ride has been cancelled this year due to the weather. The moneys that have already been collected will be divided up and go to the participating mayors. Kane stated he would donate the city's proceeds to the St. Francis Ambassador program.

I too want to give my thanks to Mr. Dickenson and Mr. Schaps in the city administrator's position search. It was a very professional process. We started out with twenty-eight applicants that were narrowed down to eight. After the interviews, we will bring that number down to three. Department heads will meet with the three final candidates and then they will come before the whole council for a final interview.

The State of the City address at the Anoka Area Chamber luncheon went fairly well.

ISD #15 Strategic Planning group will meet tomorrow which I am part of.

I will not be here for the March 16, 2015 city council meeting.

11. **Old Business:** Brown asked what is happening to the vacant lot behind the post office. I would like something to happen with that property. Teicher said we have talked to our planner and researching how it was obtained and if there are any restrictions. Brown said we had a group of girls that wanted a community garden. Maybe this would be a good location. Otherwise, I would like it fenced off.

12. **New Business:** Kane wanted to thank the students in the audience tonight. It is encouraging to see their interest in local government.
13. **Adjournment:** The Regular City Council meeting adjourned at 6:29 pm.

Barbara I. Held, City Clerk

DRYFELL

AGREEMENT

This Agreement is made as of the 24TH day of JAN in the year 2015, by and between Northern Lighter Pyrotechnics, Inc. ("NLP") and City of St Francis (Pioneer Days) (the "Client"):

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

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

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

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

- 1. Description of Project.** On Saturday JUNE 6TH 2015 NLP shall provide for Client a fireworks display, as set forth on the permit (the "Permit") completed by NLP describing the proposed fireworks display (the "Display") at the location described as ST FRANCIS HIGH SCHOOL (the "Display Site"). In the event of inclement weather or other conditions that, in the sole judgment of NLP, make conducting the Display unsafe or more hazardous than otherwise agreed to by NLP, the back-up date for conducting the Display shall be AS NEEDED DATE ???
- 2. Payment.** For and in total consideration for NLP's performance of the Display, Client agrees to pay to NLP the sum of \$10,000 (city no tax) (the "Display Fee"). The Display Fee shall be paid in full by Client to NLP on or before Day of Display with due upon execution of this Agreement to hold Date and ensure product availability.
- 3. Representations of Parties**

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

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

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

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

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

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

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

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

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

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

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

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

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

9.2 a party hereto fails to make payment required hereunder;

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

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

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

10. Dispute Resolution

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

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

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

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

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

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

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

NORTHERN LIGHTER PYROTECHNICS, INC.

By: PAUL MARCHIO

Title: _____

Date: 24 JAN 2015

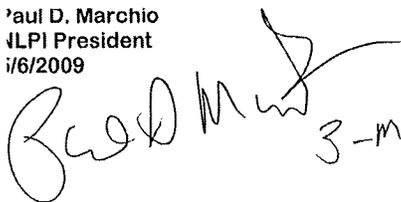
CLIENT _____

By: _____

Title: _____

Date: _____

Paul D. Marchio
NLPPI President
1/6/2009



3-marchio



PAYMENT BATCH AP 03-02-15

ALEX AIR APPARATUS INC.

02/25/2015	27126	E 101-42210-218	Equipment Repair & Maintenance	OIL PRESSURE SWITCH	388.00
					<u>\$388.00</u>

ANOKA AREA CHAMBER OF COMMERC

02/11/2015	21966	E 101-41400-433	Dues and Subscriptions	MONTHLY CHAMBER LUNCHEON	15.00
					<u>\$15.00</u>

ANOKA COUNTY CENTRAL COMM.

02/12/2015	2015024	E 101-42110-218	Equipment Repair & Maintenance	SPEAKER/MICROPHONE	66.75
					<u>\$66.75</u>

ANOKA COUNTY PROPERTY RECORDS

02/24/2015	022415	E 101-41400-352	General Notices and Pub Info	2015 TNT, SPEC ASSESS, TIF E	722.26
02/24/2015	022415	E 250-49200-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	476.07
02/24/2015	022415	E 311-47000-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	139.97
02/24/2015	022415	E 420-43000-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	92.86
02/24/2015	022415	E 505-00000-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	61.13
02/24/2015	022415	E 507-00000-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	79.50
02/24/2015	022415	E 601-49440-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	313.00
02/24/2015	022415	E 602-49490-441	Miscellaneous	2015 TNT, SPEC ASSESS, TIF E	360.77
					<u>\$2,245.56</u>

ANOKA COUNTY TREASURY DEPT.

02/18/2015	H150218B	E 101-43100-408	Ice & Snow Removal	BRINE	21.50
					<u>\$21.50</u>

ASSURANT EMPLOYEE BENEFITS

02/19/2015	5447229.0315	E 101-41400-130	Employer Paid Insurance	MARCH INSURANCE	104.15
02/19/2015	5447229.0315	E 101-41500-130	Employer Paid Insurance	MARCH INSURANCE	67.04
02/19/2015	5447229.0315	E 101-42110-130	Employer Paid Insurance	MARCH INSURANCE	839.85
02/19/2015	5447229.0315	E 101-42400-130	Employer Paid Insurance	MARCH INSURANCE	103.12
02/19/2015	5447229.0315	E 101-43100-130	Employer Paid Insurance	MARCH INSURANCE	127.33
02/19/2015	5447229.0315	E 101-43210-130	Employer Paid Insurance	MARCH INSURANCE	28.29
02/19/2015	5447229.0315	E 101-45200-130	Employer Paid Insurance	MARCH INSURANCE	127.33
02/19/2015	5447229.0315	E 601-49440-130	Employer Paid Insurance	MARCH INSURANCE	55.22
02/19/2015	5447229.0315	E 602-49490-130	Employer Paid Insurance	MARCH INSURANCE	55.21
02/19/2015	5447229.0315	E 609-49750-130	Employer Paid Insurance	MARCH INSURANCE	113.85
					<u>\$1,621.39</u>

BAYCOM, INC

02/13/2015	93198	E 101-42110-237	Small Equipment	EQUIPMENT	5,407.00
					<u>\$5,407.00</u>

BUSINESS FORMS AND ACCOUNTING

02/11/2015	49709	E 101-41400-200	Office Supplies	LASER CHECKS	67.73
02/11/2015	49709	E 601-49440-200	Office Supplies	LASER CHECKS	67.73
02/11/2015	49709	E 602-49490-200	Office Supplies	LASER CHECKS	67.73
02/11/2015	49709	E 609-49750-200	Office Supplies	LASER CHECKS	67.75

\$270.94

CENTERPOINT ENERGY

02/17/2015	5944643-5.0215	E 101-41940-383	Gas Utilities	CITY HALL	53.22
02/17/2015	5944643-5.0215	E 101-41940-383	Gas Utilities	CITY HALL	31.09
02/17/2015	5944643-5.0215	E 609-49750-383	Gas Utilities	LIQUOR	290.87
02/17/2015	5945449-6.0215	E 101-42210-383	Gas Utilities	FIRE	1,322.77
02/17/2015	5963820-5.0215	E 101-45200-383	Gas Utilities	WARMING HOUSE	291.42
02/17/2015	6002544-2.0215	E 601-49440-383	Gas Utilities	PUBLIC WORKS	117.54
02/17/2015	6002544-2.0215	E 602-49490-383	Gas Utilities	PUBLIC WORKS	117.55
02/17/2015	6002548-3.0215	E 602-49490-383	Gas Utilities	WWTP	796.46
02/17/2015	6886472-7.0215	E 101-41940-383	Gas Utilities	CITY HALL	41.13
02/17/2015	6886475-0.0215	E 101-41940-383	Gas Utilities	CITY HALL	53.42
02/17/2015	7900331-5.0215	E 601-49440-383	Gas Utilities	WATER	1,231.78
02/17/2015	8964221-9.0215	E 602-49490-383	Gas Utilities	LIFT STATION	19.70
02/17/2015	96800285-5.0215	E 101-45200-383	Gas Utilities	POLICE/PW	328.66
02/17/2015	9680285-5.0215	E 101-42110-383	Gas Utilities	POLICE/PW	1,314.65
02/17/2015	9680285-5.0215	E 101-43100-383	Gas Utilities	POLICE/PW	328.66
02/17/2015	9680285-5.0215	E 601-49440-383	Gas Utilities	POLICE/PW	328.66
02/17/2015	9680285-5.0215	E 602-49490-383	Gas Utilities	POLICE PW	328.66
02/17/2015	9878416-8.0215	E 101-42210-383	Gas Utilities	FIRE-GERERATOR	26.04
					<u>\$7,022.28</u>

CITY EMPLOYEES UNION, LOCAL #3

02/24/2015	022415	G 101-21707	Union Dues	MARCH DUES	120.00
					<u>\$120.00</u>

COMPASS MINERALS AMERICA, INC

02/13/2015	71304389	G 101-14100	Inventory of Material/Supply	SALT	3,432.60
02/17/2015	71305685	G 101-14100	Inventory of Material/Supply	SALT	6,634.39
					<u>\$10,066.99</u>

CRAWFORD EQUIPMENT

02/05/2015	40757	E 101-43100-218	Equipment Repair & Maintenance	PARTS	187.87
02/05/2015	40757	E 101-45200-218	Equipment Repair & Maintenance	PARTS	187.88
					<u>\$375.75</u>

CRYSTAL SPRINGS ICE

02/17/2015	116005	E 609-49751-254	Miscellaneous Merchandise	MISC	29.20
					<u>\$29.20</u>

DAHLHEIMER DIST. CO. INC.

02/11/2005	104593	E 609-49751-252	Beer For Resale	BEER	3,305.80
02/10/2015	104870	E 609-49751-252	Beer For Resale	BEER	(33.60)
02/18/2015	1145263	E 609-49751-252	Beer For Resale	BEER	6,239.25
					<u>\$9,511.45</u>

DAY DISTRIBUTING CO.

02/13/2015	790437	E 609-49751-252	Beer For Resale	BEER	1,919.85
					<u>\$1,919.85</u>

DELTA DENTAL

02/15/2015	5882833	G 101-21711	Dental Insurance	MARCH INSURANCE	504.10
					<u>\$504.10</u>

DODGE OF BURNSVILLE, INC.

02/05/2015	.2015	E 101-42110-550	C-O-L Motor Vehicles	TWO CARS	47,626.00
					<u>\$47,626.00</u>

ELITE SANITATION

01/31/2015	22337	E 101-45200-402	Janitorial Service	PORTIBLE TOILET	305.00
					\$305.00

FORMS & SYSTEMS OF MINNESOTA

02/15/2015	141184	E 101-42110-200	Office Supplies	CITATIONS	542.53
					\$542.53

G&K SERVICES, INC

02/17/2015	1043122188	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
02/17/2015	1043122188	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
02/24/2015	1043127611	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.96
					\$25.36

GRANITE CITY JOBBING CO.

02/10/2015	845971	E 609-49750-210	Operating Supplies	OPERATING	52.37
02/10/2015	845971	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
02/10/2015	845971	E 609-49751-254	Miscellaneous Merchandise	MISC	5.28
02/10/2015	845971	E 609-49751-256	Tobacco Products For Resale	TOBACCO	605.58
02/10/2015	845971	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
02/17/2015	846757	E 609-49751-206	Freight and Fuel Charges	TOBACCO	4.25
02/17/2015	846757	E 609-49751-256	Tobacco Products For Resale	TOBACCO	448.27
					\$1,119.56

HAWKINS, INC.

02/09/2015	3693491	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,392.36
02/09/2015	3693492	E 601-49440-216	Chemicals and Chem Products	CHLORINE	279.33
					\$2,671.69

HEWLETT-PACKARD COMPANY

02/06/2015	55473858	E 101-42400-200	Office Supplies	COMPUTER	662.00
02/11/2015	55496087	E 101-42110-237	Small Equipment	POWER ADAPTER	119.00
					\$781.00

JOHNSON BROS WHLSE LIQUOR

02/11/2015	5091797	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.94
02/11/2015	5091797	E 609-49751-251	Liquor For Resale	LIQUOR	931.08
02/11/2015	5091798	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.16
02/11/2015	5091798	E 609-49751-253	Wine For Resale	WINE	327.85
02/11/2015	5091799	E 609-49751-253	Wine For Resale	WINE	131.94
02/16/2015	5093808	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
02/16/2015	5093808	E 609-49751-253	Wine For Resale	WINE	404.00
02/18/2015	5096900	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.08
02/18/2015	5096900	E 609-49751-251	Liquor For Resale	LIQUOR	343.54
02/18/2015	5096901	E 609-49751-206	Freight and Fuel Charges	FREIGHT	89.66
02/18/2015	5096901	E 609-49751-253	Wine For Resale	WINE	3,860.55
					\$6,128.40

KIMS KLEANING

02/24/2015	3170	E 101-41940-402	Janitorial Service	CITY HALL	120.00
02/24/2015	3171	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	80.00
02/24/2015	3172	E 101-43100-402	Janitorial Service	CLEANING	165.00
02/24/2015	3172	E 101-45200-402	Janitorial Service	CLEANING	165.00
02/24/2015	3172	E 601-49440-402	Janitorial Service	CLEANING	165.00
02/24/2015	3172	E 602-49490-402	Janitorial Service	CLEANING	165.00
02/24/2015	3173	E 601-49440-402	Janitorial Service	WATER TREATMENT PLANT	160.00
02/24/2015	3174	E 101-42110-402	Janitorial Service	POLICE	800.00
02/24/2015	3175	E 101-42210-402	Janitorial Service	FIRE DEPT	300.00

\$2,120.00

LAW ENFORCEMENT LABOR SVCS.

02/24/2015	022415	G 101-21707	Union Dues	POLICE UNION DUES MARCH 20	376.00
					<u>\$376.00</u>

LOFFLER

02/04/2015	1917945	E 101-42110-218	Equipment Repair & Maintenance	DIGITAL RECORDER	458.00
					<u>\$458.00</u>

MCDONALD DIST CO.

02/12/2015	155000	E 609-49751-252	Beer For Resale	BEER	7,313.90
02/12/2015	155000	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
02/19/2015	156518	E 609-49751-252	Beer For Resale	BEER	1,518.50
02/19/2015	157788	E 609-49751-252	Beer For Resale	BEER	32.30
					<u>\$8,966.70</u>

METRO SALES, INC.

02/13/2015	INV191348	E 101-41940-200	Office Supplies	SCANNER USAGE	67.60
02/13/2015	INV191348	E 101-43210-200	Office Supplies	SCANNER USAGE	67.60
02/13/2015	INV191348	E 101-45200-200	Office Supplies	SCANNER USAGE	67.60
02/13/2015	INV191348	E 601-49440-200	Office Supplies	SCANNER USAGE	67.60
02/13/2015	INV191348	E 602-49490-200	Office Supplies	SCANNER USAGE	67.60
					<u>\$338.00</u>

MIDCONTINENT COMMUNICATIONS

02/24/2015	022415	E 101-41940-321	Telephone	MONTHLY	35.30
02/24/2015	022415	E 101-42110-321	Telephone	MONTHLY	69.90
02/24/2015	022415	E 101-43100-321	Telephone	MONTHLY	69.91
02/24/2015	022415	E 601-49440-321	Telephone	MONTHLY	95.00
02/24/2015	022415	E 601-49440-321	Telephone	MONTHLY	95.00
02/24/2015	022415	E 609-49750-321	Telephone	MONTHLY	95.00
					<u>\$460.11</u>

MN BUREAU OF CRIMINAL APPREHEN

02/11/2015	7107	E 101-42110-208	Training and Instruction	SCHWIEGER, T-TRAINING	1,500.00
					<u>\$1,500.00</u>

MN DNR WATERS

02/18/2015	.0215	E 601-49440-434	Permit Fees	WATER PERMIT	140.00
					<u>\$140.00</u>

MY ALARM CENTER

03/01/2015	5151178	E 609-49750-445	Security	LIQUOR STORM ALARM	31.28
					<u>\$31.28</u>

PACE ANALYTICAL SERVICES

02/12/2015	151247001	E 602-49490-313	Sample Testing	TESTING	106.00
02/12/2015	151247022	E 601-49440-313	Sample Testing	TESTING	120.00
					<u>\$226.00</u>

PHILLIPS WINE & SPIRITS CO.

02/11/2015	2741887	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.16
02/11/2015	2741887	E 609-49751-251	Liquor For Resale	LIQUOR	944.58
02/18/2015	2745289	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
02/18/2015	2745289	E 609-49751-251	Liquor For Resale	LIQUOR	1,961.10
02/18/2015	2745290	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.26
02/18/2015	2745290	E 609-49751-253	Wine For Resale	WINE	606.96

\$3,551.26

POSTMASTER - ST. FRANCIS

02/26/2015	.0215	E 101-41400-322	Postage	NEWSLETTER POSTAGE	218.54
02/26/2015	.0215	E 101-42110-322	Postage	NEWSLETTER POSTAGE	62.44
02/26/2015	.0215	E 101-43100-200	Office Supplies	NEWSLETTER POSTAGE	124.88
02/26/2015	.0215	E 101-43210-439	Recycling Days	NEWSLETTER POSTAGE	62.44
02/26/2015	.0215	E 101-45200-200	Office Supplies	NEWSLETTER POSTAGE	31.22
02/26/2015	.0215	E 601-49440-200	Office Supplies	NEWSLETTER POSTAGE	62.44
02/26/2015	.0215	E 602-49490-200	Office Supplies	NEWSLETTER POSTAGE	31.22
02/26/2015	.0215	E 609-49750-322	Postage	NEWSLETTER POSTAGE	31.24
					<u>\$624.42</u>

PRINTING UNLIMITED

02/12/2015	7365	E 101-42400-200	Office Supplies	DAHLHEIMER-CARDS	48.00
					<u>\$48.00</u>

RAMSEY, CITY OF

02/23/2015	022315	E 101-42210-311	Contract	CHIEF KAPLER'S FEB SERVICES	666.00
					<u>\$666.00</u>

SHI INTERNATIONAL CORP

02/02/2015	B03013644	E 101-42110-237	Small Equipment	CD DUPLICATOR	214.00
					<u>\$214.00</u>

SOUTHERN WINE & SPIRITS OF MN

02/12/2015	1254320	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.50
02/12/2015	1254320	E 609-49751-253	Wine For Resale	WINE	274.00
02/19/2015	1256632	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.21
02/19/2015	1256632	E 609-49751-251	Liquor For Resale	LIQUOR	1,346.64
					<u>\$1,646.35</u>

ST. FRANCIS AREA CHAMBER OF

02/18/2015	021815	E 101-45230-217	Other Operating Supplies	PIONEER DAYS 2015	12,000.00
					<u>\$12,000.00</u>

ST. FRANCIS FIRE RELIEF ASSN.

		G 101-20200	Accounts Payable	2014 MUNI CONTRIBUTION	1,177.00
					<u>\$1,177.00</u>

THOMSON WEST

02/04/2015	831303164	E 101-42110-200	Office Supplies	SUBSCRIPTION PRODUCT CHAF	194.00
					<u>\$194.00</u>

THORPE DISTRIBUTING COMPANY

02/16/2015	876419	E 609-49751-252	Beer For Resale	BEER	246.50
					<u>\$246.50</u>

WINE MERCHANTS

02/18/2015	7018789	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
02/18/2015	7018789	E 609-49751-253	Wine For Resale	WINE	1,200.00
					<u>\$1,216.72</u>

WIRTZ BEVERAGE MN

02/12/2015	1080287843	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.80
02/12/2015	1080287843	E 609-49751-251	Liquor For Resale	LIQUOR	450.77
02/19/2015	1080290331	E 609-49751-206	Freight and Fuel Charges	FREIGHT	59.81
02/19/2015	1080290331	E 609-49751-251	Liquor For Resale	LIQUOR	6,491.41
02/19/2015	1080290331	E 609-49751-254	Miscellaneous Merchandise	MISC	107.19

\$7,114.98

\$142,100.62

FUND SUMMARY

101 GENERAL FUND	\$91,354.73
250 TURTLE RIDGE TIF	\$476.07
311 G.O. BONDS - 2007A	\$139.97
420 RUM RIVER BLUFFS DEVELOPMENT	\$92.86
505 CREEKVIEW EST, STORM/STREETS	\$61.13
507 IVYWOOD ST & 230TH LANE	\$79.50
601 WATER FUND	\$3,302.50
602 SEWER FUND	\$4,512.46
609 MUNICIPAL LIQUOR FUND	\$42,081.40
Total	<u>142,100.62</u>

CITY OF ST. FRANCIS
3/2/2015

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
02/26/15	68666	US DEPT OF EDUCATION	WAGE LEVY	353.04
		TOTAL		<u>353.04</u>

Disbursements via Debits to 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL		<u>0.00</u>

Disbursements via Debits to Checking Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
TOTAL		<u>0.00</u>
Total All		<u>353.04</u>



PLANNING REPORT

TO: St Francis City Council

FROM: Nate Sparks

DATE: February 26, 2015

MEETING DATE: March 2, 2015

RE: Green Valley Estates Preliminary Plat

Background

Green Valley Development LLC has made an application for a preliminary plat to be known as Green Valley Estates. The property is located within the 6500 block of Ambassador Blvd. The plat is proposing to split the approximately 38 acre property into three separate lots.

Subject Site

The property is located on the north side of Ambassador Blvd between County Road 70 and County Road 71. It is currently vacant property utilized largely as a farm field. There is a large wetland on the rear of the property. The wetland delineation was approved last year.

District Standards

The property is zoned A2, Rural Estate Agriculture. The minimum lot size in the district is 10 acres. The minimum lot width is 300 feet. All three proposed lots exceed these standards.

Setbacks are 75 feet from County Roads, 35 from a City Road right-of-way, and 30 feet from the delineated edge of a wetland. All parcels have conforming home sites depicted on the plans.

Each lot is required to provide a primary and alternate septic site. The applicant has provided the required septic information. The City Building Official is reviewing the information but it appears to be conforming.

Perimeter and wetland easements are required on these lots. The applicant has provided easements which are subject to review and approval by the City Engineer.

Roads & Access

The applicant proposes a right-of-way in the southwest corner of the plat for Basalt Street. This is a short road segment identified in the City's transportation plan for access. The applicant is not constructing the road at this time but is being permitted by the City Engineer to place a driveway within this right-of-way. The right-of-way for Basalt Street is designed to allow for the future construction of a short cul-de-sac roadway. Lots 2 and 3 are proposed to have a shared access point to Ambassador Blvd, which was recommended by the City Engineer.

Park Dedication

There are no municipal park or trail plan components within this area. Therefore the applicant will be expected to pay cash-in-lieu of parkland dedication for the two new units.

Plat Review

The City may deny a plat application if it makes any one (1) or more of the following findings:

1. The proposed subdivision is in direct conflict with adopted applicable general and specific Comprehensive Plans of the City.
2. That the physical characteristics of this site, including but not limited to topography, existing vegetation, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site is not suitable for the type of development, design, or use contemplated.
3. That the site is not physically suitable for the proposed density of development.
4. That the design of the subdivision or the proposed improvements are likely to cause substantial environmental damage.
5. That the design of the subdivision or the type of improvements are likely to cause serious public health and/or safety problems.
6. That the design of the subdivision or the type of improvements will conflict with easements of record or with easements established by judgment of a court.
7. That the proposed subdivision will not provide adequate extension of infrastructure including roads or utilities to surrounding property.

Planning Commission Recommendation

The Planning Commission recommended approval of the preliminary plat with the following conditions:

1. Park dedication fees shall be paid at the time of final plat.
2. Septic sites shall be subject to review and approval of the Building Official.
3. All comments from the City Engineer shall be addressed.
4. All comments from Anoka County shall be addressed.
5. All comments from the City Attorney shall be addressed.
6. All fees related to the review of this application shall be paid.

ATTACHMENTS

Site Location Map
Resolution
Preliminary Plat

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

RESOLUTION 2015-09

**A RESOLUTION APPROVING THE PRELIMINARY PLAT
OF GREEN VALLEY ESTATES**

WHEREAS, Green Valley Development LLP (the “Applicant”) has made an application to the City of St. Francis (the “City”) for consideration of a preliminary plat referred to as Green Valley Estates; and

WHEREAS, the legal description of the subject site (the “Property”) is:

The Northeast Quarter of the Southeast Quarter of Section 27, Township 34, Range 25, Anoka County, Minnesota

WHEREAS, the Property is identified in Anoka County records with the number of 27-34-25-41-0001; and

WHEREAS, the Applicant is seeking to divide the 38 acre Property into three parcels; and

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

WHEREAS, the St. Francis Planning Commission held a duly noticed public hearing at their February 18, 2015 meeting and recommended approval of the request; and

WHEREAS, the proposed division would result in three parcels exceeding the minimum standards of the A-2 District; and

WHEREAS, the request is consistent with the Comprehensive Plan; and

WHEREAS, the Property is suitable for the proposed density of development; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the preliminary plat as attached subject to the following conditions:

1. Park dedication fees shall be paid at the time of final plat.
2. Septic sites shall be subject to review and approval of the Building Official.
3. All comments from the City Engineer shall be addressed.
4. All comments from Anoka County shall be addressed.
5. All comments from the City Attorney shall be addressed.
6. All fees related to the review of this application shall be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2ND DAY OF MARCH, 2015.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attachments:
Preliminary Plat

- Legend**
-  City Limits
 -  Railroads
 -  Parcels (5-1-2014)
 -  Parcels Isanti
 -  Ponds
 -  Lakes
 -  Rivers
 -  State Land
 -  City Parks
 -  County Parks



**Green Valley
Estates**

Disclaimer:

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



Subject Site



0 1,660 Feet

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

RESOLUTION 2015-10

**A RESOLUTION SUPPORTING DEDICATED STATE FUNDING
FOR CITY STREETS**

WHEREAS, Minnesota contains over 141,000 miles of roadway, and over 19,000 miles—or 13 percent—are owned and maintained by Minnesota’s 852 cities; and

WHEREAS, over 80 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

WHEREAS, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

WHEREAS, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

WHEREAS, city cost participation in state and county highway projects diverts resources from city-owned streets; and

WHEREAS, maintenance costs increase as road systems age, and no city—large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

WHEREAS, for every one dollar spent on maintenance, a road authority—and therefore taxpayers—save seven dollars in repairs; and

WHEREAS, cities need greater resources, including an additional dedicated state funding source for transportation, and flexible policies in order to meet growing demands for street improvements and maintenance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS that the City of St. Francis supports an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA city street maintenance, construction and reconstruction.

ADOPTED by the City of St. Francis this 2nd day of March, 2015.

APPROVED:

ATTEST:

Steve Kane, Mayor

Barbara I. Held, City Clerk

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
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JENNIFER C. MOREAU
DAVID R. SCHAPS

OF COUNSEL
JON P. ERICKSON
W. JAMES VOGL, JR.

MEMORANDUM

TO: Honorable St. Francis Mayor and City Councilmembers
FROM: David Schaps, Assistant City Attorney
RE: Legal Requirement Regarding City Advisory Commissions and Youth
Appointments
DATED: February 25, 2015

This is a follow up to a council discussion item regarding the requirements and restrictions for youth representatives to potentially serve on City advisory commissions and otherwise engage youth towards greater public service in the community. I focused on the planning and zoning, parks and heritage preservation commissions. This memo does not apply to the charter commission.

The short answer to your question is as follow:

- Planning and Zoning Commission members "shall be residents of the City throughout their term in office." City Code 2-4-2 C. There is no age restriction.
- Heritage Preservation Commission members, "shall be persons with demonstrated interest and expertise in historic preservation, at least two (2) of whom shall be members of the St. Francis Community Historical Society, and, if available, one shall be a member of the Anoka County Historical Society." City Code 2-4-4 B. There is no age or residency restriction.
- There are no specific restrictions on serving on the City's Park Commission.

Based upon the limited restrictions listed in state statute, the St. Francis City Charter, and the city code, the City Council has significant flexibility in deciding whether to allow youth representatives on city advisory commissions, to determine the age requirements, and to determine voting rights.

Rationale:

Applicable Minnesota Statutes

Minnesota Statute § 412.111 grants City Councils the broad authority to establish city advisory commissions. There are few statutory restrictions noting, "The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed

necessary for the proper management and operation of city affairs.” (2014). Accordingly, a City has great flexibility in determining the qualifications for appointment to an advisory commission (such as age) and whether the individual is required to be a resident.

There are no specific age requirements for appointment to a city advisory commission in state statute. Rather, the only defined age requirements are for elective office. Minn. Stat. § 204B.06 subd. 3.

In addition, state statute also lists express residency requirements for only certain types of city created committees and commissions. There is no state law restriction regarding membership on a variety of commissions, including a city planning or park commission.

City of St. Francis Charter and City Code

The City of St. Francis has defined only a few limitations in regard to eligibility requirements for serving on a City Commission. The St. Francis City Charter states:

Section 2.06 Boards, Commissions and Committees. The Council may by resolution establish, regulate and abolish such Committees from within its membership, and for such purposes as it shall deem necessary or desirable. The Council may establish, regulate and abolish such Boards and Commissions from without its membership to advise the Council with respect to any Municipal function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. St. Francis City Charter (2014).

Further, the only a few specific restrictions are listed in the City Code regarding commission service requirements. Those restrictions are noted above.

Youth Involvement

On the specific issue of youth involvement in City affairs and residency requirements, I have attached the following:

An article from the League of Minnesota Cities Matter magazine on Engaging Future City Leaders. This discusses different approaches taken by cities, including allowing youth representatives to serve on advisory commissions as either non-voting or full voting members, and establishing a separate commission with the specific role of advising the City Council on issues that affect youth in the community. July/August 2014.

A sample city code from the City of Shoreview regarding youth representative appointments to the city’s park and recreation commission with full voting privileges. Shoreview City Code Section 305.020.

League of Minnesota Cities on Residency Requirements for City Commissions and Committees (Kirchoff, C. Oct 28, 2005).

ENGAGING FUTURE CITY LEADERS

BY ANDREW TELLIJOHN

Beth Mercer-Taylor and her daughter Katie don't agree on every political issue. That's led to some interesting dinner-time conversations since mom was elected to the Falcon Heights City Council.

But Beth appreciates that her daughter thinks for herself, and has strong civic pride and a desire to be involved. Katie Mercer-Taylor, a recent high school graduate, put those interests to good use during her high school years by serving as a student representative on the city's Human Rights Commission.

"I'm really proud she wants to be involved," Beth says. "It should be part of governments' mission to prepare the ground for the next generation to come into leadership. Education can't just be in the ivory tower."

Many Minnesota cities agree with that philosophy and, as a result, have taken steps to get their teenage residents involved in city government. Some do it project by project while others integrate youth into the fabric of their committee systems.

Full-fledged voting members

In Falcon Heights (population 5,400), Katie was a key player when she sat on the Human Rights Commission. A major issue at the time was the 2012 amendment that would have banned same-sex marriage in Minnesota, and Katie was out front leading efforts to defeat the proposal, says Mayor Peter Lindstrom.

For more than a decade, the city has had seats available to youth members on its Planning, Environment, Human Rights, and Parks and Recreation commissions. During that time more than a dozen students have taken part. Students

also were included on an advisory commission that helped select the new city administrator.

Currently there are two young people involved in the city, both of whom sit on the Environment Commission.

"They are full-fledged members," Lindstrom says. "They have all the rights and responsibilities of the other commissioners. They have a vote and a great say in the workings of the city."

The students also played a strong role in passing a domestic partner registry prior to the vote on the state's 2012 marriage amendment, in pushing the city to increase its already high recycling rate, and in working to improve the disposal of food waste at local schools through composting.

Lindstrom says students benefit from getting involved in politics at a young age. They gain a better understanding of what it takes to get things done and they learn to take ownership of their city. It also improves their ability to trust and work with people of other generations.

"I think it's beneficial for middle school students and senior high students to have peers who are 30 years old, 40, 50, 60, 70 years old, and be able to engage in that way," he says, adding that working with others at "figuring out what a problem is all about, brainstorming on solutions, and implementing those solutions is really beneficial for everybody involved."

He adds that it has been gratifying to learn and remember the thought processes of teenagers who are actively engaged. "We would never think of doing it any other way."

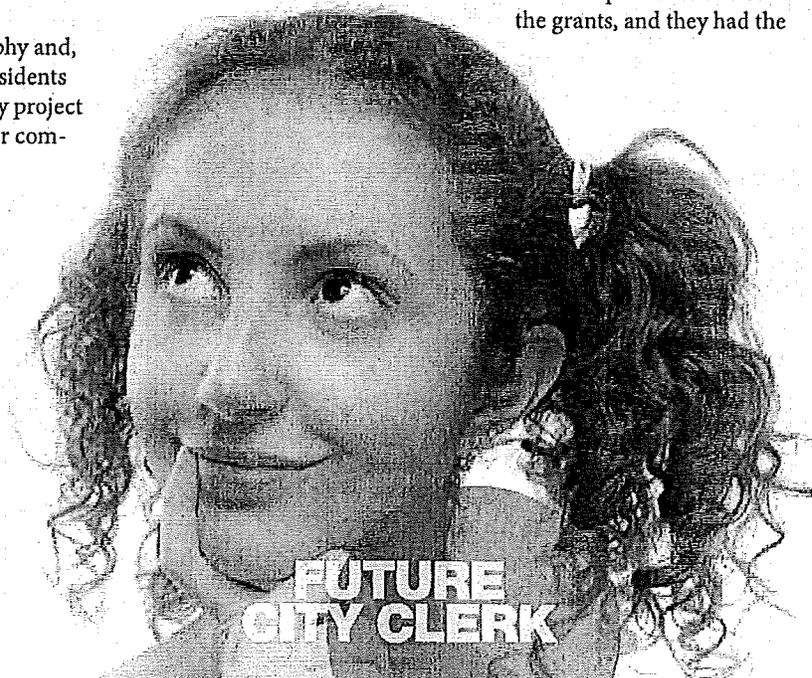
Royalton's successful skate park

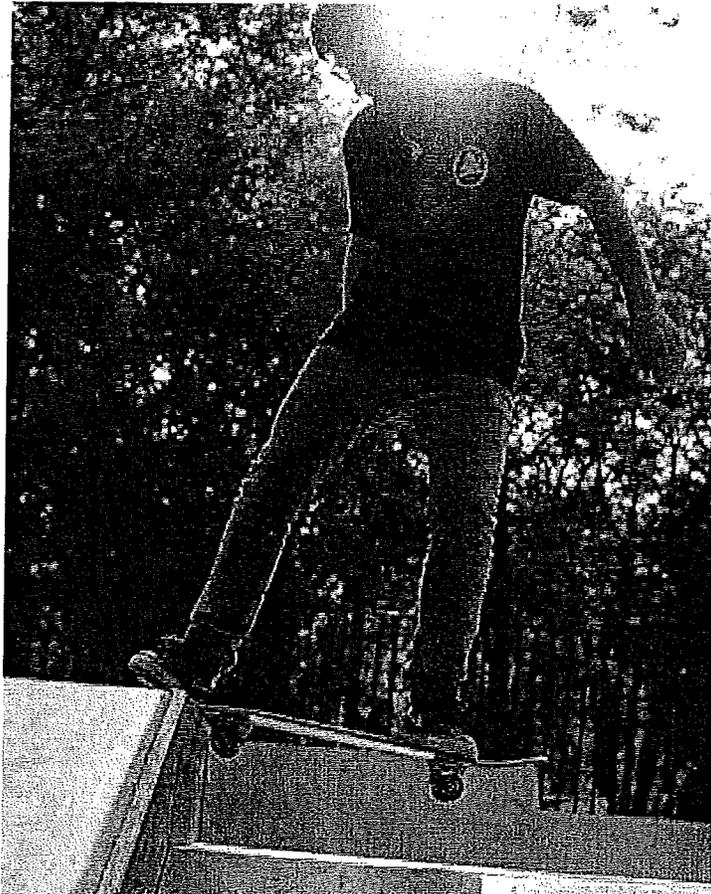
There isn't a formal youth engagement program in Royalton (population 1,200), but the city has engaged young people in certain projects.

For example, a few years ago, a group of teenagers attended a City Council meeting and asked for assistance with building a skate park. In response, the city formed a committee with 13 youth and five adults, who teamed up on fundraising efforts, grant writing, and communicating with contractors.

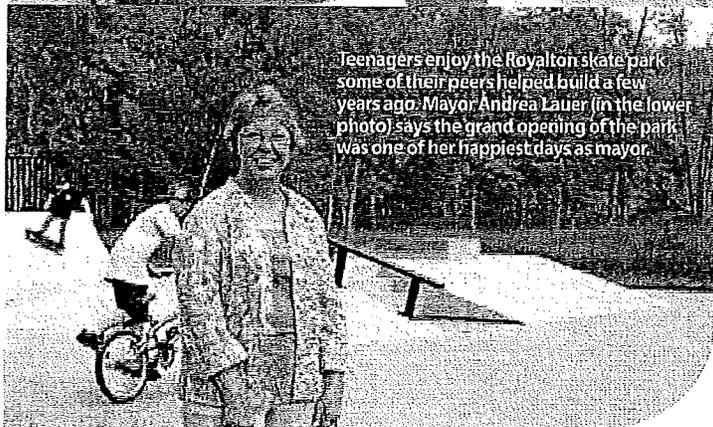
The youth were "the ones who did the planning," says

Royalton Mayor Andrea Lauer. "The students helped write one of the grants, and they had the





PHOTOS BY DANIELLE VOIGT



Teenagers enjoy the Royalton skate park some of their peers helped build a few years ago. Mayor Andrea Lauer (in the lower photo) says the grand opening of the park was one of her happiest days as mayor.

idea for what they wanted at the skate park. They took part in everything.”

In the end, the students got their park and they learned that their voices could be heard within the walls of the city. Young people, Lauer says, also have been involved in protecting the park in the years since, discouraging litter and self-policing behavior.

“It’s not a big park, but one that the youth took pride in building,” Lauer says. “One of the happiest days of my time as mayor was the day we had the grand opening. It made me realize how important youth involvement is for our cities.”

The skate park has been followed by youth participation in other areas. A couple years after the skate park opened, Royalton went through a visioning process. The city gathered feedback from youth about how the community could improve, and one idea that arose was building a splash park. Adults are

heading that project, but many students have been involved with fundraising and other aspects of the process.

Students from a technology club in Royalton also have been invited to present at a series of monthly meetings aimed at finding new amenities for the area. Representatives from several cities in Morrison County have attended these meetings.

“If we want more youth interaction within our cities, we have to listen to what they have to say, rather than us telling them what we want,” Lauer says. “It’s easy for adults to think we know what youth want, but when they come with ideas, that’s when we can get things done.”

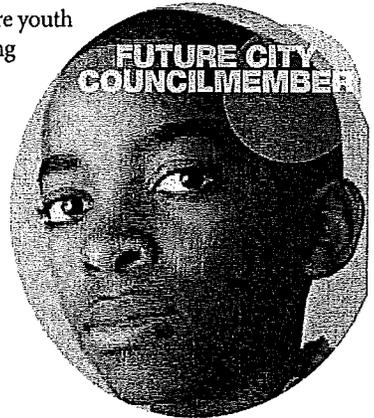
Youth engagement increasing

Falcon Heights and Royalton are just two cities across the state and the country where youth participation in government is gaining momentum. The National League of Cities (NLC) and its Institute for Youth, Education, and Families (YEF Institute) calls the participation of young people one of a city’s greatest assets and says that elected officials and city leaders are calling on them more frequently to help tackle some of the important issues in local government.

“More and more young people are also discovering that their voices matter to their communities, and that they can make their communities better places to live,” according to a YEF Institute report called *Authentic Youth Civic Engagement: A Guide for Municipal Leaders*. “Elected officials and civic leaders find that when they offer meaningful opportunities for youth to be engaged in their communities, more young people participate and encourage their peers to do the same.”

From offering budget-saving ideas to improving policies and programs for youth and identifying a youth-friendly community, the perspective of young people is being recognized as never before. To guide cities in starting such endeavors, the YEF Institute has created several resources and a framework to help. Ultimately, however, it comes down to local units of government creating a plan and finding out what works.

“There is no magic recipe or one-size-fits-all approach,” according to the report. “Success comes from blending the unique assets of a city with the collective knowledge and best practice from around the country.”



The youth were “the ones who did the planning. The students helped write one of the grants, and they had the idea for what they wanted at the skate park. They took part in everything.”

ROYALTON MAYOR
ANDREA LAUER

(continued on page 10)

Rosemount Youth Commission

It was an NLC conference that spurred Rosemount Councilmember Jeff Weisensel and Mayor Bill Droste to begin exploring the creation of a Youth Commission in Rosemount (population 22,300) about a half-dozen years ago.

Students ages 14-18 are eligible to take part in the commission, which currently has 15 members. So far, Weisensel says, it has attracted a diverse membership of relatively active students who, once they establish trust and find their voices, have been more than willing to discuss and contribute on a number of issues.

"I think we've been successful at tapping into a good group of kids that are at least aware there is something beyond high school," he says. "A lot of them are curious. They just come wide-eyed and they have a lot of ideas."

Students, for example, have partnered with the Rosemount Area Arts Council to create multi-generational events within the city. As they've planned the events, they all started brainstorming about how they could tap into resources they already had access to. For example, a choir student asked fellow singers to attend an event, and a member of the school band asked a brass group to play. "They weren't just there; they were participating and doing something," Weisensel says.

The students benefit by gaining knowledge of how the city government operates. They visit with department heads, fire and police chiefs, and other officials. They've also visited the

Dakota Communications Center to see the operations of the centralized public safety answering point and dispatch center for 11 cities within the county.

And city officials, both elected and staff, benefit because they can tap into direct knowledge about issues students are facing such as drugs in school, what services and amenities they want, and what they think it would take to draw them back home to Rosemount after they graduate from college, Weisensel says.

"They wanted businesses," Weisensel says. "The kids were pretty smart about what makes a good community."

Getting started in Golden Valley

In Golden Valley (population 20,600), one of the city's commissions currently has a teen representative on it. But youth involvement and engagement is about to take a further step forward. A recent action approved by the City Council created the Golden Valley Teen Committee, which will operate under the city's Open Space & Recreation Commission in an effort to communicate with city government on matters affecting teenagers.

It was an idea promoted largely by Mayor Shep Harris, and city staff members were on board, says Parks and Recreation Director Rick Birno. "This will give us a tool to involve youth in all aspects of our operation," he says.

One place where Birno says young people's voices will be of immediate value is within a task force looking into replacing a local community center. The task force will include a teen member, whose insight into how youth use such facilities can only help improve the project.

"We build a lot of facilities and operate a lot of facilities that are used by the community, especially young members of the community," he says, adding that he hopes the young people get a sense of belonging from being involved in such issues.

That has been the case in other communities where youth have been heard. And the adult leaders say it's about time they started taking more interest in what young people have to say.

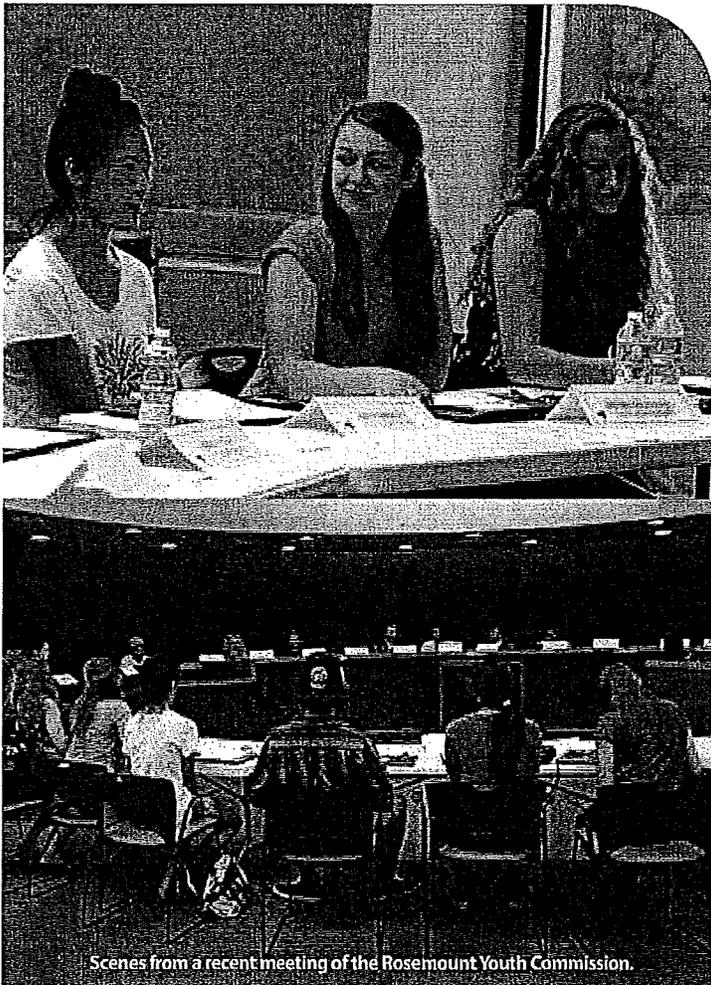
"We're growing new leaders, that's the big thing," Royalton's Mayor Lauer says. "When they work within the community and see positive results, they also know there is a spot for them at the table, not only in the future when they are sitting in the seat as mayor, but also now as an active part of the community. Their voices are important." ■

Andrew Telljohn is a freelance writer based in Richfield, Minnesota.



"It should be part of governments' mission to prepare the ground for the next generation to come into leadership."

BETH MERCER-TAYLOR,
FALCON HEIGHTS CITY
COUNCILMEMBER



Scenes from a recent meeting of the Rosemount Youth Commission.

PHOTOS BY TERRY GYDESEN



Attachment B

CONNECTING & INNOVATING
SINCE 1913

10-28-2005
390a1

RESIDENCY REQUIREMENTS FOR CITY COMMISSIONS & COMMITTEES

Whether commission and committee members are required to live within the city they serve varies by commission or board. As shown in the non-inclusive list below, some statutes expressly require that commission members reside in the city, whereas others are silent on the issue.

Minnesota Statutes Section 412.11 authorizes a city council to create advisory boards "as deemed necessary for the proper management and operation of city affairs." This statute does not set forth residency requirements. It appears as though this statute provides authorization for boards that are otherwise not an express creature of statute. For instance, the creation of a liquor committee, a personnel committee, public safety committee, or public charitable trust fund board is not expressly authorized by statute. However, under 412.111 a city may create such a body and impose residency requirements.

Generally speaking, a city may impose residency requirements for commissions, boards, and committees expressly created by statute so long as the requirement is does not conflict with Minnesota law. Thus, it appears as though a city is free to impose residency requirements for a park board and planning commission because the statute authorizing the creation of these bodies is silent on the residency of members.

Commission/committee	Express Residency Requirement	Statutory Authority
(Joint) Cable TV Commission	Yes ¹	Minn. Stat. § 238.08, subd. 5
Economic Development Authority	No	Minn. Stat. § 469.095, subd. 1
Personnel Committee	No	Minn. Stat. § 412.111
Public Safety Committee	No	Minn. Stat. § 412.111
Public Charitable Trust Fund Board	No	Minn. Stat. § 412.111
Civil Service Commissions	Yes	Minn. Stat. § 419.02 (police)

¹ Minnesota Statutes Section 238.08, subd. 5 requires city residency to be a member of a joint cable commission. (Municipalities may create a joint cable communications commission under Minnesota Statutes Section 471.59, which authorizes joint powers agreements.) Section 238.08, subd. 5 authorizes a joint cable commission to "prepare, adopt, grant, administer, and enforce a cable communications franchise" and establishes rates. The city's members must be two representatives, at least one must be a councilmember and the other "a qualified voter residing within that municipality." I was unable to locate express authority in Minnesota Statutes Chapter 238 to create a city cable commission

	Yes No	Minn. Stat. § 420.03 (fire) Minn. Stat. § 44.04, subd. 1 (personnel board)
Heritage Preservation Commission	Yes	Minn. Stat. § 471.193, subd. 5
Hospital Board	Yes	A.G. Op. 275A Aug. 2 1975
Housing & Redevelopment Authority	Yes	Minn. Stat. § 469.003, subd. 5
Library Board	Yes	Minn. Stat. § 134.09, subd. 1
Liquor Committee	No ²	Minn. Stat. 412.111
Park Board	No ³	Minn. Stat. 412.501
Planning Commission	No ⁴	Minn. Stat. 462.354 Subd 1
Public Utility Commission	If Council Requires	Minn. Stat. 412.341

Cynthia R. Kirchoff

² Minnesota statutes do not expressly authorize a city to create a liquor committee

³ A city is authorized to create a park board, but Minnesota Statute Section 412.501 does not mention residency requirements. Note that Minnesota Statutes Section 398.36 authorizes a *county board* to create a park commission by ordinance "with such provisions for membership, terms of office, and other requirements. . ."

⁴ Minnesota Statutes Section 462.354, subd. 1 authorizes a city to create a planning commission, but it does not address residency requirements

305 Park and Recreation Commission

- 305.010 Establishment of Commission.** A Park and Recreation Commission is hereby established to advise the City Council on park and recreation related matters.
- 305.020 Composition.** A Park and Recreation Commission shall consist of seven (7) to nine (9) members appointed by the City Council. The City Council may, at its own discretion, appoint a youth representative with full voting privileges. The youth representative must be a high school sophomore, junior, or senior and attend two regular meetings before being appointed. Any member of the Commission may be removed by a majority vote of the City Council.
- 305.030 Terms and Compensation.** Appointment to the Commission shall be made at the first regular January meeting of the City Council, or more often if required. Members shall be appointed for three (3) year terms beginning February 1 and ending January 31 of the third year following. Initial appointments pursuant to this ordinance shall be as follows: two (2) members shall be appointed for the term of one (1) year; two (2) members for the term of two (2) years; three (3) members for a term of three (3) years. Members appointed after the initial Commission shall be appointed for a three year term. Members of the Commission may receive compensation as the City Council shall provide by resolution.
- 305.040 Vacancies.** In case of a vacancy during the term of office of any member of the Commission, the City Council shall appoint a new member to serve the remainder of the term. A vacancy shall exist if any of the following occur: death, disability, failure to serve, as shown by failure to attend a specific number of regular meetings as established by the Commission rules of procedure, residence outside of the city, or resignation.
- 305.050 Organization.** The Commission shall annually elect one member to serve as chairman. The chairman is responsible for the agenda of the meetings, presiding at meetings, minutes of meetings and reports and recommendations to the City Council. The Park and Recreation Department shall maintain all records of the Commission.
- 305.060 Meetings and Reports.** The Commission shall hold at least one regular meeting each month. It shall adopt rules of procedure for business and shall keep a public record of all motions, resolutions, findings, minutes and reports which shall be reduced in writing and a copy forwarded to the City Council. The Park and Recreation Director shall be the official advisor attending meetings upon request.

City of
ST FRANCIS
POSITION PROFILE

Effective Date: March 2015

Position Title: Part Time Fire Chief

Department: Fire Department

Accountable to: City Administrator

POSITION SUMMARY:

The Fire Chief plays an important role in the City's safety, reporting to the City Administrator. This position is responsible for the daily administration and coordination of the Fire Department in order to provide the level of public service that meets the expectations of the City Council, City Staff and community. This position will also manage the department ranging from fiscal responsibilities, maintenance, recruitment and development of firefighting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Expected to model behavior and maintain a culture that is consistent with the City's organizational values.
2. Provide leadership to Fire Department staff in a manner that promotes safety, efficiency, and team building.
3. Responds to emergency incidents within the city of St Francis and Mutual Aid communities.
4. Provide supervision of subordinate officers and firefighters including disciplinary actions per city process.
5. Assess and assure that staff's initial and on-going training needs are being met.
6. Assure adequate staffing levels are maintained by participating in recruitment, selection and placement of firefighter positions as directed by city process.
7. Develop and maintain prevention activities that include code enforcement and education
8. Develop and manage an annual budget
9. Develop and maintain a Capital Improvement/Equipment Plan
10. Develop and maintain a Maintenance Program that keeps all equipment and vehicles in a state of readiness
11. Works to create and maintain positive working relationships with all other city departments
12. Makes public presentations as necessary or at the direction of the City Administrator
13. Prepares reports and completes projects as assigned
14. Meets all the requirements of an active St Francis Firefighter
15. Perform other duties as assigned by the City Administrator
16. Follow all State Statute guidelines including cause and determination of fires.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide leadership within administrative issues, prevention and emergency response
Thorough knowledge of suppression, rescue and prevention techniques
Ability to work independently in stressful situations, including Duty Officer Roles

Ability to make decisions, enforce policies in a consistent manner, and issue directives even when unpopular or themselves don't agree
Ability to establish positive working relations with the public, city staff, fire personnel and other agencies
Ability to supervise department staff, assist with performance reviews of subordinate Officers
Ability to exercise good judgment
Ability to work within and promote the Incident Command System at all levels
Ability to manage the organizational structure of the St Francis Fire Department and work within the organizational structure of the City of St Francis

PREFERRED TRAINING AND EXPERIENCE

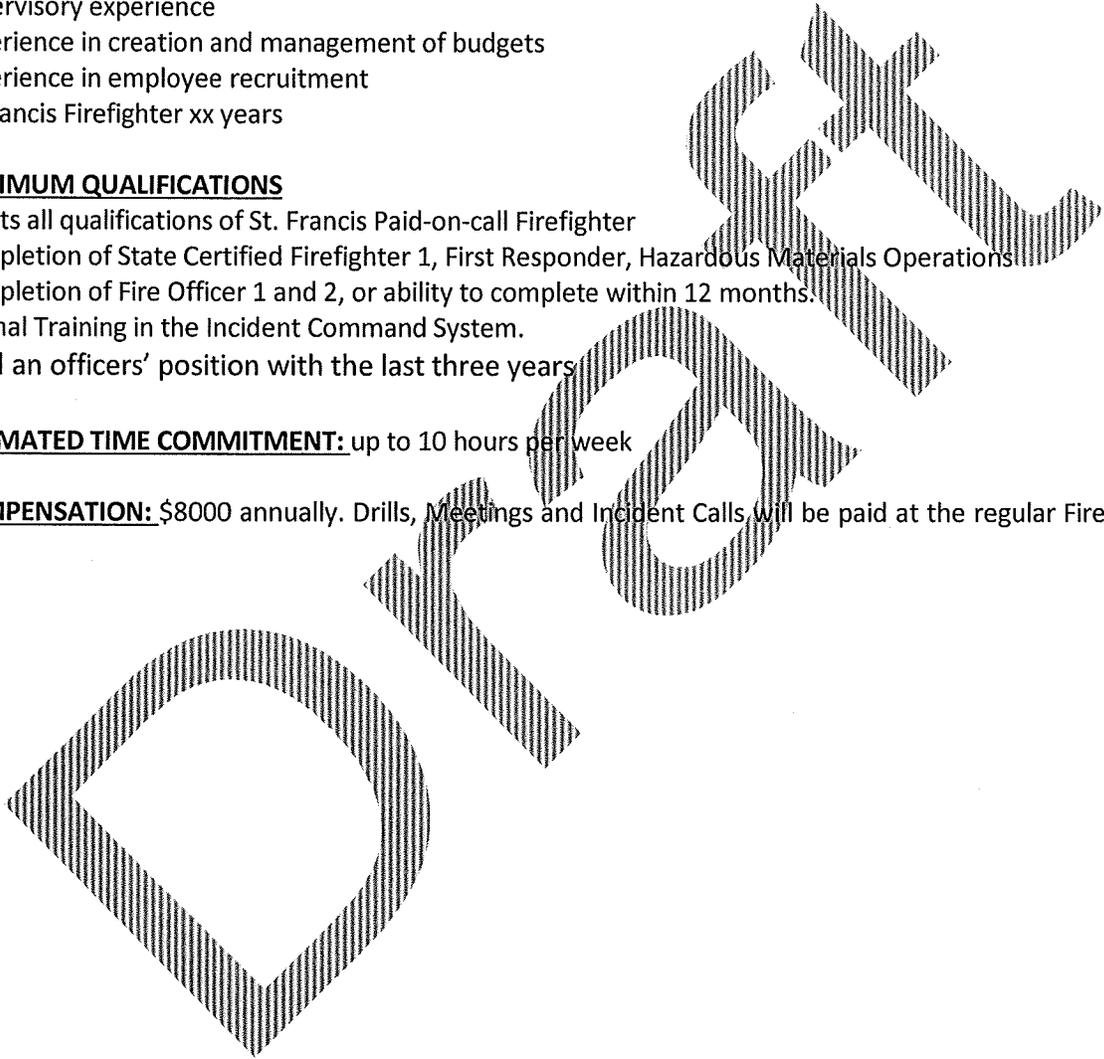
Supervisory experience
Experience in creation and management of budgets
Experience in employee recruitment
St Francis Firefighter xx years

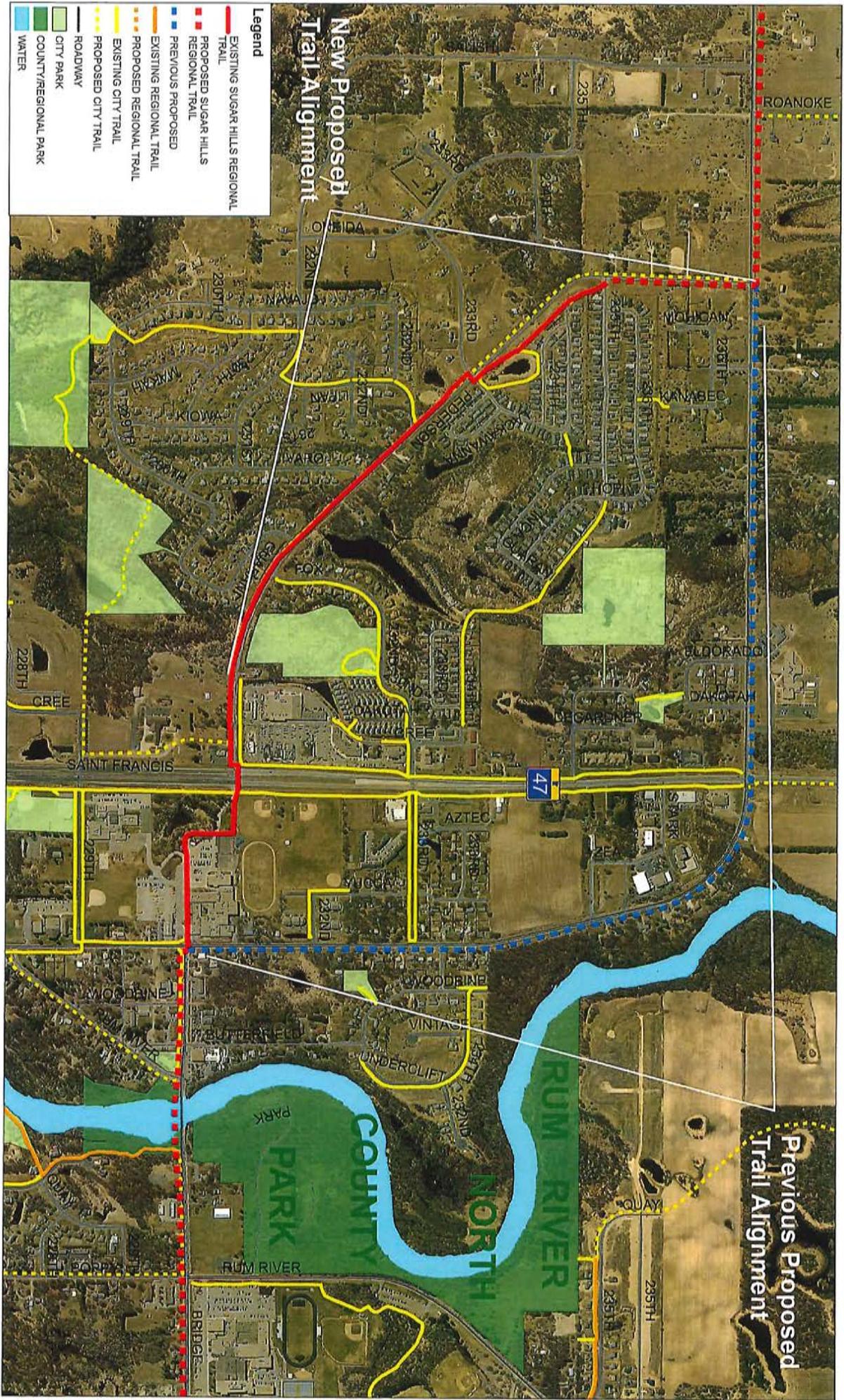
MINIMUM QUALIFICATIONS

Meets all qualifications of St. Francis Paid-on-call Firefighter
Completion of State Certified Firefighter 1, First Responder, Hazardous Materials Operations
Completion of Fire Officer 1 and 2, or ability to complete within 12 months.
Formal Training in the Incident Command System.
Held an officers' position with the last three years

ESTIMATED TIME COMMITMENT: up to 10 hours per week

COMPENSATION: \$8000 annually. Drills, Meetings and Incident Calls will be paid at the regular Firefighter rate.





Legend

- EXISTING SUGAR HILLS REGIONAL TRAIL
- PROPOSED SUGAR HILLS REGIONAL TRAIL
- PREVIOUSLY PROPOSED REGIONAL TRAIL
- EXISTING REGIONAL TRAIL
- PROPOSED REGIONAL TRAIL
- EXISTING CITY TRAIL
- PROPOSED CITY TRAIL
- ROADWAY
- CITY PARK
- COUNTY/REGIONAL PARK
- WATER

New Proposed Trail Alignment

Previous Proposed Trail Alignment

Proposed Sugar Hills Regional Trail
St. Francis Middle School & SH 47/Pederson Drive Intersection

