

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
May 5, 2014
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 – April 21, 2014
 - b. Routine Bobcat Buyback Program
 - c. 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 four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
7. Ordinances & Resolution
 - a. Ordinance 195, Second Series: Amending Section 3-4-1 through 3-4-8 of the City Code Regarding Individual Sewage Treatment Systems Ordinance (2nd Reading)
 - b. Resolution 2014-14: Summary Publication of Ordinance 195, Second Series
 - c. Resolution 2014-15: Approving Interfund Loans for Financial Reporting
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Finance Dept.
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police: Introduction of New Police Officer- Jody Cole
Acting Chief of Police Appointment
 - City Administrator Report: Building Inspection Department
Scheduling Next Work Session
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
 - a. Social Media Marketing Proposal
 - b. St. Francis Recreation Committee Update
12. New Business
13. Adjournment

Calendar of Event

- May 8: Pioneer Days Meeting @ Police/Public Works Building 6:00 pm
May 19: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
May 20-June 3: Filings Open for Local Races – Mayor and City Council
May 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
May 26: City Offices Closed for the Memorial Day Holiday
June 2: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
June 6-8: Pioneer Days

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator

RE: Agenda Memorandum – May 5, 2014 Meeting

Agenda Items:

4. Consent Agenda:

- b. *Bobcat Replacement:* Attached is an Agenda Report from Public Works Director Paul Teicher on the Bobcat replacement. Please note this is higher this year to pay for the new emission standards on the diesel engine.

6. Petitions, Requests, Applications:

7. Ordinances & Resolutions

- a. *Ordinance 195, Second Series (second reading):* Attached is Ordinance 195 as well as a memorandum from City Planner Nate Sparks regarding septic system installation and maintenance. The Planning Commission has recommended this Ordinance for approval. A roll call vote is required to approve the second reading of Ordinance 194, Second Series.
- b. *Resolution 2014-14:* Attached is Resolution 2014-14 authorizing summary publication of Ordinance 195, Second Series. A motion would be in order to approve this resolution.
- c. *Resolution 2014-15:* Attached is Resolution 2014-15 approving interfund loans for financial reporting. A motion would be in order to approve this resolution.

8. Reports:

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

Finance Director:

Building Official:

Fire:

Public Works:

Liquor Store:

Police: *Introduction of our new Police Officer Jody Cole:* Sergeant Jake Rehling will introduce our newest employee Police Officer/School Resource Officer Jody Cole.

Acting Chief of Police: As Chief Harapat is currently on a leave of absence, I recommend Sergeant Jake Rehling be temporarily promoted to Acting Chief of Police until further notice. A motion would be in order to promote Sergeant Rehling to Acting Chief at Grade 19. Step 3 effective May 5, 2014.

City Administrator: *Building Inspection Department:* Building Official Andy Schreder and I been discussing the needs of the Building Department as the economy continues to improve. I would like to have a general discussion about the staffing levels within the Building Department and the needs relating to code compliance, vacant property registration, and our new rental housing ordinance. No action will be recommended yet. Staff would like to seek additional direction of the Council.

Scheduling Next Work Session: What date will work for the next City Council work session?

- 11. **Old Business:** *Social Media Marketing Proposal:* Attached is the proposal for the Social Media Marketing plan. Consideration should be giving to this proposal.

St. Francis Recreation Committee Update: On April 30, 2014, the St. Francis Recreation Committee met to continue this grass roots project. There was a question regarding the Council interest in funding a Space Needs Analysis once more committee work is completed. No quotes have been requested, but as a point of reference, the City of St. Francis spent approximately \$11,000 for the space needs analysis for the Police/Public Works Facility in 2009. No action is needed; however direction to the committee is requested.

- 12. **New Business:**

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

CITY COUNCIL MINUTES

April 21, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Steve Kane, Tim Brown and Chris McClish. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen) Police Sergeant Jake Rehling, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND LAZERE TO ADOPT THE APRIL 21, 2014 CITY COUNCIL AGENDA. Add St. Francis Ambassador's request under new business. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE APRIL 21, 2014 CITY COUNCIL CONSENT AGENDA AS A – H AS FOLLOWS:
 - a. City Council Minutes – April 7, 2014
 - b. Final Pay Request and Change Order No. 2 for \$1,569.75 to Magney Construction, Inc. of Chanhassen-Woodhaven Metering Manhole Replacement Project.
 - c. Payment of Claims \$268,965.13 (Checks 67115-67180 \$176,719.02 and ACH 84E-85E \$92,246.11) Motion carried 5-0.
5. **Meeting Open to the Public:** Janette Liddle, Oak Grove, requested to have the rental fee waived for the St. Francis High School Dance using the warming house for a garage sale fund raiser. Tveit thanked Ms. Liddle and stated this will be brought up under new business.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 195, Second Series: Amending Section 3-4-1 through 3-4-8 of the City Code Regarding Individual Sewage Treatment Systems Ordinance (1st Reading):** A memorandum from City Planner Nate Sparks regarding septic system installation and maintenance was included in your council packet. The Planning Commission has recommended this Ordinance for approval. MOTION BY LAZERE SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 195, SECOND SERIES AMENDING SECTION 3-4-1 THROUGH 3-4-8 OF THE CITY CODE REGARDING INDIVIDUAL SEWAGE TREATMENT SYSTEMS. Roll Call: Ayes: Brown, Kane, Lazere, McClish and Tveit. Nays: None.
8. **Reports of Consultants & Staff Members:**
 - a. **Engineer: Aztec Street Improvement-Easements:** Lepak stated we are trying to line up the Aztec Streets along 233rd Avenue. In doing so we will need an easement from the

Abbey Field Townhome property owners. The paperwork was just finalized this afternoon. Abbey Field Townhome property owners will agree with an assessment for p to \$25,000 for the street improvement and agree to convey the City the permanent and temporary easements described within the Easement Agreement. The remainder of the assessment cost will be paid by O'Reilly Auto Parts.

MOTION BY KANE SECOND BROWN APPROVE THE AGREEMENT REGARDING IMPROVEMENT PROJECT THAT INCLUDE EXHIBIT A & B SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

MOTION BY LAZERE SECOND McCLISH APPROVE THE EASEMENT AGREEMENT SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

MOTION BY BROWN SECOND McCLISH TO APPROVE THE PETITION AND WAIVER AGREEMENT SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

Aztec Street Improvements: Resolution 2014-13 Approving Plans and Specifications and Ordering Advertisement for Bids: Voge gave a brief background on the construction of the Aztec Street Improvement. O'Reilly platted property and dedicated right-of-way to the City of St. Francis. Since the dedicated right-of-way does not line up with the existing right-of-way of Aztec Street north of 233rd Avenue and in, order to construct the safest intersection possible. The City Council authorized staff to work with the adjacent Abbey Field Townhomes property owner to obtain property to facilitate a safe intersection. This was completed tonight with the documents presented to the City Council by the City Attorney. The City Council authorized the preparation of a Preliminary Engineering Report, called for a public hearing on the improvements to satisfy Minnesota Statute 429 requirements, held the public hearing, and ordered the preparation of plans and specifications. MOTION BY KANE SECOND LAZERE TO ADOPT RESOLUTION 2014-13 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.:

Fire Dept.:

Public Works:

Liquor Store: Department Report: Liquor Store Manager John Schmidt gave an update to the City Council on pricing and resetting coolers, which allows us to increase new products. We are going to try to be more active with social media with our tastings, pricing and what is going on at the store. I believe 2013 audit will show it was a good year. Kane asked what do you keep the cooler temperature at. Schmidt stated around 40 degrees. Tveit said I believe you have a great staff and have heard nothing but good things about our liquor store.

Police Dept.: New Hire Conditional Offer pending successful background and testing: Sgt. Rehling was before the council tonight to recommend hiring Police Officer/School Resource Officer candidate Jody Cole. Ms. Cole passed all pre-employment testing required for this position. In December of 2013, the St. Francis Police Department was approached by

Independent School District #15 with the request to add an additional liaison officer. This was approved by ISD #15 as well as the St. Francis City Council. The 5-person interview panel consisted of three ISD #15 school personnel. Ms. Cole comes to St. Francis with 15 years in law enforcement as a police officer/school resource officer as well as an experienced investigator for the State of MN. With the amount of experience Ms. Cole has, I would recommend hiring Jody Cole at Step 4 on our current pay scale. I would also recommend starting Ms. Cole with a vacation and sick leave bank of 10 hours each, with the accrual rate as a 6-year employee based on experience. MOTION BY TVEIT SECOND TO OFFER EMPLOYMENT TO JODY COLE AT STEP 4, A VACATION AND SICK LEAVE BANK OF 10 HOURS EACH WITH THE ACCRUAL RATE AS A 6-YEAR EMPLOYEE. McClish wanted to point out this will be the first female officer in the department for St. Francis. Sgt. Rehling stated I will be introducing Ms. Cole to both the city council and school board at a future meeting. Motion carried 5-0.

City Administrator: Update on the Bridge Street Roundabouts: On April 10, 2014, another open house was held to gather community input on the proposed improvements to Bridge Street in 2015. The meeting was less attended compared to the November 2013 open house. I would estimate about 40 people in attendance. They had a more enhanced video than they had at a previous council meeting. They had video tape of an actual large vehicles maneuvering around the roundabouts. They are preparing what numbers will be the responsibility of the city's. The next step is for the City Council to review project cost estimates (when available) and to enter into a Joint Powers agreement with Anoka County sometime in June to continue this project.

Administrative Internship: In the packet, you will find an ad for an Administrative Intern. This was put out last Thursday on our website, Facebook and the City Managers list serve and as of today, we have had two inquiries.

Recreation Club Committee will have a meeting this Wednesday night with representatives of the various booster and school organizations. Tveit asked that the dog park interest be brought up to this committee.

9. **Reports from Council Members:** Lazere reported the Pioneer Days meeting this Thursday, April 24 starting at 6:00 pm. The meeting will be held at the Police/Public Works building.

St. Francis Area Chamber Business and Community Expo is this Saturday, April 26 at the St. Francis High School. The hours are 9 am to 2 pm.

10. **Report from Mayor:** Last Thursday we had a joint fire district meeting. Committee did talk about entering into a joint powers agreement. After some discussion, we agreed upon to obtain our City Attorney for preparing the JPA. In addition, we discussed hiring a financial consultant to address some of the concerns of the current fire fighters in regards to the relief association.

Tveit said I too want to put in a plug for the Expo, asked that all of the council members try to attend. If you would like to have anything, specific at the city's table that day please let city hall know.

Just a reminder Recycling Days and Pet Clinic are both Saturday, May 3.

11. **Old Business:** Lazere reported Matt and I would be meeting with the social media consultant tomorrow.

12. **New Business:** Tveit stated we had a request tonight to waive the rental fee for the use of the warming house by the high school dance team. MOTION BY LAZERE SECOND KANE TO WAIVE THE RENTAL FEES FOR THE ST. FRANCIS DANCE TEAM THAT ARE USING THE WARMING HOUSE FOR A GARAGE SALE. Motion carried 5-0. Direct staff to amend the fee schedule to waive all booster clubs and school organizations rental use fees. The damage deposit will still be required.

St. Francis Ambassador Program: The St. Francis Ambassador Program submitted a letter to the City Council requesting financial help on the maintenance and decorations for the float. Discussion was held on the amount and where the funds would come from. MOTION BY LAZERE SECOND TO REIMBURSE THE ST. FRANCIS AMBASSADOR PROGRAM NOT TO EXCEED \$1,000 WITH FUNDS COMING FROM THE LIQUOR STORE FOR THE REPAIR AND DECORATIONS OF THE FLOAT. Tveit said these young ladies do work hard for our community. Tveit asked can we give them the float. It was noted they are not currently a 501c(3) but are in the process of becoming one. Motion carried 5-0.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:47 pm.

Barbara I. Held, City Clerk

AGENDA REPORT

TO: Matt Hylan, City Administrator
FROM: Paul Teicher, Public Works Director 
SUBJECT: Routine Bobcat Buyback
DATE: 5-5-2014

INTRODUCTION

Our year is up; it is time to trade for a new Bobcat Skid Loader. Each year since the original purchase of the Bobcat, the City has purchased a replacement machine on the Guaranteed Buyback Program offered through a local Bobcat dealer. Normally, for approximately \$1,700 the City would get a new identically equipped machine with a new warranty. This is a substantial savings compared to repairs/maintenance and replacement costs that would be required over the machine's life.

BACKGROUND

This year because of model design changes and emission standard changes, the prices have increased. Due to the Tier 4 engine emission changes, the price of the Bobcat increased about \$5500.00. On top of that, because of the model design changes, our track system will no longer fit on the new/future models and Goodyear has not started producing a track system that will fit the new models yet. Our most economical option right now is to trade our bobcat WITH our current track system. We will go 1 year without tracks, this will give us time to budget for a track system that will fit next year's machine. By trading our obsolete tracks we can offset some of the increased emission costs.

Next year's cost to trade should be back down to the \$1,700.00 price.

RECOMMENDATION

Authorize the trade of our old Bobcat Skid Loader and track system for a new Bobcat Skid Loader for \$3772.6.00 from Crawford's Equipment.

BUDGET IMPACT

None, this is in our Budget.

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Attachments:

1. Crawford's quote.



Bobcat®

Product Quotation

Quotation Number: NEW

Date: 4/19-14

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: CITY OF ST FRANCIS MR PAUL T ST FRANCIS BLVD ST FRANCIS MN 55070 Phone: 753 2304 FAX 753 9881	Crawford's Equipment, Inc., Cambridge, MN 4853 HIGHWAY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028 ----- Contact: Brian Crawford Phone: 763-689-1794 Cellular: 612-889-0001 E Mail: brian@crawfordsequip.com	CRAWFORDS Attn: HOUSE SALES 4853 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794

Description	Part No	Qty	Price Ea.	Total
S570 T4 Bobcat Skid-Steer Loader	M0259	1	\$38,995.00	\$27296.50
61.0 HP Tier 4 Turbo Diesel Engine	Lights, Front & Rear			
Auxiliary Hydraulics: Variable Flow	Operator Cab			
Backup Alarm	Includes: Adjustable Cushion Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt			
Bob-Tach	Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471			
Bobcat Interlock Control System (BICS)	Falling Object Protective Structure (FOPS) meets SAE- J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)			
Controls: Bobcat Standard	Spark Arrestor Exhaust System			
Engine/Hydraulic Systems Shutdown	Tires: 10-16.5, 8 PR, Bobcat Standard Duty			
Glow Plugs (Automatically Activated)	Warranty: 12 Months, Unlimited Hours			
Horn				
Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights				
Lift Arm Support				
Lift Path: Vertical				
Factory Installed A91 Option Package	M0259-P01-A91	1	\$9,174.00	\$6421.80
Cab enclosure with Heat and AC	Power Bob-Tach			
High Flow Hydraulics	Deluxe Instrument Panel			
Two-Speed Travel	Keyless Start			
Sound Reduction	Suspension Seat with 3-Point Belt			
Hydraulic Bucket Positioning	Engine Block Heater			
	Attachment Control Kit			
	Cab Accessories Package			
Dealer Installed Radio	M0259-R26-C02	1	\$397.00	\$277.90
Dealer Installed Strobe Light Kit, Amber	7129301	1	\$297.50	\$297.50
Total of Items Quoted				\$34293.70
Dealer P.D.I.				
Freight Charges				
Trade-in TRADE S185				(\$27,321.10)
Trade-in GOOD YEAR TRACKS AND TIRES				(\$3,200.00)
Sales total before Taxes and Trades				\$3772.60
Taxes: STATE OF MN				NO TAX.
Quote Total - US dollars				

Notes:



PAYMENT BATCH AP 05-05-14

ADVANCED PUBLIC SAFETY, INC.

04/29/2014	SIN000371	E 101-42110-237	Small Equipment	PRINTER	412.23
					<u>412.23</u>

ALLIED BLACKTOP COMPANY

04/25/2014	18736	E 101-43100-403	Street Sweeping	SWEEPING-76 HOURS	8,760.50
					<u>\$8,760.50</u>

ALLINA HOSPITALS

04/01/2014	10018055	E 101-42210-208	Training and Instruction	MEDICAL DIRECTORSHIP	300.00
					<u>\$300.00</u>

AMERICAN PUBLIC WORK ASSOC.

04/14/2014	686918.0414	E 101-43100-433	Dues and Subscriptions	DUES	108.75
04/14/2014	686918.0414	E 101-45200-433	Dues and Subscriptions	DUES	108.75
					<u>\$217.50</u>

ANOKA COUNTY CENTRAL COMM.

04/15/2014	2014-283	E 101-42110-321	Telephone	MARCH 2014	210.06
					<u>\$210.06</u>

ANOKA COUNTY PROPERTY RECORDS

04/29/2014	042914	E 101-41910-318	Economic Development	2014 TAXES	2,921.42
04/29/2014	042914	E 101-41940-441	Miscellaneous	2014 TAXES	272.58
04/29/2014	042914	E 101-42210-441	Miscellaneous	2014 TAXES	69.14
04/29/2014	042914	E 101-43100-441	Miscellaneous	2014 TAXES	21.29
04/29/2014	042914	E 601-49440-441	Miscellaneous	2014 TAXES	69.14
04/29/2014	042914	E 602-49490-441	Miscellaneous	2014 TAXES	272.58
04/29/2014	042914	E 609-49750-441	Miscellaneous	2014 TAXES	21.29
					<u>\$3,647.44</u>

ASPEN MILLS

04/01/2014	148124	E 101-42110-448	Reserve Officers	RESERVES	176.10
04/11/2014	148524	E 101-42110-448	Reserve Officers	RESERVES	72.00
04/11/2014	148525	E 101-42110-448	Reserve Officers	RESERVES	39.95
04/11/2014	148526	E 101-42110-448	Reserve Officers	RESERVES	39.95
					<u>\$328.00</u>

ASSURANT EMPLOYEE BENEFITS

04/24/2014	5447229.0514	E 101-41400-130	Employer Paid Insurance	MAY INSURANCE	160.60
04/24/2014	5447229.0514	E 101-41500-130	Employer Paid Insurance	MAY INSURANCE	60.97
04/24/2014	5447229.0514	E 101-42110-130	Employer Paid Insurance	MAY INSURANCE	630.03
04/24/2014	5447229.0514	E 101-42400-130	Employer Paid Insurance	MAY INSURANCE	54.15
04/24/2014	5447229.0514	E 101-43100-130	Employer Paid Insurance	MAY INSURANCE	88.34
04/24/2014	5447229.0514	E 101-43210-130	Employer Paid Insurance	MAY INSURANCE	19.64
04/24/2014	5447229.0514	E 101-45200-130	Employer Paid Insurance	MAY INSURANCE	88.34
04/24/2014	5447229.0514	E 601-49440-130	Employer Paid Insurance	MAY INSURANCE	47.57
04/24/2014	5447229.0514	E 602-49490-130	Employer Paid Insurance	MAY INSURANCE	47.56
04/24/2014	5447229.0514	E 609-49750-130	Employer Paid Insurance	MAY INSURANCE	105.24

\$1,302.44

BELLBOY CORPORATION

04/22/2014	42650800	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.80
04/22/2014	42650800	E 609-49751-251	Liquor For Resale	LIQUOR	1,710.00
04/22/2014	90046700	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.51
04/22/2014	90046700	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	107.17
					<hr/>
					\$1,845.48

CENTERPOINT ENERGY

04/16/2014	5944643-5.0414	E 602-49490-383	Gas Utilities	GAS	41.38
04/16/2014	5944643-5.0414	E 602-49490-383	Gas Utilities	GAS	313.24
04/16/2014	5944643-5.0414	E 609-49750-383	Gas Utilities	GAS	237.20
04/16/2014	594544-6.0414	E 101-42210-383	Gas Utilities	GAS	1,169.40
04/16/2014	5963820-5.0414	E 101-45200-383	Gas Utilities	GAS	216.62
04/16/2014	6002544-2.0414	E 601-49440-383	Gas Utilities	GAS	87.88
04/16/2014	6002544-2.0414	E 602-49490-383	Gas Utilities	GAS	87.88
04/16/2014	6002548-3.0414	E 602-49490-383	Gas Utilities	GAS	287.99
04/16/2014	6886465-1.0414	E 101-41940-383	Gas Utilities	GAS	37.54
04/16/2014	6886468-5.0414	E 101-41940-383	Gas Utilities	GAS	29.85
04/16/2014	6886472-7.0414	E 101-41940-383	Gas Utilities	GAS	34.68
04/16/2014	6886475-0.0414	E 101-41940-383	Gas Utilities	GAS	38.19
04/16/2014	7900331-5.0414	E 601-49440-383	Gas Utilities	GAS	45.10
04/16/2014	9680285-5.0414	E 101-42110-383	Gas Utilities	GAS	1,253.03
04/16/2014	9680285-5.0414	E 101-43100-383	Gas Utilities	GAS	313.26
04/16/2014	9680285-5.0414	E 101-45200-383	Gas Utilities	GAS	313.26
04/16/2014	9680285-5.0414	E 601-49440-383	Gas Utilities	GAS	313.26
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					\$4,819.76

CENTURY FENCE COMPANY

04/21/2014	8986C00	E 101-42110-401	Repairs/Maint Buildings	REPAIRS DUE TO SNOW DAMAC	302.40
04/21/2014	8986C00	E 101-43100-401	Repairs/Maint Buildings	REPAIRS DUE TO SNOW DAMAC	302.40
04/21/2014	8986C00	E 101-45200-401	Repairs/Maint Buildings	REPAIRS DUE TO SNOW DAMAC	302.40
04/21/2014	8986C00	E 601-49440-401	Repairs/Maint Buildings	REPAIRS DUE TO SNOW DAMAC	302.40
04/21/2014	8986C00	E 602-49490-401	Repairs/Maint Buildings	REPAIRS DUE TO SNOW DAMAC	302.40
					<hr/>
					\$1,512.00

CITY EMPLOYEES UNION, LOCAL #3

04/29/2014	042914	G 101-21707	Union Dues	MAY DUES	160.00
					<hr/>
					\$160.00

COCA COLA REFRESHMENTS

04/15/2014	148092218	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	464.04
					<hr/>
					\$464.04

COLLINS BROTHERS TOWING

04/16/2014	65470	E 101-43100-311	Contract	CAT GRADER STUCK IN DITCH	400.00
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					\$400.00

COLONIAL INSURANCE

04/25/2014	7129661-0505564	G 101-21712	Colonial Insurance	MAY INSURANCE	371.51
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					\$371.51

CONNEXUS ENERGY

04/21/2014	.0414	E 101-41940-381	Electric Utilities	ELECTRIC	70.47
04/21/2014	.0414	E 101-41940-381	Electric Utilities	ELECTRIC	251.24
04/21/2014	.0414	E 101-42110-381	Electric Utilities	ELECTRIC	628.81
04/21/2014	.0414	E 101-42110-381	Electric Utilities	ELECTRIC	5.00

04/21/2014	.0414	E 101-42110-381	Electric Utilities	ELECTRIC	5.00
04/21/2014	.0414	E 101-42210-381	Electric Utilities	ELECTRIC	373.82
04/21/2014	.0414	E 101-43100-381	Electric Utilities	ELECTRIC	157.20
04/21/2014	.0414	E 101-43100-386	Street Lighting	ELECTRIC	3,452.36
04/21/2014	.0414	E 101-45200-381	Electric Utilities	ELECTRIC	237.63
04/21/2014	.0414	E 101-45200-381	Electric Utilities	ELECTRIC	157.20
04/21/2014	.0414	E 601-49440-380	Electric-System	ELECTRIC	3,874.66
04/21/2014	.0414	E 601-49440-381	Electric Utilities	ELECTRIC	157.20
04/21/2014	.0414	E 602-49451-381	Electric Utilities	ELECTRIC	6,953.56
04/21/2014	.0414	E 602-49451-381	Electric Utilities	ELECTRIC	157.20
04/21/2014	.0414	E 609-49750-381	Electric Utilities	ELECTRIC	1,012.14
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					\$17,493.49

CRAWFORD EQUIPMENT

04/22/2014	36349	E 101-45200-218	Equipment Repair & Maintenance	STUD, WHEEL	66.72
					<hr/>
					\$66.72

CRYSTAL SPRINGS ICE

04/22/2014	45862	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	114.64
					<hr/>
					\$114.64

DAHLHEIMER DIST. CO. INC.

04/16/2014	1101137	E 609-49751-252	Beer For Resale	BEER	5,675.90
04/23/2014	1101186	E 609-49751-252	Beer For Resale	BEER	8,634.42
04/23/2014	1101186	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	126.00
04/23/2014	1101186	E 609-49751-255	N/A Products	N/A	31.00
04/25/2014	19580	E 609-49751-252	Beer For Resale	BEER	238.00
					<hr/>
					\$14,705.32

DAY DISTRIBUTING CO.

04/11/2014	747339	E 609-49751-252	Beer For Resale	BEER	1,615.60
04/11/2014	747339	E 609-49751-255	N/A Products	N/A	36.80
04/25/2014	749433	E 609-49751-252	Beer For Resale	BEER	1,681.80
					<hr/>
					\$3,334.20

DELTA DENTAL

04/15/2014	5495809	G 101-21711	Dental Insurance	MAY INSURANCE	526.05
					<hr/>
					\$526.05

ECM PUBLISHERS, INC.

04/11/2014	90988	E 101-41910-352	General Notices and Pub Info	VACANT BUILDING	87.13
					<hr/>
					\$87.13

FILTRATION SYSTEMS, INC.

04/23/2014	59321	E 601-49440-217	Other Operating Supplies	SUPPLIES	107.28
04/23/2014	59321	E 602-49490-217	Other Operating Supplies	SUPPLIES	107.28
					<hr/>
					\$214.56

G&K SERVICES, INC

04/22/2014	1043692940	E 601-49440-417	Uniform Clothing & PPE	COVERALLS	4.20
04/22/2014	1043692940	E 602-49490-417	Uniform Clothing & PPE	COVERALLS	4.20
04/22/2014	1043692942	E 101-41940-219	Rug Maintenance	RUGS	16.96
04/22/2014	1043692943	E 609-49750-219	Rug Maintenance	RUGS	11.23
04/29/2014	1043698233	E 601-49440-417	Uniform Clothing & PPE	COVERALLS	3.50
04/29/2014	1043698233	E 602-49490-417	Uniform Clothing & PPE	COVERALLS	3.50
					<hr/>
					\$43.59

GRAINGER, INC.

04/16/2014	9417575215	E 602-49490-229	Project Repair & Maintenance	PARTS	167.03
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\$167.03

GRANITE CITY JOBBING CO.

04/15/2014	807674	E 609-49750-210	Operating Supplies	OPERATING	28.11
04/15/2014	807674	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/15/2014	807674	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	39.47
04/15/2014	807674	E 609-49751-256	Tobacco Products For Resale	TOBACCO	264.70
04/22/2014	808449	E 609-49750-210	Operating Supplies	OPERATING	52.37
04/22/2014	808449	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
04/22/2014	808449	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	6.69
04/22/2014	808449	E 609-49751-256	Tobacco Products For Resale	TOBACCO	744.66
04/22/2014	808449	G 101-20810	Sales Tax Payable	USE TAX	(0.44)
					<u>\$1,144.06</u>

HEWLETT-PACKARD COMPANY

04/10/2014	54183065	E 101-42210-237	Small Equipment	E CHARGING COMPUTER	662.00
04/21/2014	54222553	E 101-42110-200	Office Supplies	ADAPTOR	120.69
					<u>\$782.69</u>

INNOVATIVE OFFICE SOLUTIONS, L

04/11/2014	507134	E 101-42110-200	Office Supplies	SUPPLIES	22.80
					<u>\$22.80</u>

ISANTI COUNTY TREASURER

04/29/2014	527796	E 602-49490-441	Miscellaneous	1/2 TAX	4,173.00
					<u>\$4,173.00</u>

ISD #15

04/23/2014	1477	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	178.45
04/26/2014	1478	E 101-42110-221	Vehicle Repair & Maintenance	2012 DODGE CHARGER	43.45
05/01/2014	1488	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE	138.35
05/01/2014	1488	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE	138.35
					<u>\$498.60</u>

JJ TAYLOR DISTRIBUTING

04/23/2014	2194417	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
04/23/2014	2194417	E 609-49751-252	Beer For Resale	BEER	210.85
					<u>\$213.85</u>

JOHNSON BROS WHLSE LIQUOR

04/16/2014	1828927	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.35
04/16/2014	1828927	E 609-49751-251	Liquor For Resale	LIQUOR	332.00
04/16/2014	1828928	E 609-49751-206	Freight and Fuel Charges	FREIGHT	47.04
04/16/2014	1828928	E 609-49751-253	Wine For Resale	WINE	1,759.05
04/17/2014	1830130	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.10
04/17/2014	1830130	E 609-49751-253	Wine For Resale	WINE	1,300.00
04/18/2014	616047	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(2.21)
04/18/2014	616047	E 609-49751-253	Wine For Resale	WINE	(131.98)
04/23/2014	1834038	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.58
04/23/2014	1834038	E 609-49751-251	Liquor For Resale	LIQUOR	1,119.54
04/23/2014	1834039	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.80
04/23/2014	1834039	E 609-49751-253	Wine For Resale	WINE	1,397.25
04/23/2014	1834040	E 609-49751-253	Wine For Resale	WINE	62.97
04/23/2014	1834041	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
04/23/2014	1834041	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	32.25
					<u>\$6,048.21</u>

KIMS KLEANING

04/28/2014	2745	E 101-41940-402	Janitorial Service	CITY HALL	120.00
04/28/2014	2746	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	80.00
04/28/2014	2747	E 101-43100-402	Janitorial Service	PUBLIC WORKS	660.00
04/28/2014	2748	E 601-49440-233	Water Treatment Plant Maint	WATER TREATMENT PLANT	160.00
04/28/2014	2749	E 101-42110-402	Janitorial Service	POLICE DEPT	800.00
04/28/2014	2750	E 101-42210-402	Janitorial Service	FIRE DEPARTMENT	300.00
					\$2,120.00

LAW ENFORCEMENT LABOR SVCS.

04/29/2014	042914	G 101-21707	Union Dues	MAY DUES	360.00
					\$360.00

LEAGUE OF MN CITIES

04/29/2014	042914	E 101-41400-433	Dues and Subscriptions	SUBSCRIPTION	52.70
					\$52.70

LEGGETTE, BRASHEARS & GRAHM

04/18/2014	201404267	E 601-49440-303	Engineering Fees	PROF SERVICES MARCH 2014	4,189.40
					\$4,189.40

LMC INSURANCE TRUST

04/17/2014	27243	E 101-41400-160	Work Comp Insurance	WORK COMP FINAL AUDIT	81.99
04/17/2014	27243	E 101-41410-160	Work Comp Insurance	WORK COMP FINAL AUDIT	0.80
04/17/2014	27243	E 101-41500-160	Work Comp Insurance	WORK COMP FINAL AUDIT	34.53
04/17/2014	27243	E 101-42110-160	Work Comp Insurance	WORK COMP FINAL AUDIT	1,320.01
04/17/2014	27243	E 101-42210-160	Work Comp Insurance	WORK COMP FINAL AUDIT	575.83
04/17/2014	27243	E 101-42400-160	Work Comp Insurance	WORK COMP FINAL AUDIT	23.94
04/17/2014	27243	E 101-43100-160	Work Comp Insurance	WORK COMP FINAL AUDIT	579.46
04/17/2014	27243	E 101-43210-160	Work Comp Insurance	WORK COMP FINAL AUDIT	19.14
04/17/2014	27243	E 101-45200-160	Work Comp Insurance	WORK COMP FINAL AUDIT	183.55
04/17/2014	27243	E 601-49440-160	Work Comp Insurance	WORK COMP FINAL AUDIT	232.98
04/17/2014	27243	E 602-49490-160	Work Comp Insurance	WORK COMP FINAL AUDIT	251.51
04/17/2014	27243	E 609-49750-160	Work Comp Insurance	WORK COMP FINAL AUDIT	243.26
					\$3,547.00

MCDONALD DIST CO.

04/17/2014	86432	E 609-49751-252	Beer For Resale	BEER	2,846.05
04/17/2014	86432	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
04/17/2014	86432	E 609-49751-255	N/A Products	N/A	17.15
04/24/2014	92521	E 609-49751-252	Beer For Resale	BEER	9,584.15
04/24/2014	92521	E 609-49751-255	N/A Products	N/A	88.30
					\$12,569.65

MCFOA

		E 101-41400-433	Dues and Subscriptions	DUES	35.00
					\$35.00

METROPOLITAN AREA MANAGERS

04/10/2014	1476	E 101-41400-208	Training and Instruction	MEETING	20.00
					\$20.00

MIDCONTINENT COMMUNICATIONS

04/29/2014	042914	E 101-41940-321	Telephone	CITY HALL	34.50
04/29/2014	042914	E 101-42110-321	Telephone	4058 ST. FRANCIS BLVD	67.16
04/29/2014	042914	E 101-43100-321	Telephone	4058 ST. FRANCIS BLVD	67.16
04/29/2014	042914	E 601-49440-321	Telephone	WATER TREATMENT	95.00
04/29/2014	042914	E 601-49440-321	Telephone	233RD AVE	95.00
04/29/2014	042914	E 609-49750-321	Telephone	LIQUOR STORE	95.00

					\$453.82
MN COUNTY ATTORNEYS ASSN.					
04/04/2014	1815980	E 101-42110-200	Office Supplies	REPORT FORMS	28.00
					\$28.00
MN FIRE CERTIFICATION BOARD					
04/29/2014	042914	E 101-42210-208	Training and Instruction	FIRE CERTIFICATIONS	80.00
					\$80.00
MN NCPERS LIFE INSURANCE					
04/22/2014	7334514.0414	G 101-21713	MN Life	MAY INSURANCE	32.00
					\$32.00
MULVIHILL, DARCY					
04/30/2014	.0414	E 101-41500-331	Travel Expenses	MILEAGE-BURNSVILLE	45.92
					\$45.92
MY ALARM CENTER					
05/01/2014	3287746	E 609-49750-445	Security	MONITORING	29.94
					\$29.94
NORTH MEMORIAL URGENT CARE					
04/16/2014	041614	E 101-43100-441	Miscellaneous	TEST	27.00
					\$27.00
NORTH METRO TREE SERVICE INC.					
04/29/2014	.0414	E 101-43210-439	Recycling Days	BRUSH DAYS	1,849.50
					\$1,849.50
PACE ANALYTICAL SERVICES					
04/18/2014	141238279	E 602-49490-313	Sample Testing	WASTEWATER	116.10
04/21/2014	141238321	E 602-49490-313	Sample Testing	PLANT EXPANSION	80.00
04/21/2014	141238322	E 602-49490-313	Sample Testing	PLANT EXPANSION	96.00
04/22/2014	141238331	E 602-49490-313	Sample Testing	WASTEWATER	45.00
04/23/2014	141238371	E 602-49490-313	Sample Testing	PLANET EXPANSION COOLER #	186.50
					\$523.60
PAUSTIS & SONS					
04/21/2014	8445394	E 609-49751-206	Freight and Fuel Charges	FREIGHT	12.50
04/21/2014	8445394	E 609-49751-253	Wine For Resale	WINE	862.00
					\$874.50
PHILLIPS WINE & SPIRITS CO.					
04/10/2014	2586668	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.11
04/10/2014	2586668	E 609-49751-253	Wine For Resale	WINE	530.50
04/10/2014	2586669	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
04/10/2014	2586669	E 609-49751-251	Liquor For Resale	LIQUOR	216.29
04/16/2014	2590139	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
04/16/2014	2590139	E 609-49751-251	Liquor For Resale	LIQUOR	138.30
04/16/2014	2590140	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.34
04/16/2014	2590140	E 609-49751-253	Wine For Resale	WINE	1,856.00
04/18/2014	3525377	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
04/18/2014	3525377	E 609-49751-251	Liquor For Resale	LIQUOR	(72.99)
04/18/2014	3525378	E 609-49751-253	Wine For Resale	WINE	(5.83)
04/23/2014	2593516	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
04/23/2014	2593516	E 609-49751-251	Liquor For Resale	LIQUOR	1,333.55
04/23/2014	2593517	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
04/23/2014	2593517	E 609-49751-253	Wine For Resale	WINE	64.00

04/23/2014	2593518	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
04/23/2014	2593518	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	41.95
					\$4,178.21

PONDS GOLF COURSE, THE

04/29/2014	042914	E 609-49750-340	Advertising	SPONSORSHIP	75.00
					\$75.00

QUILL CORPORATION

04/10/2014	2090475	E 101-41400-200	Office Supplies	SUPPLIES	73.92
04/10/2014	2155483	E 101-41400-200	Office Supplies	EASEL	147.81
					\$221.73

RAMSEY, CITY OF

04/29/2014	042914	E 101-42210-311	Contract	APRIL-CHIEF	666.00
					\$666.00

ROSEVILLE, CITY OF

04/24/2014	218996	E 101-41110-310	Computer Consulting Fees	LASERFICHE	446.93
04/24/2014	218996	E 101-41400-310	Computer Consulting Fees	LASERFICHE	1,489.78
04/24/2014	218996	E 101-42110-310	Computer Consulting Fees	LASERFICHE	2,011.20
04/24/2014	218996	E 101-42210-310	Computer Consulting Fees	LASERFICHE	372.44
04/24/2014	218996	E 101-43100-310	Computer Consulting Fees	LASERFICHE	372.44
04/24/2014	218996	E 101-45200-310	Computer Consulting Fees	LASERFICHE	372.44
04/24/2014	218996	E 601-49440-310	Computer Consulting Fees	LASERFICHE	372.44
04/24/2014	218996	E 602-49490-310	Computer Consulting Fees	LASERFICHE	372.44
04/24/2014	218996	E 609-49750-310	Computer Consulting Fees	LASERFICHE	446.98
					\$6,257.09

SKINNER, MARLINE

04/29/2014	042914	E 101-42700-311	Contract	APRIL	500.00
					\$500.00

SOUTHERN WINE & SPIRITS OF MN

04/24/2014	1154454	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.50
04/24/2014	1154454	E 609-49751-251	Liquor For Resale	LIQUOR	1,309.82
04/24/2014	1154455	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.50
04/24/2014	1154455	E 609-49751-253	Wine For Resale	WINE	200.00
					\$1,529.82

THE AMERICAN BOTTLING COMPANY

04/21/2014	2449724124	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	104.36
					\$104.36

THORPE DISTRIBUTING COMPANY

04/25/2014	819123	E 609-49751-253	Wine For Resale	WINE	25.10
04/25/2014	819124	E 609-49751-252	Beer For Resale	BEER	81.00
					\$106.10

US DEPT OF EDUCATION

		G 101-21716	Other Deductions	LEVY 4-24-14 PAYROLL	293.02
					\$293.02

VINOCOPIA, INC.

04/18/2014	96902	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
04/18/2014	96902	E 609-49751-251	Liquor For Resale	LIQUOR	180.00
04/18/2014	96902	E 609-49751-253	Wine For Resale	WINE	264.00
					\$454.00

WILSON DEVELOPMENT SERVICES

04/25/2014	22908	E 101-49200-441	Miscellaneous	ABBAY FIELDS	4,188.50
					<u>\$4,188.50</u>

WIRTZ BEVERAGE MN

04/16/2014	1080167119	E 609-49751-206	Freight and Fuel Charges	FREIGHT	40.96
04/16/2014	1080167119	E 609-49751-251	Liquor For Resale	LIQUOR	4,448.33
04/16/2014	1080167119	E 609-49751-253	Wine For Resale	WINE	501.75
04/24/2014	1080170395	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.09
04/24/2014	1080170395	E 609-49751-251	Liquor For Resale	LIQUOR	309.21
04/24/2014	1080170395	E 609-49751-253	Wine For Resale	WINE	278.00
					<u>\$5,586.34</u>

\$125,385.10

FUND SUMMARY

101 GENERAL FUND	\$45,611.24
601 WATER FUND	\$10,157.01
602 SEWER FUND	\$14,066.35
609 MUNICIPAL LIQUOR FUND	\$55,550.50
Total	<u>125,385.10</u>



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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

PLANNING MEMO

TO: St. Francis Planning Commission
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: April 16, 2014

MEETING DATE: April 21, 2014 and May 5, 2014

RE: Septic Ordinance Amendments

BACKGROUND

Anoka County has adopted a new ordinance regarding septic system installation and maintenance. Minnesota Statutes and Rules require all cities with septic programs to adopt an ordinance consistent with the County Ordinance. The City's existing ordinance needs to be updated to be consistent with the new ordinance adopted by Anoka County. The Planning Commission reviewed the ordinance at their March meeting and recommended approval.

DRAFT ORDINANCE

Generally, the ordinance is a reflection of the minimum standards required by cities by the State of Minnesota. It outlines general permit requirements and procedures. The State requires individuals to maintain their septic system every three years, which is included in this ordinance. It is the responsibility of the City to monitor the inspection requirement.

POINT OF SALE INSPECTIONS

Many area cities and counties require a compliance inspection prior to the sale of the property. This is not mandatory but it may allow for the City to have problem septic systems repaired. This inspection is greater in scope than the general maintenance provisions mandated by the State. According to a PCA survey, slightly over half of the jurisdictions in Minnesota require point of sale inspections with some only requiring the inspection in Shoreland Districts. Currently, the City of St. Francis does not require a point of sale inspection and it is not required by Anoka County. The Planning Commission recommended not to include such a requirement at this time but that if the Council wanted to explore this option, they would review a draft ordinance in the near future as a separate ordinance.

RECOMMENDED ACTION

The Planning Commission recommended approval of the septic ordinance.

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

ORDINANCE 195, SECOND SERIES

AN ORDINANCE AMENDING SECTIONS 3-4-1 THROUGH 3-4-8 OF THE CITY CODE
REGARDING INDIVIDUAL SEWAGE TREATMENT SYSTEMS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 3-4-1 through 3-4-8 be amended to read as follows:

3-4-1: PURPOSE, APPLICABILITY, AND AUTHORITY:

- A. Purpose. It is the purpose and intent of this ordinance to establish standards for the design, location, construction, operation, and maintenance of Subsurface Sewage Treatment Systems (SSTS).
- B. Applicability. The sewer provisions of this ordinance shall apply to any premises in the City that are not served by the municipal wastewater treatment system.
- C. Authority. This ordinance is adopted pursuant to the authorization and requirements contained in Minnesota Statutes §145A.05, 115.55 and Minnesota Administrative Rules Chapter 7082.

3-4-2: GENERAL PROVISIONS:

- A. Treatment Required. All sewage generated in unsewered areas shall be treated and dispersed by an approved SSTS or a system permitted by the Minnesota Pollution Control Agency.
- B. Administration. This Ordinance shall be administered by the St. Francis City Building Official or any such designee of the Building Official or City Administrator.
- C. Compliance. No person shall cause or permit the location, construction, alteration, extension, conversion, operation, or maintenance of a subsurface sewage treatment system, except in full compliance with the provisions of this ordinance.
- D. Conditions. Violation of any condition imposed by the City on a license, permit, or variance, shall be deemed a violation of this ordinance and subject to the penalty provisions set forth in this ordinance.
- E. Site Evaluation, System Design, Construction, Inspection, and Servicing. Site evaluation, and system design, construction, inspection and system servicing shall be performed by Minnesota Pollution Control Agency licensed SSTS businesses or qualified employees of local governments or persons exempt from licensing in Minn. R. 7083.0700. For lots platted after April 1, 1996, a design shall evaluate and locate space for a second soil treatment area.

F. Inspection. No part of an individual sewage treatment system shall be covered until it has been inspected and approved by the Building Official. If any part of the system is covered before being inspected and approved as herein provided, it shall be uncovered upon the direction of the Building Official. The Building Official shall cause such inspections as are necessary to determine compliance with this ordinance. It shall be the responsibility of the permittee to notify the Building Official that the system is ready for inspection. If the integrity of the system is threatened by adverse weather if left open and the Building Official is unable to conduct an inspection, the permittee may, after receiving permission from the Building Official document compliance with the ordinance by photographic means that show said compliance and submit that evidence to the Building Official prior to final approval being sought.

G. Compliance Inspection Required. A SSTS compliance inspection is required:

1. For a new or replacement SSTS.
2. When altering an existing structure to add a bedroom.
3. When a parcel having an existing system undergoes development, subdivision, or split.

H. Imminent Public Health and Safety Threat; Failing System; and Surface Discharge.

1. A subsurface sewage treatment system which poses an imminent threat to public health and safety shall immediately abate the threat according to instructions by the Building Official and be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed ten (10) months.
2. A failing system, an SSTS that is not protective of groundwater, shall be brought into compliance within twenty-four months after receiving notice from the Building Official.
3. An SSTS discharging raw or partially treated wastewater to ground surface or surface water is prohibited unless permitted under the National Pollution Discharge Elimination System.

I. Conflict Resolution. For SSTS systems regulated under this Ordinance, conflicts and other technical disputes over new construction, replacement and existing systems will be managed in accordance with Minnesota Rules 7082.0700 Subpart 5.

J. Septic Tank Maintenance.

1. Periodic Maintenance Required. The owner of a sewage tank or tanks, shall regularly, but not less frequently than every three years, inspect the tank(s) and measure the accumulations of sludge and scum by an individual licensed to do such work in the State of Minnesota. If the system is pumped, measurement is not needed. The owner shall remove and sanitarily dispose of septage whenever the top of the sludge layer is less than 12 inches below the bottom of the outlet baffle or the bottom of the scum layer is less than 3 inches above the bottom of the outlet baffle. Removal of septage shall include complete removal of scum and sludge.

2. Maintenance Record Required. Maintenance activities are required to be recorded on forms supplied by the City of St. Francis and submitted to the City within 30 days of the maintenance activity. The maintenance record shall be supplied by an individual licensed by the state to do such

work. One copy of the maintenance record shall be given to the City and one to the property owner. A recording fee shall be paid in accordance with the City's Fee Schedule.

- K. Non-Complying Systems. Existing systems which are non-complying, but not an imminent health or safety threat, failing, or discharging to surface, may continue in use so long as the use is not changed or expanded. If the use changes or is expanded, the non-complying elements of the existing system must be brought into compliance.
- L. Non-Complying Work. New individual sewage treatment system construction that is non-compliant, or other work on a system that is non-complying, must be brought into compliance with this ordinance in accordance with a schedule established by the Building Official, which schedule will not exceed seven days unless the Building Official finds extenuating circumstances.
- M. Change In Use. A Certificate of Compliance may be voided if, subsequent to the issuance of the certificate, the use of the premises or condition of the system has changed or been altered.
- N. Setback Reduction. Where conditions prevent the construction, alteration, and/or repair of an individual sewage treatment system on an existing developed parcel of real property, the Building Official may reduce property line and building setbacks and system sizing requirements provided said reduction does not endanger or unreasonably infringe on adjacent properties and with the concurrence of the affected properties. In no instance will a setback reduction be allowed from the standards of Section 10-82-4-B-6 except in cases where a variance is approved following the procedure established by Section 10-82-9-D.
- O. Floodplain. An SSTS shall not be located in a floodway or floodplain. Location within the flood fringe is permitted provided that the design complies with this ordinance and all of the rules and statutes incorporated by reference.
- P. Class V Injection Wells. All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations, title 40, part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency.

3-4-3 STANDARDS ADOPTED

- A. Minnesota Rules Adopted. Minnesota Rules, Chapters 7080 and 7081, that are in effect on the date of passage of this ordinance, relating to subsurface sewage treatment systems, are hereby adopted by reference and made a part of this ordinance as if fully set forth herein.
- B. Rules Amended. The rules, adopted in Section 3.01 are amended as follows:
 - 1. Compliance Inspection - 15 Percent Vertical Separation Reduction. MR 7080.1500 Subp. 4D is amended to allow 15 percent reduction of vertical separation (separation distance no less than 30.6 inches) may be determined to be compliant for existing systems to account for settling and variable interpretation of soil characteristics.
- C. Holding Tanks. Holding tanks may be allowed for the following applications: as replacement to a failing existing system, an SSTS that poses an imminent threat to public health and safety, or for an existing lot in which a SSTS cannot feasibly be installed and the Building Official finds extenuating circumstances. Holding tanks require an operating permit as which defines routine maintenance activities as approved by the City Building Official. Failure to adhere to the operating permit is a violation of this Ordinance.

D. System Abandonment. An SSTS, or component thereof, that is no longer intended to be used must be abandoned in accordance with MN Rules 7080.2500. Replacement systems which result in discontinued use of any or all existing components shall initiate requirement of maintenance recoding and abandonment procedures as specified in MN Rules 7080.2500. The standards in Section 3-3-2-E shall also be followed when a system is abandoned due to the property being connected to the public sewer system.

3-4-4: PERMITS

- A. Permit Required. No person shall cause or allow the location, construction, alteration, extension, conversion, or modification of any subsurface sewage treatment system without first obtaining a permit for such work from the Building Official. No person shall construct, alter, extend, convert, or modify any structure which is or will utilize subsurface sewage treatment system without first obtaining a permit.
1. All work performed on an SSTS shall be done by an appropriately licensed business, qualified employees or persons exempt from licensing pursuant to MN Rules 7083.0700. Permit applications shall be submitted by the person doing the individual subsurface sewage treatment system construction on forms provided by the Building Official and accompanied by required site and design data, and permit fees.
 2. Permits shall only be issued to the person doing the individual sewage treatment system construction.
 3. Permit applications for new and replacement SSTS shall include a management plan for the owner that includes a schedule for septic tank maintenance.
 4. A permit is not required for minor repairs or replacement of damaged or deteriorated components that do not alter the original function, change the treatment capacity, change the location of system components or otherwise change the original system's design, layout, or function.
- B. Operating Permit. An operating permit shall be required of all owners of new holding tanks, Type IV and V systems; MSTs and other SSTS that the Building Official has determined requires operational oversight.
1. Application. Application for an operating permit shall be made on a form provided by the Building Official.
 2. Holding Tanks. The owner of holding tanks installed after the effective date of this Ordinance shall provide the Building Official with a copy of a contract with a licensed sewage maintenance business for monitoring and removal of holding tank contents.

3-4-5: VIOLATIONS AND PENALTIES. The City may seek to have violations of this Ordinance corrected by any means found in the City Code including, but not limited to:

- A. Misdemeanor. Any person who fails to comply with the provisions of this ordinance may be charged with a misdemeanor and upon conviction thereof, shall be punished therefore, as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

- B. Injunctive Relief. In the event of a violation or a threat of violation of this ordinance, the Building Official may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct or abate such violations or threatened violations; and the City Attorney may institute a civil action.
- C. Civil Action. In the event of a violation of this ordinance, the City may institute appropriate actions or proceedings to include injunctive relief to prevent, restrain, correct, or abate such violations, or threatened violations, and the City Attorney may institute such action.

3-4-6: RESERVED

3-4-7: RESERVED

3-4-8: RESERVED

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____
DAY OF APRIL, 2014.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

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

RESOLUTION 2014-14

A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 194
ADOPTING SECTION 4-7 OF THE CITY CODE REGARDING
VACANT BUILDING REGISTRATION

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 194 will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 194 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 194, SECOND SERIES

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

The City of St. Francis added Section 4-7 of the City Code regarding Vacant Building Registration. The ordinance requires the registration of all buildings vacant for longer than 60 days and establishes minimum requirements for maintenance of vacant property.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the 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:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5TH DAY OF
MAY, 2014.

APPROVED

Jerry Tveit
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk/Treasurer

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

RESOLUTION 2014-15

**A RESOLUTION APPROVING INTERFUND LOANS
FOR FINANCIAL REPORTING**

WHEREAS, for the purposes of the City's 2013 Comprehensive Annual Financial Report(CAFR), all cash balance deficits in individual funds must be eliminated by either an Interfund transfer or an Interfund loan effective December 31, 2013; and

WHEREAS, Fund 420, which accounts for Rum River Bluffs construction, has a cash balance deficit for the year-ended 2013 of \$453,753.86; and

WHEREAS, Fund 423, which accounts for River's Edge trunk utility construction, has a cash balance deficit for the year-ended 2013 of \$516,320.41; and

WHEREAS, Fund 427, which accounts for Watermain Looping, has a cash balance deficit for the year-ended 2013 of \$287,151.00; and

WHEREAS, Fund 505, which accounts for Creekview construction, has a cash balance deficit for the year-ended 2013 of \$87,785.49; and

WHEREAS, Fund 507, which accounts for Ivywood Street and 230th Lane construction, has a cash balance deficit for the year-ended 2013 of \$100,212.29.

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

1. Interfund loan: Interfund loans (the "Loans") shall be made from the funds listed below to be repaid from revenues generated by the fund as follows:

Interfund Loan From Fund:	Interfund Loan to Fund:	Amount of Interfund Loan:
Fund 601 Water Fund	Fund 420 Rum River Bluffs	\$ 453,753.86
Fund 601 Water Fund	Fund 423 River's Edge Trunk Utilities	\$ 516,320.41
Fund 601 Water Fund	Fund 427 Watermain Looping	\$ 287,151.00
Fund 601 Water Fund	Fund 505 Creekview	\$ 87,785.49
Fund 601 Water Fund	Fund 507 Ivywood & 230th Lane	\$ 100,212.29

2. Terms: The Loans shall not bear interest and shall mature on April 30, 2014.
3. Note: The Loan shall not be evidenced by a note or writing other than this resolution.

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:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th
DAY OF MAY, 2014.

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk



City of St Francis

Proposal for Social Media Marketing

Submitted by Kim Poliszuk

763-370-1348
kpoliszuk@me.com

April 26, 2014



Thank you for the opportunity to submit a proposal for the Social Media Management for the City of St Francis.

This proposal is for a comprehensive and coordinated campaign to build a greater social media presence on the popular social media outlets, particularly Facebook, Twitter, and YouTube, but can include other social media outlets as well. Social media provides the opportunity to increase community awareness, transmit messages to residents, and drive website traffic.

Effective social media marketing takes quality and consistency over time to build interest and a following. Weekly sessions will be held between Cre8 and the City of St. Francis to brainstorm ideas, topics, and messages for on-going activity, review social media results compared to the plan, and make adjustments as required.

The objectives of the campaign are as follows:

- Strengthen community awareness with increased social media presence
- Provide an information source for the community through multiple channels
- Improve positive messaging and stories through social media
- Build awareness and grow fan base
- Increase website and Facebook traffic
- Create a more successful newsletter

Pricing:

20 hours per month - social media presence	\$ 800 per month
1 hour per week reviewing messaging strategy & topics	
3 hours per week engaging in social media messaging to increase fan base	
2 hours per week adding features, points of interest, and information to the website and integrating all social media sites to maximize exposure	

Additional services:

Redesign Newsletter Template	\$ 250 one time fee
Quarterly Newsletter Updates	\$ 50 per quarter
Redesign website for a more visually interesting site	\$1,200 one time fee

Terms:

This is a 6 month agreement that executes the above outlined consulting and managed service areas. Payments are scheduled on a monthly basis, beginning on the date of this agreement and continuing every month on the monthly anniversary date.

Accepted and Agreed to:

Kim Poliszuk — Cre8 Graphic Design

Date

Signature — Client

Date