

CITY OF ST. FRANCIS CITY  
COUNCIL AGENDA

APRIL 6, 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 – March 16, 2015
  - b. City Council Work Session Notes – March 15, 2015
  - c. Accepting the Financial Management Plan
  - 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. St. Francis Ambassador Program
  - b. Variolite Street: Temporary Housing Application
  - c. Martinson Addition: Preliminary Plat
  - d. Northland Securities: Calling for a Public Hearing on Issuance of G.O. Capital Improvement Plan Bonds
7. Ordinances & Resolution
  - a.
8. Reports of Consultants & Staff Members
  - a. Engineer: Bridge Street Trail
  - b. Attorney: Consideration of Contract and Appointment of City Administrator
  - c. Staff:
    - Building Official:
    - Finance Dept.
    - Fire Dept.:
    - Public Works:
    - Liquor Store:
    - Police: Temporary Full Time Patrol Officer
    - Full Time Police Records/Public Works Clerk
    - City Administrator Report: Economic Development Plan Proposal
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- |         |  |
|---------|--|
| Apr 11: | SFHS Prom: Grand March at SFHS 4:30 pm   |
| Apr 15: | Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm |
| Apr 20: | City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm        |
| May 2:  | Spring Recycling Day @ 4020 St. Francis Blvd. 8 am to 2 pm                               |
| May 2:  | Pet Clinic @ St. Francis Fire Station 9 am to Noon                                       |
| May 4:  | 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 – April 6, 2015 Meeting

**Agenda Items:**

**4. Consent Agenda:**

c. *Accepting the Financial Management Plan:* A copy of the Financial Management Plan that was reviewed at the recent work session can now be viewed on the website under the Finance Department.

**6. Petitions, Requests, Applications:**

a. *St. Francis Ambassador Program:* Mayor Kane will be presenting the St. Francis Ambassador program a check in the amount of \$100.00. These funds are from the 2015 Mayors Trail Ride. Even though the event did not take place due to the lack of snow, the Sno-Ghost Snowmobile Club in St. Francis wanted their donation to this event to still go out to the individual charities from the Mayors cities involved.

b. *Variolite Street: Temporary Housing Application:* Robert Bierwerth has made a request for a temporary habitation at 23316 Variolite St NW. The house on the property was damaged by fire. Mr. Bierwerth would like to place a 12.6' x 41.6' park model mobile home on the property while construction activities occur on the site. A temporary habitation permit allows for the erection of and habitation in temporary structures needed for emergency purposes or for temporary use during the construction of a permanent structure. The zoning permit to allow for this temporary structure may only be initially approved by the City Council. Resolution 2015-12 is attached approving the temporary habitation.

c. *Martinson Addition: Preliminary Plat:* Martinson Machine LLLP has made an application for a preliminary plat located at Stark Drive and Ambassador Blvd. The site is located at 3845 Stark Drive, 3855 Stark Drive, and an unaddressed property to the south. The site currently consists of the Northland Screw facility (on two parcels), the Stark Drive right-of-way, the former Stark Drive right-of-way, and an empty lot. Stark Drive was relocated about 250 feet south in 2007. Its former location is to be vacated as part of the final plat. The current location of the road is proposed to be platted as right-of-way as part of this process. The Planning Commission found the plat to be generally consistent with the review criteria and recommended approval with four conditions. Resolution 2015-13 is attached approving the preliminary plat of Martinson Addition.

d. *Northland Securities: Calling for a Public Hearing on Issuance of G.O. Capital Improvement Plan Bonds:* George Eilertson of Northland Securities will be at the meeting asking for the city council to adopt Resolution 2015-14 a resolution calling for a public hearing that relates to the issuance of general obligation capital improvement plan bonds. A memorandum from Mr. Eilertson is attached.

**7. Ordinances & Resolutions:**

**8. Reports:**

a. **Engineer:** *Bridge Street Trail:* City Engineer Jared Voge provided a memorandum on the trails associated with the Bridge Street Improvement Project. Voge is asking if the city council would be interested in constructing a trail between Dollar General and Zion Parkway. This would fill the gap in the trail network. If this is something you want to move forward with authorization is needed for staff to prepare plans, specifications, and the easements necessary for the trail construction. A map is provided the shows the trail associated with the Bridge Street Improvement.

b. **Attorney:** *Consideration of Contract and Appointment of City Administrator:* Attached is a unsigned copy of the contract that would need the council's approval if in agreement.

c. **Staff:**

**Building Official:**

**Fire:**

**Public Works:**

**Liquor Store:**

**Police:** *Temporary Full Time Patrol Officer:* The Police Department has one officer on paid leave, one officer on paid medical leave and one that is on a hiring list with another agency. With the current two officer shortage we are posting approximately 20 hours of overtime a week, if the third officer accepts an offer from another agency we will have to schedule 20+ additional mandatory overtime hours. This would maintain school contracts and a single officer for 24 hour coverage and nothing else. Chief Harapat is asking for authorization to hire a temporary six month full time officer to help reduce overtime cost.

*Full Time Police Records/Public Works Clerk:* A memorandum from Chief Harapat is attached asking for authorization to hire a full time Police Records/Public Works Clerk. Chief Harapat and Public Works Director Teicher both feel the most cost effective approach to resolve and improve the situation is to work together rather than independently. This will result in office staff to answer phones, take care of walk ins, type reports, assist with scanning, give out reports, to mention a few things for both departments. It will also free up Public Works personnel to complete their job duties, not to mention the level of professionalism it will provide our citizens. The Public works director and the Chief of Police would recommend that the P/T Police Records Clerk be eliminated and add a new F/T Police Records/Public Works Clerk. We would also recommend that the position be offered to the current part time employee as a promotion, effective as soon as possible. If employee is not interested, the typical hiring process would begin. A new job description for this position is included. If the council chooses to move forward a motion would be in order to approve the job description and post the job position.

**City Administrator:** *Economic Development Plan Proposal:* Planner Nate Sparks provided a memorandum outlining an economic development plan. The plan would help the City inventory existing sites, identify site needs prior to development, prioritize investments in economic development activities, understand the local market context, identify target industries, create promotional material content, and develop a business subsidy policy. This plan is intended to assist the Economic Development Authority and City Council in assessing the need for projects that may assist in preparing the City for future development.

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

March 16, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.

2. **Roll Call:** Present were Mayor Pro Tem Tim Brown, Council members Richard Orpen, Rich Skordahl, and Chris McClish. Mayor Steve Kras excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Fred Vogel and Paul Saffert (Bolton & Menk), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Building Official Andy Schreder, and City Clerk Bob Held.

3. **Adopt Agenda:** MOTION BY McCLISH SECOND SKORDAHL TO ADOPT THE MARCH 16, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.

4. **Consent Agenda:** MOTION BY SKORDAHL SECOND ORPEN TO APPROVE THE MARCH 16, 2015, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:

- a. City Council Minutes – March 2, 2015
- b. Upper Rum River Watershed Management Organization Minutes – March 3, 2015
- c. Accept the Donation from Blain's Blazin 4th Inc to Pioneer Days
- d. Approve the Payment of Claims for \$419,316.24 (ACH 110E & 111E \$106220.56

Checks 66397 and 68724-68790 \$313095.68)

Motion carried 4-0.

5. **Meeting Open to the Public:** None.

6. **Petitions, Requests, Applications:**

a. **Wellhead Protection Plan Amendment: Public Hearing-Resolution 2015-**

07A copy of the power presentation that was presented at the February 17, 2015 City Council meeting was included in your packet. Due to an error with the publication of the public hearing notice we need to hold the public hearing again. Public Works Director Paul Teicher stated this gave us the opportunity to make more corrections. Public Director Paul Teicher gave a brief presentation on the Wellhead Protection Plan Amendment. Motion by Mayor Pro Tem Brown second McClish to open the public hearing for public comment at 6:03 pm. Mayor Pro Tem Brown closed the public hearing at 6:03 after no public comment. MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-07 A RESOLUTION APPROVING THE WELLHEAD PROTECTION POLICY AND APPROVAL OF PLAN (PART 2).

Motion carried 4-0.

7. **Ordinances & Resolution:**

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

a. **Engineer: Waste Water Facility Upgrade Presentation:** City Engineer, Paul Saffert provided a memorandum outlining the background and need for the new wastewater treatment facility at the existing site. Saffert gave a power point on the wastewater project and timeline. Brown asked during construction will the facility still be functioning, Saffert stated yes, it will be modified slightly but still operational. MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2015-11 AUTHORIZING STAFF AND BOSTON & MENE TO PROCEED WITH SECURING CLEAN WATER REVOLVING FUNDS AND POINT SOURCE IMPLEMENTATION GRANT BY SUBMITTING A MINNESOTA PUBLIC FACILITIES AUTHORITY LOAN APPLICATION. Motion carried 4-0. MOTION BY BROWN SECOND SKORDAHL TO APPROVE THE SUBMITTAL OF PLANS AND SEPCIFICATIONS TO THE MINNESOTA POLLUTION CONTROL AGENCY. Motion carried 4-0.

**MS4 Update:** The City was informed on October 20, 2015 that the city is subject to regulation under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Municipal Separate Storm Sewer System (MS4) General Stormwater Permit (MNR40000). The cost to the City's Stormwater fund at this time is \$400.00 City staff will submit Part 1 of the permit application prior to the April 25, 2015 deadline. Prior to the October 25, 2016 deadline, there will be additional costs associated with preparing Part 2 of the permit application.

**235th Update:** Based on the history, the reason 235<sup>th</sup> street width is 28 feet was because of the residents request Voge stated. During the open houses and public hearings associated with the improvements, residents requested that the width be reduced from 32-feet to accommodate two travel lanes in an effort to reduce the construction costs associated with the improvements. Street widths of 28-feet do not accommodate parking. We recommend both sides of the road along 235<sup>th</sup> between Rum River Blvd. and Ivywood Street be posted with No Parking Signs. Orpen asked where are the people going to park for the soccer/football games. Parking along Rum River Blvd. would be dangerous. Skordahl said it is the schools usage that causes the problem so let's work with the school district to educate where parking is permitted. McClish said obviously they do not have enough parking for the events but I would like to work with the school district letting them know this is a concern. Consensus of the city council was to put up the no parking signs and contact the school district to work with them on different parking areas.

b. **Attorney:**

c. **Staff:**

**Bldg. Official: 2014 End of Year Building Activity Update:** Building Official Andy Schreder gave a brief update on the 2014 Building Activity. Schreder stated the building activity was similar to 2013 but did show a higher number of new home construction. In 2014, there were 18 new units, which included two townhomes and a manufactured structure in Woodhaven. A new building code went into effect in January 2015. Sharing services with the City of Nowthen has been very worthwhile and cost effective with sharing training cost. We are considering hiring a seasonal inspector to help with the heavier summer workload. Brown asked how the rental inspections are going. Schreder said better and those that have responded have gone very well. The struggle is the ones that have not responded. Skordahl asked if the fees are keeping up with the time, you are spending. The first year there is a lot of implementation on the staff side.

MN House Representative Kurt Daudt stopped by to say hello. The City Council asked if he could give you an update on what is happening at the Capital. It is budget year; road and bridge funding are the two top priorities. The House of Representatives would like to put some money into cities, counties and townships. We will start the budget next week and need to be done by the third week of May. Speaker Daudt stated he does have many rolls at the Capital, with one being appointed as the Speaker of the House. Speaker Daudt passed out his business card to council and staff and stated if something comes up please give me a call. Again, I just wanted to show up and say hello and be accessible to you and my district. Brown said we appreciate that you are not forgetting about us. If you (city council) have a project you are working on let me know. Discussion was held briefly on the Hwy 47 and Pederson Drive intersection. Voge said MnDOT does see a speed study is warranted in this area. Hopefully, the speed will be lowered in the school zone.

**Fire Dept.:**

**Public Works: Bridge Street Corridor Update:** Voge said last week we met with Anoka County and they are in the process of acquiring the property for road right away purposes. The final house will be acquired by the end of May this year, which took longer than expected. Looks like the construction will start later than thought. So the project will take two years instead of one construction year. They will start the package road to Kerry Street and the small turn around at the school property this year and the two roundabouts will be constructed next year. Brown asked would the bids be good for the whole project. Voge said yes, they would carry through for the whole project. Orpen said he talked to people from Temperature Specialist and said there was suppose to have some vibration studies done before, during and after. They have not heard anything from Anoka County. Voge said we definitely would bring that to their attention. They are looking at some alternative methods for the compaction. Skordahl asked do they have the Federal money in hand. Voge said the Federal Government allocates and sets aside money but all processes must be followed. The schedule will not affect the funding.

**Park Improvements:** Teicher reported that two more parks are becoming dangerous because of the deteriorating timbers. These timbers are the borders between the grass area and wood chips. Two quotes were received North country Concrete, Inc. of East Bethel, MN \$28,635 and Tru Renovations, LLC of East Bethel \$18,427.20. Skordahl asked if these were the last two parks that needed this type of repair. Teicher said I believe there are still other parks with timbers but are not in the condition of these two. **MOTION BY BROWN SECOND McCLISH TO ACCEPT THE TWO QUOTES AND AWARD THE LOW BID TO TRU RENOVATIONS, LLC OF EAST BETHEL WITH A BID AMOUNT OF \$18,427.20. Motion carried 4-0.**

**Liquor Store:**

**Police Dept:**

**City Administrator Report:**

9. **Reports from Council Members:** Skordahl wanted to remind the council he will not be at the Planning Commission meeting this Wednesday.

10. **Report from Mayor:** None.

11. **Old Business:** McClish asked if there was an update on the city administrator position. Lepak said the top candidate has been contacted and I will meet with him on Wednesday and work on the contract.

12. **New Business:** None.

13. **Adjournment:** MOTION BY ORPEN SECOND McCLISH TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 7:00 PM. Motion carried 4-0.

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Barbara I. Held, City Clerk

DRAFT

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

CITY COUNCIL/MANAGEMENT TEAM WORK SESSION NOTES

March 15, 2014

The City Council held a Work Session on March 15, 2015 pm. Mayor Kane opened the Work Session at 1:00 pm.

Present were Mayor Kane, Council members Richard Orpen, Rich Skordahl, Tim Brown and Chris McClish. Also present were Tammy Omdal and George Eilertson of Northland Securities, Finance Director Darcy Mulvihill, Public Works Director Paul Teicher, Police Chief Jeff Harapat, Building Official Andy Schreder, and City Clerk Barb Held.

Mayor Kane turned the meeting over to Finance Director Mulvihill. Mulvihill gave a brief review of how the Financial Management Plan would be a working tool. Omdal then showed a power point presentation that covered the purpose of the study, the study approach, organization of the plan and then the conclusions and recommendations. Utility rate increases was discussed in length.

After the presentation Kane asked if the city council had any questions. Brown asked as a non-water/sewer user would I end of paying for the wastewater upgrade. Only the current and future water/sewer customers will be paying for the upgrade not anyone on private systems. Consensus was to bring the amended fee schedule to a meeting in April with the rate increases going into effect July, 2015.

The Work Session ended at 2:45 pm.

Respectfully submitted,

Barb Held  
City Clerk



PAYMENT BATCH AP 04-06-15

**ASPEN MILLS**

03/27/2015	163098	E 101-42210-437	Uniform Allowance	BADGES	156.00
03/27/2015	163100	E 101-42110-437	Uniform Allowance	RESERVE UNIFORM	78.15
					\$234.15

**ASSURANT EMPLOYEE BENEFITS**

03/23/2015	5447229.0415	E 101-41400-130	Employer Paid Insurance	APRIL INSURANCE	104.15
03/23/2015	5447229.0415	E 101-41500-130	Employer Paid Insurance	APRIL INSURANCE	67.04
03/23/2015	5447229.0415	E 101-42110-130	Employer Paid Insurance	APRIL INSURANCE	734.77
03/23/2015	5447229.0415	E 101-42400-130	Employer Paid Insurance	APRIL INSURANCE	103.12
03/23/2015	5447229.0415	E 101-43100-130	Employer Paid Insurance	APRIL INSURANCE	121.10
03/23/2015	5447229.0415	E 101-43210-130	Employer Paid Insurance	APRIL INSURANCE	26.92
03/23/2015	5447229.0415	E 101-45200-130	Employer Paid Insurance	APRIL INSURANCE	121.10
03/23/2015	5447229.0415	E 601-49440-130	Employer Paid Insurance	APRIL INSURANCE	52.65
03/23/2015	5447229.0415	E 602-49490-130	Employer Paid Insurance	APRIL INSURANCE	52.64
03/23/2015	5447229.0415	E 609-49750-130	Employer Paid Insurance	APRIL INSURANCE	113.85
					\$1,497.34

**BAUER BUILT INC.**

03/11/2015	940028618	E 101-42110-221	Vehicle Repair & Maintenance	TIRES	243.58
					\$243.58

**BERNICK COMPANIES, THE**

03/09/2015	201758	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
03/09/2015	201759	E 609-49751-252	Beer For Resale	BEER	631.50
03/23/2015	206232	E 609-49751-252	Beer For Resale	BEER	161.55
03/23/2015	206232	E 609-49751-255	N/A Products	N/A	20.50
					\$847.55

**BIRCHWOOD CONSTRUCTION**

03/20/2015	22869	E 101-45200-401	Repairs/Maint Buildings	REPLACE WINDOW	395.00
					\$395.00

**BOLTON & MENK, INC.**

02/20/2015	175399	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS	550.00
02/20/2015	175400	G 602-16500	Construction in Progress	2015 BRIDGE ST IMPROVEMENT	17,294.00
02/20/2015	175401	E 601-49440-303	Engineering Fees	WATER SYSTEM MODEL	2,450.00
02/20/2015	175402	E 101-43100-303	Engineering Fees	PEDERSON DRIVE IMPROVE 20'	1,890.00
02/20/2015	175403	E 101-41910-303	Engineering Fees	2015 GENERAL ENGINEERING	3,172.00
02/20/2015	175403	E 101-43100-303	Engineering Fees	2015 GENERAL ENGINEERING	0.00
02/20/2015	175403	E 101-43100-303	Engineering Fees	2015 GENERAL ENGINEERING	472.00
02/20/2015	175403	E 602-49490-303	Engineering Fees	2015 GENERAL ENGINEERING	615.00
02/20/2015	175404	E 101-43100-303	Engineering Fees	2015 STATE AID	35.00
02/20/2015	175405	G 602-16500	Construction in Progress	LGU	255.00
02/28/2015	175771	G 602-16500	Construction in Progress	WASTEWATER FACILITY IMP	200,000.00
					\$226,733.00

**BRITZ STORE EQUIPMENT**

03/18/2015	1002946	E 609-49750-401	Repairs/Maint Buildings	REPAIRS	486.69
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\$486.69

**CDW GOVERNMENT, INC.**

03/12/2015	TD01077	E 101-41400-580	C-O-L Other Equipment	SUPPLIES	276.74
03/12/2015	TD01077	E 101-42400-200	Office Supplies	SUPPLIES	276.74
					<hr/>
					\$553.48

**CENTERPOINT ENERGY**

03/18/2015	5944643-5.0315	E 609-49750-383	Gas Utilities	LIQUOR	268.95
03/18/2015	5945499-6.0315	E 101-42210-383	Gas Utilities	FIRE	70.17
03/18/2015	5963820-5.0315	E 101-45200-383	Gas Utilities	WARMING HOUSE	252.41
03/18/2015	6002544-2.0315	E 601-49440-383	Gas Utilities	PUBLIC WORKS	165.33
03/18/2015	6002544-2.0315	E 602-49490-383	Gas Utilities	PUBLIC WORKS	165.34
03/18/2015	6002548-3.0315	E 602-49490-383	Gas Utilities	WWTP	219.35
03/18/2015	6886465-1.0315	E 101-41940-383	Gas Utilities	CITY HALL	42.96
03/18/2015	6886468-5.0315	E 101-41940-383	Gas Utilities	CITY HALL	36.15
03/18/2015	6886472-7.0315	E 101-41940-383	Gas Utilities	CITY HALL	45.03
03/18/2015	6886475-0.0315	E 101-41940-383	Gas Utilities	CITY HALL	44.57
03/18/2015	7900331-5.0315	E 601-49440-383	Gas Utilities	WATER	1,071.79
03/18/2015	8964221-9.0315	E 602-49490-383	Gas Utilities	LIFT STATION	19.09
03/18/2015	9680285-5.0315	E 101-42110-383	Gas Utilities	POLICE/PW	1,139.16
03/18/2015	9680285-5.0315	E 101-43100-383	Gas Utilities	POLICE/PW	284.79
03/18/2015	9680285-5.0315	E 101-45200-383	Gas Utilities	POLICE/PW	284.79
03/18/2015	9680285-5.0315	E 601-49440-383	Gas Utilities	POLICE/PW	284.79
03/18/2015	9680285-5.0315	E 602-49490-383	Gas Utilities	POLICE/PW	284.78
03/18/2015	9878416-8.0315	E 101-42210-383	Gas Utilities	FIRE-GENERATOR	1,261.07
					<hr/>
					\$5,940.52

**CENTURY LINK**

03/07/2015	4102.0315	E 601-49440-321	Telephone	PHONE	59.61
03/07/2015	4102.0315	E 602-49490-321	Telephone	PHONE	59.60
					<hr/>
					\$119.21

**CITY EMPLOYEES UNION, LOCAL #3**

03/31/2015	033115	G 101-21707	Union Dues	APRIL DUES	120.00
					<hr/>
					\$120.00

**COCA COLA REFRESHMENTS**

03/10/2015	108332919	E 609-49751-254	Miscellaneous Merchandise	MISC	217.12
03/24/2015	268096221	E 609-49751-254	Miscellaneous Merchandise	MISC	287.32
					<hr/>
					\$504.44

**COLONIAL INSURANCE**

03/25/2015	405540	G 101-21712	Colonial Insurance	APRIL INSURANCE	322.70
					<hr/>
					\$322.70

**CONNEXUS ENERGY**

03/20/2015	298392.0315	E 101-41940-381	Electric Utilities	CITY HALL	248.44
03/20/2015	298393.0315	E 602-49490-381	Electric Utilities	LIFT STATIONS	5,717.87
03/20/2015	298394.0315	E 101-45200-381	Electric Utilities	PARK	287.93
03/20/2015	298395.0315	E 601-49440-380	Electric-System	WATER	4,329.56
03/20/2015	298396.0315	E 101-43100-386	Street Lighting	STREET LIGHTS	3,427.26
03/20/2015	301895.0315	E 101-41940-381	Electric Utilities	SIGN	56.26
03/20/2015	302965.0315	E 101-42110-381	Electric Utilities	AMBASSDOR SIREN	5.00
03/20/2015	302965.0315	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.00
03/20/2015	302965.0315	E 101-42210-381	Electric Utilities	FIRE	402.63
03/20/2015	302965.0315	E 609-49750-381	Electric Utilities	LIQUOR	858.60
03/20/2015	303103.0315	E 101-42110-381	Electric Utilities	POLICE/PW	699.84

03/20/2015	303103.0315	E 101-43100-381	Electric Utilities	POLICE/PW	174.97
03/20/2015	303103.0315	E 101-45200-381	Electric Utilities	POLICE/PW	174.97
03/20/2015	303103.0315	E 601-49440-381	Electric Utilities	POLICE/PW	174.97
03/20/2015	303103.0315	E 602-49490-381	Electric Utilities	POLICE/PW	174.97
					\$16,738.27

**COON RAPIDS, CITY OF**

03/27/2015	11240	E 101-42210-208	Training and Instruction	ICE RESCUE TRAINING	750.00
					\$750.00

**CRYSTAL SPRINGS ICE**

03/19/2015	49446	E 609-49751-254	Miscellaneous Merchandise	MISC	155.84
					\$155.84

**DAHLHEIMER DIST. CO. INC.**

03/11/2015	106212	E 609-49751-252	Beer For Resale	BEER	6,920.25
03/11/2015	106212	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
03/18/2015	106465	E 609-49751-252	Beer For Resale	BEER	9,266.80
03/18/2015	106465	E 609-49751-254	Miscellaneous Merchandise	MISC	42.00
03/25/2015	106790	E 609-49751-252	Beer For Resale	BEER	7,477.80
03/25/2015	106790	E 609-49751-254	Miscellaneous Merchandise	MISC	264.00
					\$24,012.85

**DAHLHEIMER, PHIL**

E 101-42400-212	Motor Fuels	REIMB GAS ON PERSONAL	32.32
			\$32.32

**DAY DISTRIBUTING CO.**

03/13/2015	794297	E 609-49751-252	Beer For Resale	BEER	1,112.80
					\$1,112.80

**DELTA DENTAL**

03/15/2015	5926345	G 101-21711	Dental Insurance	APRIL INSURANCE	504.10
					\$504.10

**ECM PUBLISHERS, INC.**

03/15/2015	197501	E 609-49750-340	Advertising	PART TIME LIQUOR	209.52
03/22/2015	199624	E 609-49750-340	Advertising	PART TIME LIQUOR	209.52
					\$419.04

**ELITE SANITATION**

03/11/2015	22359	E 101-45200-402	Janitorial Service	TOILET RENTAL	305.00
					\$305.00

**EMERGENCY APARATUS MAINTENENC**

03/17/2015	79137	E 101-42210-221	Vehicle Repair & Maintenance	FIX TANKER 2	6,294.14
					\$6,294.14

**F.I.R.E.**

02/28/2015	1061	E 101-42210-208	Training and Instruction	OFFICER 1 CLASS	3,000.00
					\$3,000.00

**FIRE SAFETY USA, INC.**

03/23/2015	77630	E 101-42210-437	Uniform Allowance	HELMET	900.00
					\$900.00

**FREEDOM SERVICES, INC.-FD**

03/20/2015	11759	G 101-21706	Flex Account	APRIL 2015	100.00
03/23/2015	11786	E 101-41400-131	Employer Paid Health	FEB 2015	166.13

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\$266.13

**FREEDOM SERVICES, INC-MA**

03/20/2015	11760	E 101-41540-301	Auditing and Acct g Services	APRIL 2015	71.60
					<hr/>
					\$71.60

**G&K SERVICES, INC**

03/10/2015	1043138443	E 609-49750-219	Rug Maintenance	RUGS	11.23
03/18/2015	1043143909	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/18/2015	1043143909	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/24/2015	1043149372	E 609-49750-219	Rug Maintenance	RUGS	11.23
03/24/2015	1043149373	E 101-41940-219	Rug Maintenance	RUGS	16.96
03/24/2015	1043149374	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.20
03/24/2015	1043149374	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.20
					<hr/>
					\$56.22

**GERDIN AUTO SERVICE, INC.**

03/19/2015	76136	E 208-42110-436	Towing Charges	2001 CHEVY IMPALA	234.50
					<hr/>
					\$234.50

**GRANITE CITY JOBBING CO.**

03/10/2015	849015	E 609-49750-210	Operating Supplies	OPERATING	93.13
03/10/2015	849015	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/10/2015	849015	E 609-49751-256	Tobacco Products For Resale	TOBACCO	648.62
03/10/2015	849015	G 101-20810	Sales Tax Payable	TAX	(0.44)
03/14/2015	850545	E 609-49750-210	Operating Supplies	OPERATING	6.83
03/14/2015	850545	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/14/2015	850545	E 609-49751-254	Miscellaneous Merchandise	MISC	37.20
03/14/2015	850545	E 609-49751-256	Tobacco Products For Resale	TOBACCO	572.61
03/14/2015	850545	G 101-20810	Sales Tax Payable	TAX	(0.44)
03/17/2015	849757	E 609-49750-210	Operating Supplies	OPERATING	120.09
03/17/2015	849757	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
03/17/2015	849757	E 609-49751-256	Tobacco Products For Resale	TOBACCO	945.56
03/17/2015	849757	G 101-20810	Sales Tax Payable	TAX	(0.44)
					<hr/>
					\$2,435.47

**GRATITUDE FARMS**

03/31/2015	.0315	E 101-42700-311	Contract	MARCH SERVICES	350.00
					<hr/>
					\$350.00

**HAWKINS, INC.**

03/10/2015	3702963	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,392.36
03/20/2015	3707095	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	1,600.74
03/20/2015	3707096	E 601-49440-216	Chemicals and Chem Products	CHLORINE	1,087.52
					<hr/>
					\$5,080.62

**HD SUPPLY WATERWORKS, LTD**

03/17/2015	D639306	E 601-49440-217	Other Operating Supplies	SUPPLIES	244.29
					<hr/>
					\$244.29

**HEWLETT-PACKARD COMPANY**

03/10/2015	55602947	E 101-42210-580	C-O-L Other Equipment	TABLETS	16,265.16
					<hr/>
					\$16,265.16

**INFRASTRUCTURE TECHNOLOGIES**

02/26/2015	1500045	E 601-49440-237	Small Equipment	METERED MAGNETIC LOCATOR	762.05
02/26/2015	1500045	E 602-49490-237	Small Equipment	METERED MAGNETIC LOCATOR	762.05
					<hr/>
					\$1,524.10

**INNOVATIVE OFFICE SOLUTIONS, L**

03/18/2015	IN0746610	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	37.31
03/20/2015	IN0748690	E 101-42110-200	Office Supplies	CHAIRMAT	46.57
03/30/2015	IN0754878	E 101-42110-200	Office Supplies	OFFICE SUPPLIES	2.41
					\$86.29

**ISD #15**

03/13/2015	1919	E 101-45200-218	Equipment Repair & Maintenance	2014 HUSTLER	81.73
03/16/2015	1939	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE CHARGER	58.22
03/30/2015	1952	E 101-42110-221	Vehicle Repair & Maintenance	2013 CHARGER	58.22
03/30/2015	1959	E 101-45200-218	Equipment Repair & Maintenance	2012 TOOL CAT	935.50
03/30/2015	1960	E 101-42110-221	Vehicle Repair & Maintenance	2013 CHARGER	58.22
					\$1,191.89

**JJ TAYLOR DISTRIBUTING**

03/11/2015	2317467	E 609-49751-252	Beer For Resale	BEER	221.40
					\$221.40

**JOHNSON BROS WHLSE LIQUOR**

03/11/2015	5112377	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
03/11/2015	5112377	E 609-49751-251	Liquor For Resale	LIQUOR	687.79
03/11/2015	5112378	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.44
03/11/2015	5112378	E 609-49751-253	Wine For Resale	WINE	1,022.70
03/17/2015	518559	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
03/17/2015	518559	E 609-49751-251	Liquor For Resale	LIQUOR	(97.90)
03/18/2015	5117528	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.20
03/18/2015	5117528	E 609-49751-251	Liquor For Resale	LIQUOR	1,168.48
03/18/2015	5117529	E 609-49751-206	Freight and Fuel Charges	FREIGHT	77.53
03/18/2015	5117529	E 609-49751-253	Wine For Resale	WINE	2,941.05
03/25/2015	5122823	E 609-49751-206	Freight and Fuel Charges	FREIGHT	282.68
03/25/2015	5122823	E 609-49751-251	Liquor For Resale	LIQUOR	11,570.25
03/25/2015	5122824	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.08
03/25/2015	5122824	E 609-49751-253	Wine For Resale	WINE	187.80
03/25/2015	5122825	E 609-49751-252	Beer For Resale	BEER	270.50
					\$18,180.80

**KIMS KLEANING**

03/29/2015	3216	E 101-41940-402	Janitorial Service	CITY HALL	150.00
03/29/2015	3217	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	80.00
03/29/2015	3218	E 101-43100-402	Janitorial Service	CLEANING	190.00
03/29/2015	3218	E 101-45200-402	Janitorial Service	CLEANING	190.00
03/29/2015	3218	E 601-49440-402	Janitorial Service	CLEANING	190.00
03/29/2015	3218	E 602-49490-402	Janitorial Service	CLEANING	190.00
03/29/2015	3219	E 601-49440-402	Janitorial Service	WATER TREATMENT PLANT	200.00
03/29/2015	3221	E 101-42210-402	Janitorial Service	FIRE DEPT	375.00
06/29/2015	3220	E 101-42110-402	Janitorial Service	POLICE DEPARTMENT	900.00
					\$2,465.00

**LAW ENFORCEMENT LABOR SVCS.**

03/31/2015	033115	G 101-21707	Union Dues	APRIL DUES	376.00
					\$376.00

**LINCOLN MARKETING, INC**

03/20/2015	37911	E 609-49750-340	Advertising	ADVERTISING	499.00
					\$499.00

**LITTLE FALLS MACHINE INC.**

03/17/2015	56092	E 101-43100-218	Equipment Repair & Maintenance	REPAIR	251.12
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\$251.12

**MARTIES FARM SERVICE**

03/20/2015	485259	E 101-45200-419	Turf/Fertilizer/Weed Control	CRABGRASS PREVENT	718.00
					<u>\$718.00</u>

**MCDONALD DIST CO.**

03/12/2015	160520	E 609-49751-252	Beer For Resale	BEER	4,068.15
03/12/2015	160520	E 609-49751-255	N/A Products	N/A	73.75
03/19/2015	162134	E 609-49751-252	Beer For Resale	BEER	4,397.32
03/19/2015	163675	E 609-49751-252	Beer For Resale	BEER	36.40
03/26/2015	165358	E 609-49751-252	Beer For Resale	BEER	11,975.47
03/26/2015	165358	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
03/26/2015	165358	E 609-49751-255	N/A Products	N/A	73.75
					<u>\$20,726.84</u>

**MIDCONTINENT COMMUNICATIONS**

03/31/2015	033115	E 101-41940-321	Telephone	MONTHLY	35.35
03/31/2015	033115	E 101-42110-321	Telephone	MONTHLY	69.75
03/31/2015	033115	E 101-43100-321	Telephone	MONTHLY	69.75
03/31/2015	033115	E 601-49440-321	Telephone	MONTHLY	95.00
03/31/2015	033115	E 601-49440-321	Telephone	MONTHLY	95.00
03/31/2015	033115	E 609-49750-321	Telephone	MONTHLY	95.00
					<u>\$459.85</u>

**MN BUREAU OF CRIMINAL APPREHEN**

03/11/2015	7700	E 101-42110-208	Training and Instruction	TRAINING	75.00
					<u>\$75.00</u>

**MN MUNICIPAL UTILITIES ASSOC.**

04/01/2015	45088	E 101-41400-311	Contract	SAFETY 2ND QUARTER	447.50
04/01/2015	45088	E 101-42110-311	Contract	SAFETY 2ND QUARTER	447.50
04/01/2015	45088	E 101-42210-311	Contract	SAFETY 2ND QUARTER	447.50
04/01/2015	45088	E 101-43100-311	Contract	SAFETY 2ND QUARTER	671.25
04/01/2015	45088	E 101-45200-311	Contract	SAFETY 2ND QUARTER	671.25
04/01/2015	45088	E 601-49440-311	Contract	SAFETY 2ND QUARTER	671.25
04/01/2015	45088	E 602-49490-311	Contract	SAFETY 2ND QUARTER	671.25
04/01/2015	45088	E 609-49750-311	Contract	SAFETY 2ND QUARTER	447.50
					<u>\$4,475.00</u>

**MN NCPERS LIFE INSURANCE**

03/30/2015	7334415	G 101-21713	MN Life	APRIL PREMIUM	16.00
					<u>\$16.00</u>

**MN OFFICE OF ENTERPRISE TECH.**

01/04/2013	200B11043	E 101-42110-311	Contract	MOVE LINE	1,850.00
					<u>\$1,850.00</u>

**M-R SIGN COMPANY, INC.**

03/18/2015	185038	E 101-43100-226	Sign Repair Materials	SIGNS	507.76
					<u>\$507.76</u>

**MY ALARM CENTER**

03/24/2015	5287439	E 609-49750-445	Security	LIQUOR ALARM	31.28
					<u>\$31.28</u>

**NELSON ELECTRIC MOTOR REPAIR**

03/18/2015	7118	E 602-49490-228	Equipment Maintenance	FIELD LABOR	440.00
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\$440.00

**NORTHERN AIR CORPORATION**

03/26/2015	112778	E 601-49440-233	Water Treatment Plant Maint	REPLACE AIR COMPRESSOR	2,775.64
					<u>\$2,775.64</u>

**NORTHWEST ASSOC. CONSULTANTS**

04/01/2015	21749	E 101-41910-311	Contract	MARCH	8,653.63
04/01/2015	21750	E 101-41910-311	Contract	MEETING	400.00
04/01/2015	21751	G 803-22119	Esc-Dollar General	PRIVATE PROJECTS	93.00
04/01/2015	21751	G 803-22122	Green Valley Development Esc	PRIVATE PROJECTS	223.20
04/01/2015	21751	G 803-22126	Martinson Subdivision	PRIVATE PROJECTS	299.79
04/01/2015	21751	G 803-22127	Blue Ribbon Pines-Mining	PRIVATE PROJECTS	46.50
					<u>\$9,716.12</u>

**PACE ANALYTICAL SERVICES**

03/09/2015	151247515	E 601-49440-313	Sample Testing	TESTING	120.00
					<u>\$120.00</u>

**PAUSTIS & SONS**

03/16/2015	8490807	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
03/16/2015	8490807	E 609-49751-253	Wine For Resale	WINE	273.00
					<u>\$281.75</u>

**PHILLIPS WINE & SPIRITS CO.**

03/11/2015	2755538	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
03/11/2015	2755538	E 609-49751-251	Liquor For Resale	LIQUOR	303.48
03/11/2015	2755539	E 609-49751-206	Freight and Fuel Charges	FREIGHT	34.96
03/11/2015	2755539	E 609-49751-253	Wine For Resale	WINE	753.40
03/18/2015	2758983	E 609-49751-206	Freight and Fuel Charges	FREIGHT	136.81
03/18/2015	2758983	E 609-49751-251	Liquor For Resale	LIQUOR	7,595.70
03/18/2015	2758984	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.68
03/18/2015	2758984	E 609-49751-253	Wine For Resale	WINE	627.00
06/25/2015	2762397	E 609-49751-206	Freight and Fuel Charges	FREIGHT	30.75
06/25/2015	2762397	E 609-49751-251	Liquor For Resale	LIQUOR	1,809.33
					<u>\$11,309.67</u>

**POST BOARD**

03/31/2015	031215	E 101-42110-433	Dues and Subscriptions	LICENSES	450.00
					<u>\$450.00</u>

**POSTMASTER - ST. FRANCIS**

04/02/2014		E 101-43210-439	Recycling Days	RECYCLING POSTCARD POSTAGE	624.42
					<u>\$624.42</u>

**PRINTING UNLIMITED**

03/18/2015	7402	E 101-42110-200	Office Supplies	TOWED VEHICLE REPORT	62.60
					<u>\$62.60</u>

**RAMSEY, CITY OF**

03/18/2015	031815	E 101-42210-311	Contract	MARCH CHIEF SERVICES	666.00
					<u>\$666.00</u>

**ROSEVILLE, CITY OF**

03/19/2015	22075	E 101-42110-237	Small Equipment	2 PHONES	516.00
					<u>\$516.00</u>

**SOUTHERN WINE & SPIRITS OF MN**

03/12/2015	1263627	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
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03/12/2015	1263628	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
03/12/2015	1263628	E 609-49751-251	Liquor For Resale	LIQUOR	421.31
03/12/2015	1263629	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.50
03/12/2015	1263629	E 609-49751-253	Wine For Resale	WINE	1,266.00
03/19/2015	1265924	E 609-49751-206	Freight and Fuel Charges	FREIGHT	25.52
03/19/2015	1265924	E 609-49751-251	Liquor For Resale	LIQUOR	3,368.79
03/26/2015	1268253	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
03/26/2015	1268254	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.00
03/26/2015	1268254	E 609-49751-251	Liquor For Resale	LIQUOR	386.31
03/26/2015	1268255	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.00
03/26/2015	1268255	E 609-49751-253	Wine For Resale	WINE	688.00
					\$6,222.18

**ST. FRANCIS HOME RUN CLUB**

03/31/2015	033115	E 101-45200-311	Contract	ICE RINK 12/21/14 - 02/15/15	5,927.78
					\$5,927.78

**THORPE DISTRIBUTING COMPANY**

	881671	E 609-49751-252	Beer For Resale	BEER	131.00
					\$131.00

**TWIN CITIES FLAG SOURCE, INC**

03/18/2015	27673	E 101-45200-217	Other Operating Supplies	FLAG	52.00
					\$52.00

**USABLUBOOK**

03/13/2015	590219	E 602-49490-237	Small Equipment	SUPPLIES	310.88
03/13/2015	590219	E 602-49490-417	Uniform Clothing & PPE	SUPPLIES	310.88
					\$621.76

**VALLEY-RICH CO., INC**

02/19/2015	21391	E 601-49440-229	Project Repair & Maintenance	EQUIPMENT	7,577.86
					\$7,577.86

**WATER CONSERVATION SERVICE, IN**

03/17/2015	5862	E 601-49440-311	Contract	FEB 23 LEAK	273.00
					\$273.00

**WIRTZ BEVERAGE MN**

03/10/2015	1080081020	E 609-49751-251	Liquor For Resale	LIQUOR	(97.50)
03/12/2015	1080298184	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.74
03/12/2015	1080298184	E 609-49751-251	Liquor For Resale	LIQUOR	496.09
03/19/2015	1080301207	E 609-49751-206	Freight and Fuel Charges	FREIGHT	127.47
03/19/2015	1080301207	E 609-49751-251	Liquor For Resale	LIQUOR	10,079.97
03/19/2015	1080301207	E 609-49751-253	Wine For Resale	WINE	120.00
03/19/2015	1080301207	E 609-49751-254	Miscellaneous Merchandise	MISC	34.16
03/26/2015	1080303892	E 609-49751-206	Freight and Fuel Charges	FREIGHT	29.00
03/26/2015	1080303892	E 609-49751-251	Liquor For Resale	LIQUOR	1,990.58
03/26/2015	1080303892	E 609-49751-253	Wine For Resale	WINE	208.00
					\$12,991.51

**\$431,640.63**

**FUND SUMMARY**

101 GENERAL FUND	\$73,582.94
208 POLICE FORFEITURE	\$234.50
420 RUM RIVER BLUFFS DEVELOPMENT	\$550.00

601 WATER FUND	\$22,688.71
602 SEWER FUND	\$231,544.20
609 MUNICIPAL LIQUOR FUND	\$102,377.79
803 ESCROW	\$662.49
Total	<u>431,640.63</u>

CITY OF ST. FRANCIS  
4/6/2015

**Checks cut since last Council Meeting**

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
3/19/2015	68791	Dodge of Burnsville	2014 Charger	13,853.00
3/24/2015	68792	US Dept of Education	Wage Levy	352.70
3/31/2015	68793	US Bank Finance	Lease payment	199.50

TOTAL 14,405.20

**Disbursements via Debits to 4M Account**

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

**Disbursements via Debits to Checking Account**

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



**PLANNING REPORT**

TO: St Francis City Council  
FROM: Nate Sparks  
DATE: April 2, 2015  
MEETING DATE: April 6, 2015  
RE: Bierweth Temporary Habitation – 23316 Variolite St NW

**Background**

Robert Bierwerth has made a request for a temporary habitation at 23316 Variolite St NW. A temporary habitation permit allows for the erection of and habitation in temporary structures needed for emergency purposes or for temporary use during the construction of a permanent structure. The zoning permit to allow for this temporary structure may only be initially approved by the City Council.

**Request**

The house on the property was damaged by fire. Mr. Bierwerth would like to place a 12.6' x 41.6' park model mobile home on the property while construction activities occur on the site. A floor plan of the structure was provided but no building elevations.

**Code Requirements**

City Code Section 4-1-6 states the requirements for placing a structure for temporary habitation on a property. The City requires a security escrow to be provided, which the applicant has submitted. A plan is also required depicting the location of the structure, the floor plan of the structure, and the provision of utilities. There must also be a valid building permit issued for work on the site.

*Structure Location*

The ordinance requires the temporary structure to meet district building setbacks. In the A-2 Zoning District the requirement is 35 feet from the road right-of-way and 10 feet from the side. From the provided site plan it is difficult to ascertain exactly where the structure is being placed in relation to the road right-of-way. The detached accessory building on the site is about 110 feet from the right-of-way. From aerial photos, the tree in front of the proposed structure location appears to be about 30 feet from the right-of-way. The structure should be placed 5-10 feet back from this location to ensure setbacks are being met.

*Permit Duration*

The initial permit allows for the structure to be on site for 90 days. This 90 day period may be extended by the Building Official provided that substantial progress has been made on the permit issued for the site. The applicant has stated they will need the temporary structure for about 180 days.

*Utilities & Access*

The applicant must hook up the structure to their septic and well in a manner acceptable to the Building Official. Access is being provided by the existing site driveway.

**Council Review**

A permit for a temporary habitation may only be issued by the City Council. The Council shall review the application and review the request based on the following:

1. The applicant has the sufficient space available on site for locating the temporary structure.
2. The applicant is providing adequate financial guarantees to ensure the removal of the temporary structure.
3. The temporary structure has adequate utilities and sanitary facilities.
4. The temporary structure is suitable for the purpose intended.
5. The structure will not negatively impact public health and safety on neighboring properties.

**Recommended Action**

If the Council finds that the request is consistent with the review criteria, it would be appropriate to approve the request as represented in the attached resolution. The applicant has already submitted the required escrow.

**ATTACHMENTS**

Resolution  
Aerial Photo  
Application & Site Information

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

**RESOLUTION 2015-12**

**A RESOLUTION APPROVING A TEMPORARY HABITATION  
AT 23316 VARIOLITE ST NW**

WHEREAS, Robert Bierwerth (the "Applicant") has made an application to the City of St. Francis (the "City") to allow for habitation in a temporary structure while repairs to the fire damaged house on site are completed; and

WHEREAS, the address of the subject site (the "Property") is 23316 Variolite St NW; and

WHEREAS, the St. Francis City Council reviewed the request at the April 6, 2015 meeting and made the following findings:

1. The applicant has the sufficient space available on site for locating the temporary structure.
2. The applicant is providing adequate financial guarantees to ensure the removal of the temporary structure.
3. The temporary structure has adequate utilities and sanitary facilities.
4. The temporary structure is suitable for the purpose intended.
5. The structure will not negatively impact public health and safety on neighboring properties.

WHEREAS, the applicant has submitted the required security escrow for the removal of the structure; and

NOW, THEREFORE, BE IT RESOLVED that the City of St. Francis hereby approves the proposed temporary habitation subject to the following terms and conditions:

1. The structure type and location shall be consistent with the application materials submitted except as may be modified by this approval.
2. The temporary structure shall be placed no closer than 35 feet to the Variolite Street right-of-way.
3. The exterior of the structure shall be residential in character.
4. The structure shall be removed upon expiration of the permit or the security shall be forfeited.
5. The permit shall expire in 90 days unless extended by the Building Official.
6. The use shall remain in compliance with terms and conditions of Section 4-1-6 of the City Code.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>TH</sup> OF APRIL, 2015.

APPROVED

Attest:

\_\_\_\_\_  
Steve Kane, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held, City Clerk



# 23316 Variolite St NW



<b>DESCRIPTION OF REQUEST:</b> (attach additional information if needed)			
Project Name: Robert Bierwerth			
Nature of Proposed Use: House Fire / Temporary Housing			
Reason(s) to Approve Request: Fire Temporary Living / Est. Rebuild 6 months			
<b>PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE:</b> (attach additional information if needed)			
Project Name:		Date of Application:	
Nature of Request:			
<b>PROPERTY INFORMATION:</b>			
Street Address: 23310 Variolite St NW Elk River MN		Property Identification Number (PIN#):	
Legal Description (Attach if necessary):	Lot(s):	Block:	Subdivision:
<b>OWNER INFORMATION:</b>			
Name: Robert Bierwerth		Business Name: Johnson Controls	
Address: 23310 Variolite St NW			
City: Elk River	State: MN	Zip Code: 55330	
Telephone: 763-545-4405	Fax:	E-mail: robert.j.bierwerth@jci.com	
Contact: Robert	Title:		
<b>APPLICANT INFORMATION:</b> (if different from owner)			
Name: Valerie Comes (agent)		Business Name: Able Housing	
Address: 1204 Bombay Lane			
City: Roswell	State: Ga	Zip Code: 30076	
Telephone: 678-283-3222	Fax: 800-283-3774	E-mail: Valerie@AbleHousing.com	
Contact:	Title: Housing Coordinator		

**NOTE:** Applications must be signed by all property owners. Applications only accepted with ALL required support documents and fees. Please request and follow appropriate Development Checklist(s) for desired application.

TYPE OF APPLICATION: (Check appropriate box)		BASE APPLICATION AND EXPENSE FEES: (Fees are cumulative)
<input type="checkbox"/>	ANNEXATION	\$250 Fee + \$300 Escrow
<input type="checkbox"/>	COMPREHENSIVE PLAN AMENDMENT	\$450 Fee + \$650 Escrow
<input type="checkbox"/>	CONDITIONAL USE PERMIT, INTERIM USE PERMIT, OR CUP/IUP AMENDMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	DOCK SPECIAL USE PERMIT	\$50 Fee + \$100 Escrow
<input type="checkbox"/>	ENVIRONMENTAL/WETLAND/ENGINEERING REVIEW	\$350 Fee + \$650 Escrow (Fee may be waived by Engineer)
<input type="checkbox"/>	EXCAVATION/FILL/GRADING PERMIT (MAJOR)	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	EXCAVATION/FILL/GRADING PERMIT (ADMIN)	\$100 Fee + \$250 Escrow
<input type="checkbox"/>	HOME OCCUPATION PERMIT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	MINOR SUBDIVISION	\$350 Fee + \$400 Escrow
<input type="checkbox"/>	PLANNED UNIT DEVELOPMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	ORDINANCE AMENDMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	REZONING	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	SUBDIVISION (Select appropriate): <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Preliminary Plat (Rural) <input type="checkbox"/> Preliminary Plat (Urban) <input type="checkbox"/> Final Plat <input type="checkbox"/> Administrative Subdivision	\$300 Fee + \$500 Escrow \$400 Fee + \$400 + \$125 per lot Escrow \$400 Fee + \$425 + \$175 per unit Escrow \$350 Fee + \$650 Escrow \$200 Fee + \$250 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW	\$350 Fee + \$450 Escrow
<input type="checkbox"/>	SITE & BUILDING PLAN REVIEW EXCAVATION/FILL/ GRADING PERMIT (ADMIN)	\$100 Fee + \$250 Escrow
<input checked="" type="checkbox"/>	TEMPORARY HABITATION <sup>\$5000 Escrow</sup> <sub>\$200 Application</sub>	\$200 Fee + \$5000 Escrow (ALE)
<input type="checkbox"/>	VACATION OF RIGHT OF WAY OR PUBLIC EASEMENT	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	VARIANCE	\$350 Fee + \$650 Escrow
<input type="checkbox"/>	ZONING APPEAL	\$200 Fee + \$250 Escrow
	<b>TOTALS</b>	\$ _____ Fee \$ _____ Escrow

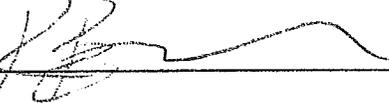
CURRENT ZONING DISTRICT: (Check all appropriate boxes)	(Select appropriate District)
<input type="checkbox"/> Undesignated Zoning District	<input checked="" type="checkbox"/> TOWNSHIP <u>City of St. Francis</u>
<input checked="" type="checkbox"/> Rural	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> RR <input type="checkbox"/> CO
<input type="checkbox"/> Urban Residential	<input type="checkbox"/> R1 <input type="checkbox"/> R2 <input type="checkbox"/> R3 <input type="checkbox"/> R4
<input type="checkbox"/> Commercial	<input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> B3
<input type="checkbox"/> Industrial	<input type="checkbox"/> I1 <input type="checkbox"/> I2
<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> PUD
<input type="checkbox"/> Rum River Overlay	<input type="checkbox"/> RRM
<input type="checkbox"/> Flood Plain Overlay	<input type="checkbox"/> FP

**APPLICATION FEES AND EXPENSES:** By signing this application form, I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the property owner to be paid immediately upon receipt or the City may approve a special assessment for which the property owner specifically agrees to be assessed for 100 percent per annum and waives any and all appeals under Minnesota Statutes 429.81 as amended. All fees and expenses are due whether the application is approved or denied or withdrawn. Escrow fees may not cover actual expenses; any additional fees will be billed.

I, the undersigned, hereby apply for the considerations described above and declare that the information and materials submitted in support of this application are in compliance with adopted City policy and ordinance requirements are complete to the best of my knowledge. I further understand that this application will be processed in accordance with established City review procedures and Minnesota Statutes 15.99 as amended, at such time as it is determined to be complete. Pursuant to Minnesota Statutes 15.99, the City will notify the applicant within fifteen (15) business days from the filing date of any incomplete or other information necessary to complete the application. Failure on my part to supply all necessary information as requested by the City may be cause for denying this application.

Applicant(s):  (agent)

Date: 3/18/15

Owner(s): 

Date: 3/24/15

**Required Copies**

<b>Minor Subdivisions</b>	Please provide (15) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
<b>Concept Plans</b>	Please provide (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.*
<b>Preliminary Plat</b>	Please provide (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required information.
<b>Final Plats</b>	Please provide (15) large scale copies at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). **See below for other required information.
<b>***</b>	<ol style="list-style-type: none"> <li>1. If applicable, an additional large scale copy at 22" by 34" shall be provided for each of the following: <ol style="list-style-type: none"> <li>a. (1) If project lies within a DNR Shoreland District or Floodplain</li> <li>b. (1) If project is adjacent to a neighboring City or Township</li> </ol> </li> <li>2. If applicable, an additional small scale copy at 11" by 17" shall be provided for each of the following: <ol style="list-style-type: none"> <li>a. (1) If project increases the number of dwelling units for the Met Council</li> <li>b. (1) If project is adjacent to a County Road or County State Aid Highway</li> <li>c. (1) If project is adjacent to a MN/Dot state highway</li> </ol> </li> </ol>





**Site Visit Information Form**

Customer Name: Robert Bierwerth

Site Address: 23316 Variolite Elk River MN 5330

Claim Number: \_\_\_\_\_

1. Where will the temporary housing be parked? Give a description of where is it to be parked. (As close as possible to the water, sewer and electric hookups): side of driveway
  
2. Will we need a dozer, housecat or jade machine to place temporary housing (circle one) on site?: Yes or No (circle one): Please explain why: \_\_\_\_\_
  
3. Can we get it off the road and into the driveway? Are there any obstructions in the way? Bridges, fences, rocks, low hanging trees, dumpsters, etc. Yes or No (circle one) Please explain if yes: \_\_\_\_\_
  
4. What are the soil conditions - hard or soft? (circle one)
  
5. Electric - is electric on or off? Yes or No (circle one)
  
6. If electric is on, how many amperages are available? \_\_\_\_\_
  
7. If electric is off, where will the temporary pole be placed? yes pole no service
  
8. How far, in feet, is the electric run? 65' + trailer Distance
  
9. Well the electric have to be trenched and why? Please explain why: no customer says insurance is wiring garage at the same time & that will have to be trenched

Site Visit Information Form

- 10. Water - is it city water or well water? (circle one)
- 11. Is water on or off? (circle one)
- 12. If it is City Water, do we need a riser and shut off? Yes or No (circle one) If yes, please explain: \_\_\_\_\_

- 13. If it is Well Water, does it need to be wired? Yes or No (circle one) If yes, please explain: Power, pressure tank & 200' line

- 14. How far, in feet will the water be from the temporary housing? 200'

- 15. Do we need a pressure tank and switch? Yes or No (circle one) If yes, please explain: \_\_\_\_\_

- 16. Will the water have to be trenched? Yes or No (circle one) Please explain why: \_\_\_\_\_

- 17. Will there be fall on the sewer line? \_\_\_\_\_

- 18. Sewer - city sewer or septic system? Yes or No (circle one)

- 19. If city sewer, is it easily available to tie into? Yes or No (circle one) Please explain if yes or no: \_\_\_\_\_

- 20. If it is a septic system, is it easily available to tie into? Yes or No (circle one) Please explain if yes or no: 30' long

- 21. Is there a tank top or clean out? (circle one)

- 22. How far, in feet will the sewer line be from the temporary housing? 50'

- 23. Will the sewer line need to be trenched? Yes or No (circle one) Please explain why: \_\_\_\_\_

**Site Visit Information Form**

24. Is there propane onsite? Yes or No (circle one) Where is it located? \_\_\_\_\_  
\_\_\_\_\_

25. Who is the propane provider? Cogh gas \_\_\_\_\_

26. Please note any other information that you may see that will be important to this placement: \_\_\_\_\_  
\_\_\_\_\_

Acknowledged and Approved by:

Client: [Signature] Date: 3-13-15

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

1204 Bombay Ln.  
Roswell, GA 30076



800-273-5774 Phone  
770-521-8991 Fax

### SITE VISIT FORM

DATE: 3/11/15  
JOB #: SITE VISIT  
SITE ADDRESS: 23316 Variolite Elk River MN

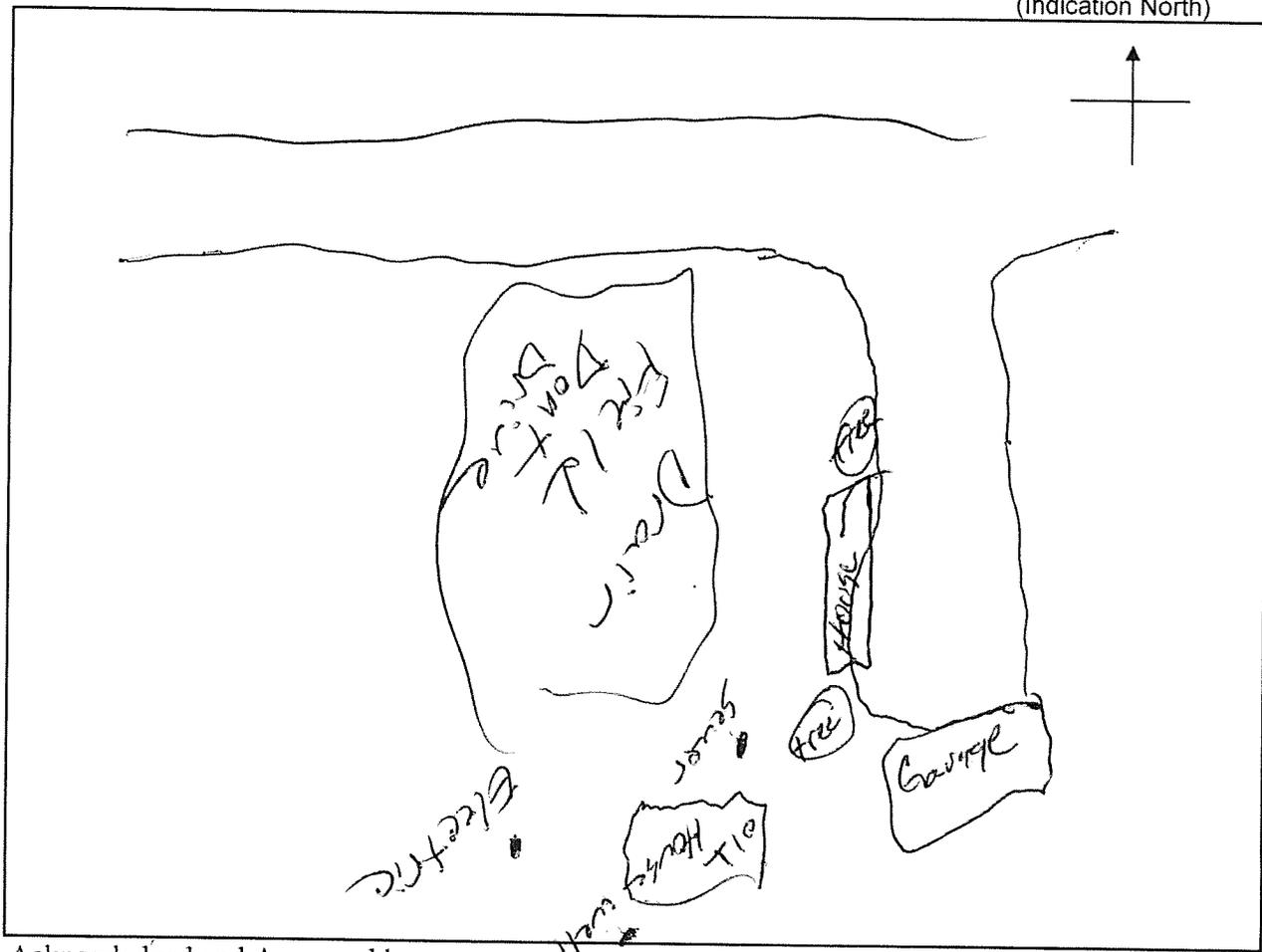
**TAKE PICTURES OF THE SITE TO SUPPORT YOUR NOTES**

#### Site Drawing - Indicate the location of:

- \* Road(s)
- \* Driveway
- \* Existing House
- \* Site Where Mobile Home is to be placed
- \* Location, Origin, & Approx. Distances of Elec, Water, & Sewer/Septic
- \* ANY Obstructions that would prevent placement of Mobile Home (trees, bushes, inadequate road/driveway space, etc.)

What is the grade of the property? Level, uphill, downhill, etc.

(Indication North)



Acknowledged and Approved by:

Client:

Date: 3-13-15



**PLANNING REPORT**

TO: St Francis City Council  
FROM: Nate Sparks  
DATE: March 31, 2015  
MEETING DATE: April 6, 2015  
RE: Martinson Addition Preliminary Plat

**Background**

Martinson Machine LLLP has made an application for a preliminary plat located at Stark Drive and Ambassador Blvd. The site is located at 3845 Stark Drive, 3855 Stark Drive, and an unaddressed property to the south.

**Subject Site**

The property is located between Ambassador Blvd and Zea Street north of Stark Drive. The site currently consists of the Northland Screw facility (on two parcels), the Stark Drive right-of-way, the former Stark Drive right-of-way, and an empty lot. Stark Drive was relocated about 250 feet south in 2007. Its former location is to be vacated as part of the final plat. The current location of the road is proposed to be platted as right-of-way as part of this process.

**District Standards**

The property is zoned B3, Business Park. The minimum lot size in the district is 25,000 square feet. The minimum lot width is 300 feet. Both proposed lots exceed these standards. The two resulting parcels are both over 2 acres in size. Setbacks required are 50 feet from County Roads, 35 from a local City Road right-of-way, and 20 feet from the side lot line. Impervious surfaces are limited to 80% per lot in this district. The applicant provided information depicting the impervious surface calculations for Lot 1 to be under 70%.

**Easements / Roads & Access**

Perimeter easements are required on all lots. The applicant has provided easements which are subject to review and approval by the City Engineer. There is currently an access drive to Ambassador Blvd for Lot 1 on Lot 2. This will need to be placed within an easement if it is to remain. There is a storm pond located on the south side of Lot 2 which is proposed to be placed within an easement. This easement is subject to review and approval of the City Engineer.

The former location of Stark Drive is still right-of-way and will need to be vacated when this application is reviewed by the Council. Road names are subject to review and approval of the City Engineer.

At the time of development on Lot 2, the access point will need to be approved by the City. At this time, the applicant does not have any preliminary plans for development.

If the applicant were to re-combine these parcels in the future, the perimeter easement along the shared lot line would need to be vacated.

**Park Dedication**

The applicant is technically re-platting three parcels into two. Therefore, no park dedication is required.

**Right-of-Way Vacation**

As mentioned above, part of this application would include the vacation of the former location of Stark Drive. If the Council approves the preliminary plat, the right-of-way vacation hearing will be held at the time of consideration of the final plat.

**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.

**Recommended Action**

The Planning Commission found the plat to be generally consistent with the review criteria and recommended approval with the following conditions:

1. All comments from the City Engineer in the letter dated March 16, 2015 shall be addressed.
2. All comments from Anoka County shall be addressed.
3. All comments related to title and recording procedures from the City Attorney shall be addressed.
4. All fees related to the review of this application shall be paid.

**ATTACHMENTS**

Site Location Map

City Engineer's Comments

Resolution 15-\_\_

Preliminary Plat



# Northland Screw Parcels

3845 and 3855 Stark Drive



Aerial Photo: Flown Spring of 2014





# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303  
Phone (763) 433-2851 • Fax (763) 427-0833  
www.bolton-menk.com

March 16, 2015

Mr. Nate Sparks, City Planner  
Northwest Associate Consultants Inc.  
4800 Olson Memorial Hwy, Ste 202  
Golden Valley, MN 55422-5169

RE: Martinson Addition Plat  
City of St. Francis, Minnesota  
BMI Project No. R18.109594

Dear Nate:

I have reviewed the preliminary and final plat submitted on the above referenced project and have the following comments.

1. The applicant has identified cattails on the preliminary plat. As a result of the vegetation, the applicant shall prepare a wetland Type and Boundary Application and submit it along with all applicable fees per the City of St. Francis fee schedule. This application is required although the wetlands may be incidental to the roadway damage.
2. Anoka County was provided a copy of the plats for their review and comment. To date, we have not received comments from Anoka County. The applicant shall be responsible for satisfying all pending requirements of Anoka County.
3. An existing access onto CSAH 28 is shown on the preliminary plat. Based on the access location, an easement will be required for the access to exist on Lot 2, Block 1 since the access currently provides access to Lot 1, Block 1.
4. At the time of development, site plans complete with the grading, drainage, and erosion control must be submitted for any improvements proposed to the individual lots.

I recommend that the Martinson Addition final plat be approved contingent on the above referenced comments and comments as submitted by other City Staff.

If you have any questions on the above, please call.

Sincerely,

BOLTON & MENK, INC.

Jared Vogt, P.E.  
City Engineer  
JAV/kg

Cc: Paul Teicher, Public Works Director

\\\\SERVER\B\104593\Corresp\To Others\2015-03-16 109594 Sparks\Martinson Addition.docx

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

**RESOLUTION 2015-13**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT  
OF MARTINSON ADDITION**

WHEREAS, Martinson Machine LLLP (the "Applicant") has made an application to the City of St. Francis (the "City") for consideration of a preliminary plat referred to as Martinson Addition; and

WHEREAS, the legal description of the subject site (the "Property") is attached to this resolution on the preliminary plat; and

WHEREAS, the Property is identified in Anoka County records with the numbers of 32-34-24-22-0016, 32-34-24-22-0017, and 32-34-24-22-0019; and

WHEREAS, the Applicant is seeking to re-plat the Property into two parcels; and

WHEREAS, the Property is zoned B-3, Business Park and the proposed parcels are meeting the minimum standards of this district; and

WHEREAS, the proposed plat is consistent with the Comprehensive Plan; and

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

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

1. This approval is contingent upon a successful vacation of the former Stark Drive right-of-way.
2. All comments from the City Engineer in the letter dated March 16, 2015 shall be addressed.
3. All comments from Anoka County shall be addressed.
4. All comments from the City Attorney regarding title and recording procedures shall be addressed.
5. All fees related to the review of this application shall be paid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF APRIL, 2015.

APPROVED

Attest:

\_\_\_\_\_  
Steve Kane, Mayor of St. Francis

\_\_\_\_\_  
Barbara I. Held  
City Clerk

Attachment:  
Preliminary Plat with Legal Description



NORTHLAND  SECURITIES

45 South 7<sup>th</sup> Street  
Suite 2000  
Minneapolis, MN 55402

(800) 851-2920  
(612) 851-5906  
Fax (612) 851-5917

---

**DATE:** March 30, 2015

**TO:** Honorable Steve Kane, Mayor & Members of the City Council  
Mr. Paul Teicher, Interim Administrator  
Ms. Darcy Mulvihill, Finance Director  
Ms. Barb Held, City Clerk  
City of St. Francis

**FROM:** George Eilertson, Sr. Vice President  
Northland Securities



**RE:** April 6, 2015 Council Meeting Agenda Item:  
1. Resolution Calling for a Public Hearing

---

I will plan to attend the April 6<sup>th</sup> City Council meeting to present the Resolution calling for a public hearing. The public hearing is proposed to be scheduled on May 4<sup>th</sup>. The public hearing relates to the issuance of general obligation capital improvement plan bonds. The public hearing is held to review and approve a five-year capital improvement plan and the issuance of general obligation capital improvement plan bonds. The capital improvement plan and subsequent issuance of bonds will be for the following two purposes:

1. To provide not to exceed \$550,000 in funds to remodel the existing fire hall and to make exterior improvements to the parking lot and alley. The space formerly occupied by the police department will be remodeled to address fire department space needs.
2. Acquisition of the St. Francis police and public works facility. The Capital Improvement Plan will allow for the City to issue General Obligation Capital Improvement Plan Bonds to acquire the police and public works facility which is currently owned by the St. Francis Economic Development Authority. The cost of the acquisition of the police and public works facility is not to exceed \$8.1 million. The benefit to the City is that by acquiring the facility through the issuance of general obligation bonds, annual debt service may be reduced by approximately \$40,000 per year or \$800,000 over the remaining term of the bonds.

**EXHIBIT A**

**STATE OF MINNESOTA  
COUNTY OF ANOKA  
CITY OF ST. FRANCIS**

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the City Council of the City of St. Francis, Minnesota (the "City") will meet on Monday, May 4, 2015, at or after 6:00 PM in the council chambers at City Hall, 23340 Cree Street NW in the City, to hold a public hearing concerning (1) the adoption of a five-year capital improvement plan for the City prepared in compliance with Minnesota Statutes, Section 475.521 (the "Plan"); and (2) the issuance of general obligation bonds (the "Bonds") to finance capital projects described in the Plan, including the remodeling of the existing fire hall, the resurfacing of the existing fire department parking lot, and the acquisition of the police and public works facility through the refinancing of the Public Project Lease Revenue Bonds, Series 2012A, issued by the Economic Development Authority for the City of St. Francis. The maximum principal amount of the Bonds to be issued under the Plan is \$8,650,000.

If a petition requesting a vote on the issuance of the Bonds signed by voters equal to five percent of the votes cast in the City in the last municipal general election is filed with the City Clerk within 30 days after the public hearing, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

A copy of the Plan is available for inspection in the City Clerk's office, City Hall, 23340 Cree Street NW, St. Francis, Minnesota 55070. Question or comments may be directed to the City Clerk's office at 763-235-2302.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Clerk before the hearing.

BY ORDER OF THE CITY COUNCIL OF  
THE CITY OF ST. FRANCIS, MINNESOTA

/s/ Barbara Held \_\_\_\_\_  
City Clerk  
City of St. Francis, Minnesota

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

**RESOLUTION 2015-14**

**RESOLUTION CALLING PUBLIC HEARING ON THE ADOPTION  
OF A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND THE  
ISSUANCE OF GENERAL OBLIGATION BONDS THEREUNDER**

BE IT RESOLVED By the City Council of the City of St. Francis, Anoka County, Minnesota (the "City"), as follows:

1. Pursuant to Minnesota Statutes, Section 475.521, as amended (the "Act"), the City may issue general obligation bonds to finance capital expenditures under a five-year capital improvement plan without an election provided that, among other things, prior to issuing the bonds the City holds a public hearing regarding adoption of the Plan and the issuance of bonds thereunder.

2. The City has caused to be prepared its "2015 through 2020 Five-Year Capital Improvement Plan for the City of St. Francis, Minnesota" (the "Plan"), pursuant to the Act.

3. In accordance with the Act, the City Council hereby calls for a public hearing on Monday, May 4, 2015, at 6:00 PM, to consider the adoption of the Plan and the issuance of bonds thereunder.

4. The City Clerk is hereby directed to cause the notice of public hearing in substantially the form attached hereto as EXHIBIT A to be published at least 14 but not more than 28 days before the date of the public hearing in the official newspaper of the City or a newspaper of general circulation in the City.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF APRIL, 2015.

APPROVED:

\_\_\_\_\_  
Steve Kane, Mayor

ATTEST:

\_\_\_\_\_  
Barbara I. Held, City Clerk

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

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



# BOLTON & MENK, INC.<sup>®</sup>

## Consulting Engineers & Surveyors

7533 Sunwood Drive NW, Suite 206 • Ramsey, MN 55303

Phone (763) 433-2851 • Fax (763) 427-0833

www.bolton-menk.com

### MEMORANDUM

**Date:** March 31, 2015

**To:** Honorable Mayor Kane  
Members of the City Council

**From:** Jared Voge, P.E.  
City Engineer

**Subject:** Bridge Street Trail  
St. Francis, Minnesota  
BMI Project No.: R18.107257

---

#### INTRODUCTION:

Anoka County is currently completing the design associated with the Bridge Street Improvements Project. As part of the project, multiple sections of trail will be constructed along the corridor.

#### BACKGROUND

During the design process associated with the Bridge Street Improvements Project, trails and pedestrian facilities were identified as an important component of the overall project. As a result, trail has been included in the project plans. In addition, a segment of trail along Lake George Boulevard is also being planned for construction since the Bridge Street Project limits stopped just short of the existing trail along Lake George Boulevard. Following the construction of the above-mentioned trail segments, one gap will remain between the eastern Bridge Street Improvements Project limits and Zion Parkway. All of the trail segments described above are discussed below further. A map illustrating all of the trail segments has also been attached for your reference.

**Trail to be constructed with the Bridge Street project:** Trails are proposed on the north and south sides of Bridge Street from Casey's General Store to the eastern Bridge Street Project limits. These trails will provide a continuous walkway from County Road 72 to County Road 9.

**Proposed Trail (Lake George Boulevard):** Anoka County is currently designing a trail along the east side of County Road 9, from the end of the southern Bridge Street project limits, just south of Super America, to the existing trail in Oak Grove. Although this trail segment is not included in the Bridge Street Improvements, construction is expected to occur within the same timeframe as the Bridge Street Improvements Project.

**Potential Trail Alignment on East End of Bridge Street:** Following the construction of the Bridge Street and Lake George Boulevard trails, a gap will remain in the trail network between the eastern Bridge Street Improvements project limits near Dollar General and Zion Parkway. Please see the attached figure. City staff is seeking council input and direction regarding the potential trail between Dollar General and Zion Parkway.

**RECOMMENDATION**

If the City Council is in favor of constructing a trail between Dollar General and Zion Parkway, we recommend that you authorize staff to prepare plans, specifications, and the easements necessary for the trail construction.

**BUDGET IMPACT**

The costs associated with the construction of a trail between Dollar General and Zion Parkway are unknown at this time. As part of the construction plan preparation process, costs estimates will be prepared. Since the potential trail is located adjacent to County State Aid Highway 24, the City's Municipal State Aid Funds could be used to fund the costs associated with the trail construction. The City's Park Dedication Fund is another potential funding source for the trail improvements. The City's portion of the costs associated with the other Bridge Street and Lake George Boulevard trails are being funded by the City's Municipal State Aid account.

If you have any questions on the above, please call.

JAV/kg

Enclosure

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**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 10000 Highway 101, Suite 100  
 Champlin, MN 55316  
 763.429.1100  
 www.boltonmenk.com

PROJECT	CITY OF ST. FRANCIS, MINNESOTA
DATE	2015 TRAIL IMPROVEMENTS
SCALE	PLAN OVERVIEW
SHEET NO.	1

## EMPLOYMENT AGREEMENT

**AGREEMENT** made this \_\_\_\_ day of April, 2015, by and between the CITY OF ST. FRANCIS a Minnesota municipal corporation ("Employer"), and JOSEPH KOHLMANN ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **MOVING AND RELOCATION ALLOWANCE.** Employer shall reimburse Employee an amount not to exceed \$   0   for moving his household goods and an amount not to exceed \$   0   for house hunting expenses such as travel expenses, temporary lodging, and meals. Payment shall be made upon receipt by the City of documentation that the expenses have been incurred and deemed reasonable.

3. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

4. **SALARY.** Employer shall pay Employee a salary of \$ 101,899.20 (Grade 23, Step 4) per year starting May 11, 2015. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the performance evaluation. A copy of the current City Pay Plan is attached to this agreement as Exhibit A.

5. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed 5 years of employment with the City upon his first day of employment.

6. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall be credited with 160 hours of accrued sick leave. In addition, Employee shall accrue sick leave in accordance with the City's personnel policies.

7. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 120 hours of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

8. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

9. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

10. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

11. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer. Although not exhaustive, examples of professional development activities include: the International City/County Management Association, Minnesota City/County Management Association, League of Minnesota Cities, Economic Development Association of Minnesota, and the Ehler's Public Finance Conference.

12. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

13. **AUTOMOBILE.** Employee shall be reimbursed for job related travel consistent with the current Internal Revenue Service business mileage reimbursement rate.

14. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

15. **HOURS OF WORK.** It is understood that the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

16. **TERMINATION BENEFITS.** In the event that Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City

Administrator, then in that event, Employer agrees to pay Employee at the time of receipt of his last pay check a lump sum cash payment equal to four (4) months aggregate salary and to continue to provide and pay for the benefits set forth in paragraph 9 for a period of four (4) months following termination. However, in the event Employee is terminated because of his malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that he resign, then Employee may, at his option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns his position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination pay due to Employee.

**17. GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his position with Employer, subject only to the provisions of this Agreement.

**IN WITNESS WHEREOF**, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:

EMPLOYEE:

CITY OF ST. FRANCIS

BY: \_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Joseph Kohlmann

AND

\_\_\_\_\_  
Barb Held  
City Clerk

## **AGENDA REPORT**

**TO:** City Administrator/City Council  
**FROM:** Chief Harapat  
**SUBJECT:** Temporary F/T Patrolman  
**DATE:** April 6, 2015

### **INTRODUCTION**

As you may be aware the Police Department has one officer on paid leave, one officer on paid medical leave and one that is on a hiring list with another agency. With the current two officer shortage we are posting approximately 20 hours of overtime a week, if the third officer accepts an offer from another agency we will have to schedule 20+ additional mandatory overtime hours. This would maintain school contracts and a single officer 24 hour coverage and nothing else.

### **BACKGROUND**

In recent conversations, I have commented how the Police Department does not currently need additional officers, as long as the school does not request additional services. I still believe our current officer number is adequate to meet the needs and provide the services our community currently requires. If our department experiences the loss of one officer we can cover that loss with no overtime costs and a slight cut in services. Any additional officer loss will be costly and create inefficiency.

### **RECOMMENDATION**

I would ask the council to approve the hiring of a temporary six month full time officer. Although this is not an immediate fix to this situation, I feel it will reduce overtime cost in the long run. It would also result in the creation of a hiring list, this would be advantageous in case we experience additional shortages of personnel. THIS WOULD NOT RESULT IN ADDITIONAL PERSONNEL.

### **BUDGET IMPACT**

This is not a budgeted expense, but will hopefully reduce some of the long term overtime expenses that we are currently incurring. Cost of this six month position would be approximately 31,500.

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Attachments:

1. None

## **AGENDA REPORT**

**TO:** City Administrator/City Council  
**FROM:** Chief Harapat  
**SUBJECT:** F/T Police Records/Public Works Clerk  
**DATE:** April 6, 2015

### **INTRODUCTION**

The Police Department currently employees one F/T Administrative Assistant, one Police Records Clerk and one P/T Police Records Clerk while Public Works currently has no office staff. This position has been developed to make an employee that is capable of working for the Public Works Department and assist the Police Departments clerical staff. Current Police Department office staff would also be cross trained to assist Public Works in the same fashion.

### **BACKGROUND**

The Police Department has been using a P/T Police Records Clerk to fill times when office personnel use vacation, sick time, and attend required training. However, there are times due to short notice or conflicts with the part timer's regular F/T employment that results in no office staff available to run the office. Anyone that tries to call the Police department are prompted to leave a message or call dispatch to talk to an officer and walk ins find the door locked with a sign in the window explaining why or when someone will return. This also causes issues for Public Works as their customers, contractors and venders find the same.

The Public Works Department, who we all can agree has had its resources stretched quite thin, relies on those same individuals to return citizens phone calls, type reports, file paper work, scanning and other general office duties.

### **RECOMMENDATION**

The Public Works Director and I have been discussing this situation for some time. We feel the most cost effective approach to resolve and improve the situation is to work together rather than independently. This will result in office staff to answer phones, take care of walk ins, type reports, assist with scanning, give out reports, to mention a few things for both departments. It will also free up Public Works personnel to complete their job duties, not to mention the level of professionalism it will provide our citizens.

The Public Works Director and the Chief of Police would recommend that the P/T Police Records Clerk be eliminated and add a new F/T Police Records/Public Works Clerk. We would also recommend that the position be offered to the current part time employee as a promotion, effective as soon as possible. If employee is not interested, the typical hiring process would begin.

### **BUDGET IMPACT**

The Public Works Department has budgeted funds for this position and the Police Department does not. Total cost for 2015 would be approximately 39,000.

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Attachments:

1. Job Description

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** March 2015

**Position Title:** Police Records/Public Works Clerk

**Status:** Non-Exempt

**Department:** Police/Public Works

**Approved:** \_\_\_\_\_

**Accountable to:** Administrative Assistant

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**Primary Objectives**

Performs routine to semi-skilled clerical, receptionist and data entry support for the Police/Public Works department; performs related duties as required.

**Supervision Received**

Works under the general and technical supervision of the Administrative Assistant.

**Supervision Exercised**

None.

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**MAJOR AREAS OF ACCOUNTABILITY**

- \* 1. Acts as primary receptionist for Police/Public Works Departments; enters offense, arrest, and other police data into the records management system; enters citations into Visions software; codes arrests according to the Minnesota Offense Table; reviews for accuracy and ensures the information is kept confidential.
- \* 2. Transcribes reports and statements; prepares and forwards incident reports to appropriate agencies.
- \* 3. Responds to phone, fax and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate.
- \* 4. Retrieve, copies and provides police reports to the public in accordance with strict guidelines on what can be released and when; calculates and collects appropriate fee and prepares receipts.
- \*5. Performs general clerical support work including: typing a variety of documents, letters, reports and memos, maintaining records and files, scanning, copying, printing, faxing, handling incoming and outgoing mail, records as appropriate, and retrieving data or documents and disposal of.

- \* 6. Prepares case files and reviews to see that all required supporting documents have been submitted; contacts officers for missing information and makes sure it gets to the proper agencies in a timely manner.
- \*7. Performs queries in CJIS, DVS and Anoka County records name database and provides the information to the requestor as needed.
- 8. Performs records checks after obtaining appropriate releases; refers any questionable requests to the Administrative Assistant.
- 9. Issues snowmobile permits; verifies identification and insurance and signs off on impounded vehicles authorizing release.
- 10. Performs assigned duties of supervisor in their absence.
- 11. Performs other duties as needed or assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- \* ➤ Working knowledge of police/public works department policies and procedures as it pertains to administrative support work
- \* ➤ Working knowledge of database and word-processing software and the Minnesota Offense Table.
- \* ➤ Considerable ability to maintain confidentiality and to read, understand and follow policies and procedures on appropriate release of information and use of law enforcement databases.
- \* ➤ Considerable ability to operate standard office equipment, including document imaging and GIS software.
- \* ➤ Ability and to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
- \* ➤ Considerable ability to promote and provide excellent customer service and to communicate effectively with City staff and the public.
- \* ➤ Working ability to obtain and maintain CJIS Certification.
- Working ability to respond to questions and requests for information.
- \* ➤ Working ability to perform work that may require bending, crouching, and pushing/pulling to retrieve documents, lifting and carrying of files and sitting to perform data entry for long periods of time.

### **MINIMUM QUALIFICATIONS**

- One year of responsible office support work including receptionist, data entry, word processing and operation of standard office equipment.
- Must obtain CJIS Certification within 6 months of employment and maintain thereafter.
- Must successfully complete Safety Awareness Training within 6 months of employment and maintain thereafter.

\* Note: Asterisked items are essential to the job.



**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

March 31, 2015

Paul Teicher  
Acting City Administrator  
City of St. Francis

Re: Economic Development Plan Proposal

Mr. Teicher,

Attached is a work program outline for an economic development plan. This plan will help the City inventory existing sites, identify site needs prior to development, prioritize investments in economic development activities, understand the local market context, identify target industries, create promotional material content, and develop a business subsidy policy.

Many times the City is approached by businesses interested in opportunities in the community. This plan will help provide the information necessary to each business in an organized and professional fashion to assist in their decision making process. It is also intended to assist the Economic Development Authority and City Council in assessing the need for projects that may assist in preparing the City for future development.

With the estimated amount of time needed to perform the outlined tasks, we believe that we can complete the document for an amount not to exceed \$12,500. Additional tasks related to this effort could be included on a time and materials basis.

Please contact me with any questions and thank you for your consideration.

Thanks,

Nate Sparks  
City Planner  
(763) 231-2555

## **St. Francis Economic Development Plan Work Program**

**Purpose:** The City of St. Francis wishes to formulate a plan of action for pursuing economic development within the community. The purpose of the economic development plan is to provide the information and strategies for identifying and soliciting prospective businesses that can successfully operate and grow within St. Francis and to help prioritize investments for preparing property to accommodate for this growth.

**Priorities:** To focus economic development efforts and available resources the City will need to establish its priorities for pursuing potential businesses. This will include but not be limited to:

1. Targeted sites for development. The City must identify locations and available sites for commercial and industrial development. This will include sites for new development as well as potential redevelopment.
2. Types of businesses. The City must identify the range of uses to attract to the community. In establishing these priorities the City must discuss business types, locations, and sizes. This discussion should also be broken down by land use categories i.e. commercial, industrial, and institutional.
3. Employment goals may be established including number of jobs created and desired pay scale.

**Inventory:** To be successful in the pursuit of new businesses the City must be prepared to act on a development interest in a timely manner. Most businesses seeking a new development site have a specific schedule for relocation, build-out, occupancy, and operation. The City must be able to accommodate these needs and an inventory, consisting of the following, will assist in this endeavor:

1. Identification of development target sites; an inventory of available land by location, lot size, utility availability, access, and property

ownership must be prepared. The City must identify if the site is available for sale and sale price.

2. Utility Availability. The City must know what utilities are available to the target sites, are they properly sized and offer the capacity to serve the perspective business. If utilities are not available to the site what is the cost and timing for extending utilities. Can both the financing and the utility construction correspond with the construction schedule of the perspective business?

If new raw land is being considered for economic growth the City must consider and discuss the timing of improvements (i.e. streets, storm sewer, sewer and water). Project costs must be weighed against the timing of development and the ability of the City or the property owner to endure holding costs if new development is not immediate.

3. Zoning and performance standards. The City must outline the zoning and development performance standards for a given site. This will allow the perspective business to understand the type and quality of development the City will expect.
4. Development Schedule and City Fees. Businesses will want to know the costs incurred to develop in St. Francis. The City must clearly outline the costs for development applications, SAC/WAC, utility connection fees, storm water fees, building permit fees, cost of TIF plan and development contracts, etc.

The City development review schedule must also be laid out for the perspective business this should include both development applications and any timing on TIF assistance.

5. Financial Incentives. The City must understand what financial incentives may be available for a given project including but not limited to.
  - a. Tax Increment Financing
  - b. Tax Abatement
  - c. Tax Credits for Housing
  - d. Fee waivers

6. Inventory of neighboring communities to determine who St. Francis is competing with for prospective businesses.

**Interviews/Workshops & Market Research.** To assist the City Council and the EDA in the establishing priorities and strategies in attracting and promoting new businesses to St. Francis, local businesses, industries, real estate professionals, developers, and builders will be contacted to share their professional expertise. Additionally, preliminary research and market analysis and comparisons will be conducted. The following interviews, workshops, and market analysis is proposed to facilitate the St. Francis Economic Development Plan:

1. Input from the City Council and EDA to outline local desires and expectations for economic development in St. Francis.
2. Interviews with local businesses and industries to discuss why they located in St. Francis. Do they have any expansion plans, or operational needs that may allow them to be more successful? The interview will explore both difficulties and opportunities of businesses operating in St. Francis.
3. Gather information and insights from real estate professionals, developers, and building contractors on market conditions, business and industries that may locate in the City, land prices, locational features, City performance standards, and financial incentives that are required to make St. Francis competitive with other communities.
4. Interviews, research, and analysis conducted with City Public Works & Engineering to identify the utility and infrastructure needs of the City's target sites for economic development and redevelopment. This will identify both the physical improvements necessary and probable costs.
5. Interview with the City's financial consultant to identify potential and recommended improvement funding options and available financial incentives that the City may offer perspective businesses.
6. Contact the property owners within the identified target areas to determine if the property is for sale and potential land sale prices.

**End Product:** Upon the conclusion of the work program the St. Francis Economic Development Plan would of the following end products.

1. Established list of Economic Development priorities and strategies that the City may pursue and implement.
2. Detailed area plans identifying improvements necessary to allow for the development of targeted sites within the City.
3. Establish a process and contact arrangement by which a perspective business may be approached and have information on St. Francis disseminated.
4. Information/promotional packet that outlines the available sites, utilities, access, current zoning, performance standards and development schedule. This shall include information on development costs including but not limited to: application costs, tax rates, utility fees (i.e. SAC/WAC, utility connection Charges).
5. Contact list of real estate professionals, builders, and property owners related to properties targeted for use.
6. Business Subsidy Policy document for the offering of financial assistance to a given economic development project.