

CITY OF ST. FRANCIS CITY  
COUNCIL AGENDA

May 18, 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 – May 4, 2015
  - b. URRWMO Minutes: March 3, 2015, Draft April 5, 2015 and the 2016 Final Approved Budget
  - c. Appoint Two Part time Liquor Store Applicants
  - d. Appoint Temporary (Six months) Full Time Police Officer pending background and testing
  - e. Extend the Contract for Services (Vehicle Maintenance) with ISD #15
  - f. TNT Fireworks Permit in County Market Parking Lot: June 20-July 7, 2015
  - g. 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. 239th Street Improvement: Public Hearing
  - b. Kerry Street and 232<sup>nd</sup> Lane & Ivywood Street Improvement: Public Hearing
  - c. Water/Wastewater Rate Increase Informational Presentation
7. Ordinances & Resolution
  - a. Ord. 201, Second Series: Amending Sec 2-9-1 of the City Code Regarding the Fee Schedule-2<sup>nd</sup> Reading
  - b. Ord. 202, Second Series: Amending Sec 10-23-5-E of the Zoning Ord Regarding Temporary Signs-1<sup>st</sup> Reading
8. Reports of Consultants & Staff Members
  - a. Engineer:
  - b. Attorney:
  - c. Staff:
    - Building Official:
    - Finance Dept.
    - Fire Dept.: Appointment of Interim Fire Chief  
Appointment of Fire Fighter-Tim Kizer
    - Public Works:
    - Liquor Store:
    - Police:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- May 20: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm  
May 29: SFHS Graduation @ St. Francis High School 7:00 pm  
Jun 1: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Jun 5-7 : Pioneer Days  
Jun 15: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council  
FROM: Joe Kohlmann, City Administrator - JK  
RE: Agenda Memorandum – May 18, 2015 Meeting

**Agenda Items:**

**4. Consent Agenda:**

c. *Appoint Two Part time Liquor Store Applicants:* Two Liquor Store Applicants, Angela Westbrook and Christienne Beebe have passed their background checks and are recommended for hire.

d. *Appoint Temporary (Six months) Full Time Police Officer pending background and testing:* Applicant Eric Algiers has been recommended by the interview panel to move on to the testing portion of the hiring process. These backgrounds and testing should be completed in the next couple weeks.

e. *Extend the Contract for Services (Vehicle Maintenance) with ISD #1:* Attached is a three year extension of the contract with ISD #15 for vehicle maintenance. No monetary increase is in the agreement. The city attorney has received the agreement.

f. *TNT Fireworks Permit in County Market Parking Lot: June 20-July 7, 2015:* This is the same vendor for the last number of years that would like to sell fireworks under a tent in the County Market Parking lot. The application, site plan and lease agreement are attached.

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

a. *239th Street Improvement: Public Hearing:* City Engineer Jared Voge will present an overview of the proposed project, the cost associated with the proposed project, and the projected schedule. Mayor Kane will open the public hearing for comment. After the public comment Mayor Kane will close the public hearing. Resolution 2015-23 is attached for consideration; ordering improvement and directing preparation of final plans and specifications.

b. *Kerry Street and 232nd Lane & Ivywood Street Improvement: Public Hearing:* City Engineer Jared Voge will present an overview of the proposed project, the cost associated with the proposed project, and the projected schedule. At the last City Council meeting the council directed staff to include Ivywood Street between 233<sup>rd</sup> Lane and 235<sup>th</sup> Avenue in the project area. Mayor Kane will open the public hearing for comment. After the public comment Mayor Kane will close the public hearing. Two resolutions are attached: first one, Resolution 2015-24 is for amending the Preliminary Engineer Report and the second; Resolution 2015-25 is attached for consideration; ordering improvement and directing preparation of final plans and specifications.

c. *Water/Wastewater Rate Increase Informational Meeting:* After the number of calls, emails and comments through Social Media it was determined the best way to answer the questions was to have an informational meeting on the rate increase and facility upgrade. Paul Saffert from Bolton and Menk will be providing a power point that is included in your packet and will answer the questions the residents have.

**7. Ordinances & Resolutions:**

**Both of the ordinances below were tabled at the last city council meeting.**

a. *Ordinance 201, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule- Second Reading:* Amended Fee Schedule reflecting the changes in the water/sewer fees, excavation/mining, trunk line charge along with a couple minor changes is being presented for the second reading. Instead of the typical effective date of 30 days after publication, this ordinance will take effect July 1, 2015. A motion would be in order to adopt the second reading of Ordinance 201, Second Series along with a roll call vote.

b. *Ordinance 202, Second Series: Amending Sec 10-23-5-E of the Zoning Ordinance Regarding Temporary Signs-1st Reading*: The Planning Commission held a public hearing at their April meeting regarding amendments to the temporary sign ordinance. The amendment process started when the Chamber of Commerce formed a Business Council that made recommendations to the City regarding the temporary sign ordinance. The Planning Commission reviewed the suggested changes and has recommended the proposed Ordinance 202, Second Series. Attached are also the Business Council's recommendations, a temporary sign duration survey and the April Planning Commission minutes. If the City Council agrees with the Planning Commission Amended Ordinance a motion would be in order along with a roll call vote.

**8. Reports:**

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Building Official:**

**Fire: *Appointment of Interim Fire Chief***: Current Interim Fire Chief Dean Kapler interviewed three prospective candidates to fill his position. Chief Kapler is recommending Matt Kohout to fill the position as an Interim Fire Chief for St. Francis. The city attorney has reviewed the two year contract between Matt Kohout and the City of St. Francis. A motion would be in order to enter into an agreement with Matt Kohout for interim fire chief services.

***Appointment of Fire Fighter-Tim Kizer***: Chief Kapler is recommending the appointment of Tim Kizer to the fire department. Tim Kizer has passed the necessary testing in the hiring process. A motion would be in order to hire Tim Kizer as a St. Francis Fire Fighter.

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator:**

**11. Old Business:**

**12. New Business:**

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

CITY COUNCIL MINUTES

MAY 4, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen and Tim Brown. Rich Skordahl and Chris McClish excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), City Planner Nate Sparks, Fire Chief Dean Kapler, Police Chief Jeff Harapat, Acting City Administrator/Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND ORPEN TO ADOPT THE MAY 4, 2015 CITY COUNCIL AGENDA. Motion carried 3-0.
4. **Consent Agenda:** MOTION BY KANE SECOND ORPEN TO APPROVE THE MAY 4, 2015, CITY COUNCIL CONSENT AGENDA AS A-B AS FOLLOWS:
  - a. City Council Minutes – April 20, 2015
  - b. Approve the St. Francis Lions Temporary 3.2 Permit for Pioneer Days – June 5, 6, 7 in Community Park/Fire Station and waive the fee.
  - c. Approve the Payment of Claims for \$ \$155,965.83 (Checks 068953- 069023)Motion carried 3-0.
5. **Meeting Open to the Public:** Melissa Enzler, Anytime Fitness 23212 St. Francis Blvd. was before the City Council to address the temporary sign ordinance. Planning Commission thought the businesses wanted 180 days and the businesses knew nothing about it. Chamber president Joe Raus met with some city staff and a councilmember. The business council new nothing about it and somehow 180 days came forward from that meeting. Enzler discussed how signs matter. Discussed how they wanted more days and how their petition didn't seem to matter to the Planning Commission. Use cities that are similar to our size when comparing the number of day's temporary signs can be displayed. Due to signage commitments, I could not advertise some of our events. Give us loyalty; we are the ones here.

Connie Tillman, St. Francis Collision 235615 St. Francis Blvd. Why temporary signs are good for businesses is because turnover of customers affects our businesses. I support businesses that rely on temporary signs. We do not have room for them but they do remind

new and old customers of sales and what is going on. The liquor store has two electronic signs and they are all temporary signage/information that are displayed on them. I believe it is good advertising, they also have a banner on the building and signage in the windows. They must be working; the liquor store is doing well. We would like the rest of the business the same opportunity as the liquor store. 180 days is only about one-half of what we would like to see.

Ray Jones, 23725 Nacre Street NW, is here for the bond issuance. Would the city ever think of having another station (fire) on the west side of the city? The bond issuance questions are they going to raise our taxes. I do not say you don't need it. The need was about ten years ago. Barb (Held) the sludge that was removed was for Princeton and not Zimmerman that I stated to you earlier today.

Kane asked George Eilertson to speak with Mr. Jones after his presentation to answer his questions.

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

**a. Northland Securities: Public Hearing on Adopting a Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds - Resolution 2015-17:** George Eilertson of Northland Securities said the reason for the public hearing is to hear public comment on the two components of the bonds. The adoption of a five-year capital improvement plan for the City prepared in compliance with Minnesota Statutes, Section 475.521 (the "Plan"); and the issuance of general obligation bonds (the "Bonds") to finance capital projects described in the Plan, including;

(1) The remodeling of the existing fire hall, the resurfacing of the existing fire department parking lot, and;

(2) 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.

Mayor Kane opened the public hearing to receive public comment at 6:20 pm.

Ray Jones asked when do you expect to sell the bonds. Eilertson said the call date is 2016. Fire hall bonds this year and based upon the market and we might refinance. The market stays favorable late in 2015 and issue in 2016.

Connie Tillman asked how many bids did you get? Lepak said once a repair plans are complete it will then be advertised for bids.

MOTION BY BROWN SECOND ORPEN TO CLOSE THE PUBLIC HEARING AT 6:23 pm. Motion carried 3-0.

MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2015-17 A RESOLUTION ADOPTING A CAPITAL IMPROVEMENT PLAN AND PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER. Motion carried 3-0.

**b. Green Valley Preserve (formally known as Green Valley Estates): Final Plat – Resolution 2015-18:** City Planner Nate Sparks stated on March 2, 2015, the City Council approved a preliminary plat known as Green Valley Estates. Green Valley Development LLC has now made an application for the final plat, which is now known as Green Valley Preserve. The property is located within the 6500 block of Ambassador Blvd. The plat is proposing to split the approximately 38-acre property into three separate lots. The final plat is subject to seven conditions that are noted in the resolution. The applicant will pay cash-in-lieu of parkland dedication for the two new units. MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2015-18 A RESOLUTION APPROVING A FINAL PLAT FOR GREEN VALLEY PRESERVE. Motion carried 3-0.

**c. Martinson Addition Final Plat & Easement Vacation – Resolution 2015-19 & 2015-20:** Sparks stated on April 6, 2015, the City Council approved a preliminary plat known as the Martinson Addition. Martinson Machine LLLP has made an application for a final plat for the property. It is 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. On April 20, 2015, the Council held a public hearing for an easement vacation related to the plat. City Planner Nate Sparks has a detail memorandum on the request. City Staff finds the final plat to be generally consistent with the preliminary plat approval. MOTION BY ORPEN SECOND BROWN TO ADOPT RESOLUTION 2015-19 A RESOLUTION APPROVING A FINAL PLAT FOR MARTINSON ADDITION. Motion carried 3-0.

MOTION BY KANE SECOND ORPEN TO ADOPT RESOLUTION 2015-20 A RESOLUTION APPROVING AN EASEMENT VACATION RELATED TO THE MARTINSON ADDITION FINAL PLAT. Motion carried 3-0.

**d. Jordon Mining: Interim Use Permit – Resolution 2015-21:** Jordan Turf Farms & North Pine Aggregate have made an application for an Interim Use Permit to allow for sand extraction at a property located near Bluebird Street and 229th Avenue. The extraction of sand is proposed to take place over an approximately 10-acre area for two years. A detailed memorandum was provided on the request along with public comment from the public hearing, city engineer report and a letter from the applicant. The Planning Commission approved the mining interim use permit with conditions. Orpen questioned the number of trucks per day. Sparks said it is based on need. Some days could be heavy use and days where there would be nothing. Orpen asked about the safety of 229<sup>th</sup> Avenue with all the trucks hauling. There would be a bond in place for Bluebird Street for repair and signage will be in place on 229<sup>th</sup>. This is a concern of mine with young drivers and no shoulder on that stretch of road. The condition of 229<sup>th</sup> is not good either. Brown asked if the roads will be covered.

Jake Jensen, North Pine Aggregate said not all loads would be covered. Brown asked if they could be. Jensen said it is not a requirement for the trucks to have them. Orpen said isn't it a law to have them covered. Jensen said I don't think it is a federal law to have them covered. Ray Jordan, one of the owners of the property in question stated the material is basically sugar sand that will be hauled. My partner lives by the site and he will be sensitive to the neighbors and the street condition. On the MnDOT projects that we work on we don't see the sand loads covered. Orpen said who would be watching over this project. Sparks said they would place an escrow per the agreement and the city engineer's office would watch over the project. Orpen would like to swipe off the extra sand on the trucks before transporting. We do have a lot of motorcycles that use this road and loose gravel is dangerous for them.

MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2017-21 A

RESOLUTION APPROVING A MINING INTERIM USE PERMIT FOR JORDAN TURF FARMS WITH CITY PLANNER KEEPING. Motion carried 3-0.

7. **Ordinances & Resolution:**

a. **Resolution 2015-22: Andover Football Assn: Premise Permit Application for at the Ponds, 2881 229th Avenue NW: Orpen said is this common for other cities to come in.** Orpen asked if it is normal to have outside organizations come in to run gambling booths. Kane stated we do not have a lot of local organizations that conduct gambling any more. MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2015-22 A RESOLUTION APPROVING A GAMBLING PERMIT FOR ANDOVER FOOTBALL ASSOCIATION AT THE PONDS. Motion carried 3-0.

b. **Ordinance 201, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule- Second Reading:** Kane stated due to the lack of council members at tonight's meeting both 7b. Ordinance 201, Second Series and 7c. Ordinance 202, Second Series will be tabled.

c. **Ordinance 202, Second Series: Amending Sec 10-23-5-E of the Zoning Ordinance Regarding Temporary Signs-1st Reading:** Tabled.

Orpen said can we come up with a different ordinance for the temporary sign concerns? Lepak stated this has been debated a couple years. It was brought back to the Planning Commission for their comments and input. I am not sure there is a number anyone can agree on. Orpen said could we do without a sign ordinance. Kane said with a temporary sign it can stay out for just a period of time. MOTION BY BROWN SECOND ORPEN TO TABLE ORDINANCE 201, SECOND SERIES and ORDINANCE 202, SECOND SERIES. Motion carried 3-0.

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

a. **Engineer: Waste Water Treatment Plant Schedule Update:** Voge stated he wanted to give a quick update on the wastewater upgrade. Bid opening is set for May 14, 2015. The permit is currently on public notice and after the public notice process which should go off on May 27, 2015, MPCA should award the permit. The bids and resolution will come back to the city council along with a loan application. Construction could begin in July, 2015 with completion the spring of 2018.

Kane said there was an article in the Pioneer Press this past Sunday on how other communities are having concerns with the cost of wastewater upgrades. Kane gave the article to the city clerk for her to forward on to the council.

b. **Attorney:**

c. **Staff:**

**Bldg. Official:**

**Fire Dept.:**

**Public Works: Irrigation Wells Update:** We started to do some clean up on the 180 acres and when doing so we found an additional 18" well. The parcel that had three

wells now has four wells on site. The cleanup could cost an additional \$10,000. We are continuing to monitor and clean up the site.

**Dust Control Update:** We are getting some class five on streets before dust control starts the end of May.

**Liquor Store:**

**Police Dept:**

**City Administrator:**

9. **Reports from Council Members:**

10. **Report from Mayor:** Like to say a big thank you for all the staff and volunteers that work this last Saturday recycling day. We had a record day.

Our new city administrator, Joe Kohlmann starts one week from today.

11. **Old Business:** None

12. **New Business:**

a. **Heart Safe Community:** Mayor Kane asked this be placed on the agenda. I don't know all the details because I have not attended the meeting on this. My question is do you want me to attend this meeting to learn more about the project. The council agreed to have Kane attend the informational meeting.

13. **Adjournment:** Mayor Kane adjourned at 6:55 pm

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Barbara I. Held, City Clerk

Upper Rum River Watershed Management Organization  
Meeting Minutes for March 3, 2015

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair  
Lan Tornes, Vice Chair  
Todd Miller  
John Wangensteen  
Kevin Armstrong, Secretary  
Scott Heaton  
Ron Koller

Absent: Calvin Bahr  
Ann Arcand  
Malcolm Vinger II  
Richard Orpen

3. APPROVAL OF AGENDA

**Miller moved and Koller seconded to approve the agenda as presented. Motion carried.**

4. APPROVAL OF MINUTES

**Koller moved and Tornes seconded to approve the January 6, 2015 minutes as written. Motion carried.**

5. TREASURER'S REPORT

Armstrong reported a balance of \$10,248.60 as of 2/28/15. St. Francis and Nowthen payments for the first half of the 2015 budget have not been deposited. Gessner will contact each city to follow up. **Heaton moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

6. UNFINISHED BUSINESS

A. Adopt a data practices policy sub-committee update – Armstrong stated that neither bank statements nor RFP's should be posted to the official website, and that all official records, documents, letters, etc. should be converted to hard copy and stored in the safe at the Bethel city office. Copies of 'red-lined' documents were submitted to Board members for review. The three areas to be reviewed are data policy, records retention, and request for information procedure policy. **Heaton moved and Tornes seconded to table further discussion to the May meeting to give members adequate time to review the submitted documents and provide feedback to Armstrong and Tornes by April 15. Motion carried.**

B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake update – Heaton reported that neither the Sunrise River WMO nor Anoka Conservation District concurred. No known decision has been made. This item to be on the May agenda.

C. Discuss audit - SRWMO's decision update – The SRWMO is preparing for an audit. Cost is expected to be \$2,000-2,300. Armstrong highly recommended as a minimum action that the URRWMO contact an accountant for professional advice on setting up charts for governmental use, rather than wait for an audit to find out the required charts. Miller will contact an accountant he knows and share the information with Armstrong. This item to be on the May agenda.

## 7. NEW BUSINESS

A. Draft 2016 budget and approve submission to member cities for review – Reviewed and discussed the draft budget provided by Anoka Conservation District. It was questioned how BWSR Rules could require a day-to-day WMO contact. The consensus was that this line item is unnecessary. Until the Board decides to do an audit, no monies will be budgeted for same. Before a decision could be made to include \$8,000 for the stormwater retrofit analysis for older portions of the City of St. Francis, more information on the project is needed by some members, while other members believe this should be a cost covered solely by the City of St. Francis. Miller will gather more information on the project and share with the Board for a final decision at the May meeting. **Koller moved and Tornes seconded to delete two line items from the provided 2016 draft budget: On-call administrator for \$1,825 and Audit for \$2,800, to approve the 2016 draft budget for \$30,783.00, and to direct Anoka Conservation District to submit the approved 2016 draft budget to member cities for ratification. Motion carried.**

B. Annual reports submitted to ACD – Bethel is working on its report; all other member cities have submitted reports.

C. RFP for writing 4th Generation Watershed Plan – Tabled to the May meeting.

D. Recording secretary fee increase – **Tornes moved and Koller seconded to approve increasing the recording secretary fee to a flat fee of \$175, with any other assigned duties billed for an additional amount. Motion carried.**

## 8. MAIL

A. Signed copies of ACD Work Contract were received.

## 9. OTHER

## 10. INVOICE APPROVAL(S)

**Heaton moved and Armstrong seconded to approve the recording secretary March invoice for \$175.00. Motion carried.**

11. ADJOURN

**Heaton moved and Koller seconded to adjourn at 8:11 pm. Motion carried.**

Gail Gessner, Recording Secretary  
Submitted 3/4/15

Upper Rum River Watershed Management Organization  
Annual Meeting Minutes for April 5, 2015

May

1. CALL TO ORDER

Chair Denno called the meeting to order at 7:00 pm.

2. ROLL CALL

Present: Dan Denno, Chair  
Lan Tornes, Vice Chair  
John Wangenstein  
Kevin Armstrong, Secretary  
Scott Heaton  
Ron Koller  
Calvin Bahr  
Ann Arcand  
Malcolm Vinger II  
Richard Orpen

Absent: Todd Miller

Audience: Randy Bettinger, Nowthen City Council  
David Merritt, Bethel City Council

Unapproved

3. APPROVAL OF AGENDA

**Vinger II moved and Tornes seconded to approve the agenda as presented. Motion carried.**

4. APPROVAL OF MINUTES

**Koller moved and Armstrong seconded to approve the March 3, 2015 minutes as written. Motion carried.**

5. TREASURER'S REPORT

Armstrong reported a balance of \$14,473.66 as of 5/5/15. **Heaton moved and Tornes seconded to approve the Treasurer's report as presented. Motion carried.**

6. SPECIAL ORDERS

A. Election of officers

**Koller moved and Arcand seconded to keep the slate of officers the same as 2014; Denno Chair, Tornes Vice Chair, Armstrong Secretary. Armstrong asked that the vote be tabled until after discussion of an audit.**

## 7. UNFINISHED BUSINESS

### C. Discuss Audit

Chair Denno reported that the majority of member communities prefer an audit be done. Denno noted that an accountant told him of another less costly option that could be done in lieu of an audit, however, he didn't recall what it was called but would check his notes and email the information to board members. Bahr talked of legislative letters being written asking for changes to the audit requirements for entities with minimal funds and financial activities. **Bahr moved and Vinger II seconded that the URRWMO proceed with an audit. Motion carried.** The Secretary will get audit bids.

## 6. SPECIAL ORDERS

### A. Election of officers (continued)

Chair Denno reminded members of the motion and second to keep the slate of officers the same as 2014 and called for a vote. **Motion carried.**

### B. Confirm meeting dates – July 7, Sept. 1, Nov. 3, Jan. 5, 2016, Mar. 1, May 3

Discussed changing November 3 to November 10. **Tornes moved and Bahr seconded to approve these meeting dates July 7, Sept. 1, Nov. 10, Jan. 5, 2016, Mar. 1, May 3. Motion carried.**

### C. Hear recommended amendments to Joint Powers Agreement (JPA) and/or Watershed Management Plan.

Heaton shared that the City of Ham Lake believes the allocation of Administration Expenses are unfair and would like all budget expenses divided by the party's percentage share. Also, Ham Lake is discussing withdrawing from the JPA. Currently, there are two annual report line items under Administrative Expenses that are not listed in accordance with the JPA that need to be listed under the ACD Work Recommendations. Chair Denno will check with ACD as to why the two annual reports were listed under Administration Expenses and share that information with the Board.

## 7. UNFINISHED BUSINESS (continued)

### A. Adopt a data practices policy sub-committee update

Armstrong reviewed the proposed Data Practices Policy and Records Retention Schedule previously emailed. Two revision were requested – Records Retention Schedule remove the letter a. under CORRESPONDENCE and remove the 'yes' under Archive; Data Practices Policy page 1 of 3 remove the last sentence, 'If the requestor...upon request.' It was asked how requestors will be charged for time used to find and provide information. It was the concensus of the Board to ask for a time quote from ACD then pass that cost onto the requestor. **Heaton moved and Bahr seconded to adopt both the Data Practices Policy and Records Retention Schedule as revised. Motion carried.**

B. Request for Statement of Concurrence on Proposed Boundary Change between Coon Creek Watershed District and Upper Rum River and Sunrise River Watershed Management Organizations in the City of Ham Lake update

Heaton reported that BWSR will not make the requested change without the approval of both WMOs. Ham Lake is discussing withdrawing from the URRWMO JPA with the hope that the Coon Creek Watershed District will add Ham Lake to its district. This item to be on the July agenda.

C. Discuss audit – see page 1 of these minutes.

D. 2016 draft budget ratified by member cities update

Heaton reported that the City of Ham Lake did not ratify the 2016 draft budget. **Bahr moved and Vinger II seconded to move line items Annual Financial Report to State Auditor prepared by ACD for \$300 and Annual Report to BWSR prepared by ACD for \$700 under ACD Work Recommendations in accordance with the Joint Powers Agreement, and to approve the 2016 budget as revised. Motion carried.** Chair Denno will send the approved 2016 budget to member communities for ratification.

E. Bethel annual report submitted to ACD update

Bethel has submitted its report.

F. RFP for writing 4th Generation Watershed Plan

Chair Denno is continuing to work on securing bids.

8. New Business

A. Discussion of updating website for local contact support

Board consensus was to list both Dan Denno and Lan Tornes on the website as contacts.

9. MAIL

A. Letter from Midwest Natural Resources, Inc. available for hire as a natural resource company.

10. OTHER

A. Approve sending invoice billings for 2nd half of 2015 budget

Gessner will charge \$25 to send out the billings. **Bahr moved and Vinger II seconded to direct Gessner to send out the 2<sup>nd</sup> half of the 2015 budget billings.** Vote: 9 in favor, 1 opposed. **Motion carried.**

11. INVOICE APPROVAL(S)

A. Anoka Conservation District invoice #1 of 3

**Bahr moved and Tornes seconded to approve the Anoka Conservation District invoice #1 of 3 for \$3,246.66. Motion carried.**

B. Recording secretary May invoice

**Heaton moved and Bahr seconded to approve the recording secretary May invoice for \$175.00. Motion carried.**

12. ADJOURN

**Heaton moved and Bahr seconded to adjourn at 8:49 pm. Motion carried.**

Gail Gessner, Recording Secretary  
Submitted 5/6/15

2016 URRWMO Final Budget – Approved 5/5/15

ACD Work Recommendations	Cost	Bethel 1.08%	East Bethel 24.21%	Ham Lake 0.99%	Nowthen 23.66%	Oak Grove 29.69%	St. Francis 20.37%
Lake Level Monitoring - Lake George, East Twin Lake, Cooper Lake, Minard Lake	\$1,000.00	\$10.80	\$242.10	\$9.90	\$236.60	\$296.90	\$203.70
CR24, Rumm at CR7, Seelye Br at CR7, Cedar Cr at CR9, Ford Br at CR63	\$4,200.00	\$45.36	\$1,016.82	\$41.58	\$993.72	\$1,246.98	\$855.54
St. Francis High School Rumm River Biomonitoring Reference Wetland Hydrology Monitoring - East Twin reference wetland, Lake George reference wetland, Cedar reference wetland	\$825.00	\$8.91	\$199.73	\$8.17	\$195.20	\$244.94	\$168.05
Website - Annual Operations (hosting \$110, domain name \$10, maintenance \$250, post minutes x 6 \$60, post agendas x 6 \$60)	\$1,725.00	\$18.63	\$417.62	\$17.08	\$408.14	\$512.15	\$351.38
URRWMO Annual Education Publication/Newsletter Article	\$490.00	\$5.29	\$118.63	\$4.85	\$115.93	\$145.48	\$99.81
Matching Fund for Future Grants	\$500.00	\$5.40	\$121.05	\$4.95	\$118.30	\$148.45	\$101.85
Water Quality Cost Share Grant Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Financial Report to State Auditor prepared by ACD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Report to BWSR prepared by ACD	\$300.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
	\$700.00	\$116.67	\$116.67	\$116.67	\$116.67	\$116.67	\$116.67
	\$9,740.00	\$261.06	\$2,282.62	\$253.19	\$2,234.55	\$2,761.57	\$1,947.00

ADMINISTRATIVE EXPENSES (Split equally six ways)

	Bethel	East Bethel	Ham Lake	Nowthen	Oak Grove	St. Francis
Copies & Postage	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17
Recording secretary	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Insurance-League of MN Cities insurance trust	\$383.33	\$383.33	\$383.33	\$383.33	\$383.33	\$383.33
	\$587.50	\$587.50	\$587.50	\$587.50	\$587.50	\$587.50

Line items total

Budgeted Amount	\$13,265.00	\$830.16	\$2,814.72	\$822.44	\$2,767.53	\$3,284.90	\$2,485.25
	<u>-\$13,005.00</u>	<u>\$260.00 amount to be covered by budget reserves</u>					

First 1/2 of budget due on or before January 1	\$6,502.50	\$415.08	\$1,407.36	\$411.22	\$1,383.76	\$1,642.45	\$1,242.62
Second 1/2 of budget due on or before July 1	\$6,502.50	\$415.08	\$1,407.36	\$411.22	\$1,383.77	\$1,642.45	\$1,242.63

Previous Budgets

- 2014 Budget was \$13,005
- 2013 Budget was \$11,990
- 2012 Budget was \$12,415
- 2011 Budget was \$16,617
- 2010 Budget was \$18,185
- 2009 Budget was \$13,130
- 2008 Budget was \$26,205 (3rd Generation Plan)

## CONTRACT EXTENSION FOR SERVICES

This contract extension is entered into between the City of St. Francis, a municipal corporation under the laws of Minnesota ("City") and Independent School District No.15, the St. Francis Public Schools ("District"), referred to collectively herein as the "Parties".

WHEREAS the City and School District entered into a contract for ordinary and routine repairs and maintenance of city vehicles on November 26, 2012; and

WHEREAS the contract for services term expires on June 30, 2015; and

WHEREAS, Section 3 of the contract for services provides that the term of the contract may, thereafter, be extended annually in one year increments effective upon the mutual and written agreement of the Parties, and;

WHEREAS, the Parties wish to mutually extend the contract for service for an additional year;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by the City and the District;

### AGREEMENT

Section 1. One Year Extension. The City and the District mutually agree to extend the agreement for maintenance services for one additional year as provided in the November 26, 2012 contract. The term of this agreement shall begin on the date on which it is executed by representatives of both Parties following approval by the City Council and the School Board and shall extend through June 30, 2016.

Section 2. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties, and the parties shall deliver such further and additional instruments, agreements and other documents as may be necessary to carry out the provisions of this Agreement.

Section 3. Full Force and Effect. Except as expressly amended by the provisions of this Agreement, the terms and conditions contained in the Contract for Services shall continue to govern the rights and obligations of the parties and the Contract for Services shall remain in full force and effect until and unless expressly modified by the parties in writing.

Section 4. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to this Agreement. There are no other understandings or agreements between the parties which relate to the subject matter of this Agreement.

Section 5. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

In WITNESS WHEREOF:

City of St. Francis, by:

\_\_\_\_\_

(Title) \_\_\_\_\_

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

654692-v1

Independent School District No. 15, by:

\_\_\_\_\_

(Title) \_\_\_\_\_

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



May 6, 2015

City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070  
Attn: Barb Held

Dear Barb:

Please accept this check in the amount of \$50.00 and a completed application form for a Fireworks Permit for our sales location in the County Market parking lot at 23122 St. Francis Blvd. NW.

Also enclosed are the following:

- Copy of Lease
- Site Plan
- List of Fireworks
- MSDS
- Certificate of Insurance

Please send the permit to our Regional Manager, Chris Ulmer at:

TNT Fireworks  
2109 59<sup>th</sup> Avenue South  
Fargo, ND 58104  
Attn: Chris Ulmer

If you have any questions, please do not hesitate to call me at 256-768-0005.

Sincerely,

A handwritten signature in black ink that reads "Amanda Wimberly".

Amanda Wimberly  
wimberlya@tntfireworks.com

GL Cost Center: 21160



AMERICAN PROMOTIONAL EVENTS  
EAST  
dba TNT Fireworks  
PO BOX 1318  
4511 Helton Drive Industrial Park  
Florence, AL 35630

Check No. - 10081956

Check Date - 5/5/2015

Stub 1 of 1

INVOICE NO.	DATE	DESCRIPTION	GROSS	DEDUCTIONS	AMOUNT PAID
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MN 0056/214/J15/500	5/5/2015	referral for Mariah	50.00		50.00
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50.00	50.00
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THIS CHECK IS VOID WITHOUT A RED & GRAY BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



AMERICAN PROMOTIONAL EVENTS  
EAST  
dba TNT Fireworks  
PO BOX 1318  
4511 Helton Drive Industrial Park  
Florence, AL 35630

WELLS FARGO BANK, NA  
56-382  
412

CHECK NO. 10081956

VENDOR	DATE	AMOUNT
2318224	5/5/2015	\$*****50.00

PAY FIFTY AND 00/100\*\*\*\*\*

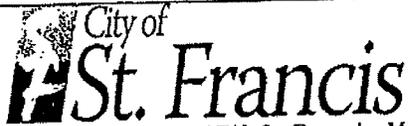
TO THE ORDER OF

CITY OF ST. FRANCIS  
23340 CREE STREET NW  
ST. FRANCIS MN 55070

REQUIRES 2 SIGNATURES

*Gene [Signature]*  
*Kristen Pendgrass*

⑈ 10081956 ⑆ ⑆ 041203824 ⑆ 9600126032 ⑆



23340 Cree Street NW, St. Francis, MN 55070  
763-753-2630

**LICENSE APPLICATION FOR MANUFACTURE, STORAGE, DISPLAY OR SALE OF CONSUMER FIREWORKS**

**APPLICANT**

First Name <b>Christopher</b>	Middle Name <b>Jon</b>	Last Name <b>Ulmer</b>	
Home Address <b>2109 59th Avenue South</b>		City <b>Fargo</b>	State Zip <b>ND 58104</b>
Pager		Business Phone <b>701-526-2450</b>	

List address(es) & phone numbers where applicant can be reached if different than above:

Address	Address
Phone	Phone

List most recent locations where applicant has conducted business:

**Apple Valley**

**Maple Grove**

**Plymouth**

Has applicant been convicted within the last three (3) years of any felony, misdemeanor, or gross misdemeanor for any state or federal statute (other than traffic offenses). If yes, explain:  
**NO**

**BUSINESS THAT WILL MANUFACTURE/STORE/DISPLAY/SELL CONSUMER FOREWORKS**

Name of Business <b>TNT Fireworks</b>	Address <b>2109 59th Avenue South</b>	City <b>Fargo</b>	State Zip <b>ND 58104</b>
Phone Number <b>701-400-7661</b>	Fax Number <b>866-807-1722</b>	Email Address <b>ulmerc@tntfireworks.com</b>	Zoning

List kind of business to be conducted; general description of merchandise to be sold or service to be provided:

**Retail sale of Minnesota State-approved Fireworks**

Duration of business operation:

**two weeks**

**OTHER BUSINESSES**

List all other business(es) owned or managed by the applicant in the City of St. Francis (if more than two, please attach separate sheet)

Business Name	Address	City	State	Zip	phone
Business Name	Address	City	State	Zip	phone

**ACKNOWLEDGEMENT**

Applicant understands those persons manufacturing, storing, displaying or selling consumer fireworks must be at least eighteen (18) years of age:  
 Yes  
 No

Applicant understands what constitutes legal consumer fireworks and which fireworks are illegal:  
 Yes  
 No

**APPLICANT TO SUPPLY WITH APPLICATION**

Attach a signed letter of written permission from property owner of the building/property that sales are to take place to this application.

Attach an 8 1/2 X 11 in. floor plan designating the area for manufacturing, storage, display or sales.

Attach a list documenting the name, weight and quantity of consumer fireworks within the building and accompanying material safety data sheets.

Fireworks samples for testing purpose \_\_\_\_\_ gross pounds (call fire marshall per Barb Held)

Attach Material Safety Data Sheets

Certificate of Insurance

Application fee

Incomplete applications will not be accepted.

**APPLICANT TO READ AND SIGN**

The applicant and all Associates are required to strictly comply with City Ordinance and applicable State and Federal laws.

Failure to comply with Federal, State and Local Laws are punishable as a misdemeanor punishable by fines up to seven hundred dollars (\$700) and/or ninety (90) days in jail.

I hereby certify that the contents of this application are true to the best of my knowledge. I further state that I have read all relevant City Ordinances relating to the conduct, operation, and practice of this business within the City of St. Francis and that I understand them fully.

Applicant Signature: *[Signature]* Date: 05.06.15

**ADMINISTRATIVE INFORMATION (City Clerk Use Only)**

Date Application Received:	Application Received by:	Operating Dates for License:

Building has been inspected and meets current uniform building codes.

\_\_\_\_\_  
Building Official

Building has been inspected and meets current uniform fire codes.

\_\_\_\_\_  
Fire Marshall

Building has approved automatic sprinkler system.

Building does not have an approved automatic sprinkler system.

Copy of photo identification received.

Background check completed.

City Council Approved.

APPROVED BY \_\_\_\_\_

DATE: \_\_\_\_\_

LEASE AGREEMENT/STAND AND TENT LOCATION

TNT FIREWORKS

4511 Helton Drive, Florence, AL 35630

800-243-1189 Fax (256) 764-9995

THIS AGREEMENT IS MADE BETWEEN Kings County Market ("Landlord") and TNT Fireworks ("Tenant for the purpose of allowing Tenant to sell approved fireworks from the following premises (the "Location"):

Address: 23122 St. Francis Blvd NW Hwy 47

Address: Kings County Market / MN 0056

City/State/Zip: St. Francis, MN 55070 County: Anoka

A. Landlord agrees:

1) To lease the Location to Tenant, and Tenant, or Tenant's representative, shall have the exclusive right to operate a retail Fireworks Stand, Tent or other sale outlet, as Tenant may determine and as permitted by applicable law, at and from the Location for the following selling period(s):

From: June 20, 2015 To: July 7, 2015 ("July 4th Season")

From: December 20, 2015 To: January 1, 2016 ("New Year's Season")

plus a reasonable period of time before and after each selling period for erecting and dismantling Tenant's equipment and delivering and removing Tenant's inventory. Landlord warrants to Tenant that Landlord has the right to enter into the Lease for the Location.

2) Not to permit the sale, storage or advertising of consumer fireworks by any other person or entity from the Location or any property owned or controlled by Landlord within five (5) miles of the Location.

B. Tenant agrees:

1) To pay rental for the July 4th Season and for the New Year's Season, as follows:

July 4th Season: \$1250 or 10% of TNT's gross sales, whichever is greater, paid by 1/14
New Year's Season: 1/14

2) To obtain and pay for all necessary permits and licenses required by law for the conduct of Tenant's business from the Location, to post with appropriate local authorities any bonds or other security which might be required for operation of Tenant's business from the Location, and to ensure that the operation of Tenant's business shall adhere to all applicable laws and regulations.

3) To provide liability insurance coverage in the aggregate amount of \$1,000,000.00 and to deliver to Landlord, prior to occupancy, a certificate of insurance evidencing such insurance covering the erection and operation of Tenant's retail outlet, naming Landlord (and Landlord's mortgagee, if applicable) as additional insured, and to indemnify, defend and hold harmless Landlord from and against any claims arising from the erection, maintenance or operation of Tenant's retail outlet.

4) To keep the Location clean and free from garbage and trash during the Season and to remove all of Tenant's property after each Season and return possession of the Location to Landlord after each Season in substantially the same condition as received, ordinary wear and tear excepted.

C. Landlord and Tenant agree:

1) If Tenant determines for any other reason in Tenant's sole discretion not to occupy the Location, Tenant shall have the right to terminate this Lease for a single Season or any number of Seasons as specified in the notice of termination and receive a refund of all unearned rental.

2) If governmental authorities having proper jurisdiction over this Location modify any applicable law, ordinance or regulation governing the storage or retail sale of consumer fireworks from the Location, then this Lease is subject to revision at Tenant's option.

3) This Lease shall be automatically renewed on the same terms and conditions as set forth above, for each Season through 2015 unless cancelled by Tenant prior to January 1. If Landlord receives an offer to lease the Location for sale of fireworks at any time prior to the first anniversary of the termination of this Lease for any reason other than Tenant's default, Landlord shall give Tenant notice of such offer, and Tenant shall have the right of first refusal to extend the term of the Lease on the same terms and conditions as the offer.

4) Landlord acknowledges that Tenant may designate another person or entity to operate the retail fireworks outlet at the Location, but Tenant shall remain liable for all of Tenant's obligations hereunder. Tenant may elect not to operate a retail fireworks outlet at the Location for any Season, in which case Tenant shall not receive a refund of any rental paid and this Lease shall continue in full force and effect.

5) An addendum of 2 pages is attached hereto.

LANDLORD
Name: Kings County Market
Address: 23122 St. Francis Blvd NW
City/State/Zip: St. Francis, MN 55070
Phone: 763-753-3334
Tax ID#/SS#: 41-2011936
E-mail: Steve@kingsmarket.net

ADDITIONAL INSURED, if any
Name:
Address:
City/State/Zip:
Phone:

LANDLORD
Signature: [Signature]
Print Name: Steve Wetzel
Date Signed: 10/27/14

TNT FIREWORKS REPRESENTATIVE
Signature: [Signature]
Print Name: Chris Ulmer
Date Signed: 12/22/14
Sales Associate Number: 214

en/you keep yellow copy

262nd Ave NW

King's County Market

Tent 30x40

©2012 Google  
Data Sourced from U.S. Navy, NSA, GEBCO

262nd Ave NW

262nd Ave NW

Go

MN 0056	101277	NITE THRILLER S/S-05	-1	CS	KING'S COUNTY MARKET
MN 0056	101808	TNT BIG TIMER SS 109	-2	CS	KING'S COUNTY MARKET
MN 0056	101823	BIG BLAST SS-PDQ 109	-1	CS	KING'S COUNTY MARKET
MN 0056	102046	PYRO PAK BAG SS COM J10	-1	CS	KING'S COUNTY MARKET
MN 0056	102048	INDEPENDENCE TRAY SS COM J10	-1	CS	KING'S COUNTY MARKET
MN 0056	102052	49ER SS COM J10	-1	CS	KING'S COUNTY MARKET
MN 0056	102054	ALL AMERICAN SS COM J10	-2	CS	KING'S COUNTY MARKET
MN 0056	102056	PERFECT SHOW SS COM J10	-1	CS	KING'S COUNTY MARKET
MN 0056	102201	HOT ZONE SS COM	-3	CS	KING'S COUNTY MARKET
MN 0056	200095	CRICKETS FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200165	JUMBO 20 ROCKET FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200184	MAD DOG FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200236	PICCOLO PETE FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200352	STARS & STRIPES FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200616	PINK ICE J06	-1	CS	KING'S COUNTY MARKET
MN 0056	200622	MAIN SQUEEZE J06	-1	CS	KING'S COUNTY MARKET
MN 0056	200740	LIGHT THE NIGHT J07	-1	CS	KING'S COUNTY MARKET
MN 0056	200757	MINI MONSTER FOUNTAIN J07	-1	CS	KING'S COUNTY MARKET
MN 0056	200781	ENFUEGO J08	-1	CS	KING'S COUNTY MARKET
MN 0056	200785	CHARMED J08	-1	CS	KING'S COUNTY MARKET
MN 0056	200786A	MOLTEN POT J08	-1	CS	KING'S COUNTY MARKET
MN 0056	200792	CASCADING WATERFALL J08	-1	CS	KING'S COUNTY MARKET
MN 0056	200794	VALUE PAK HEARTS 2 PK \$8.97 W/M	-1	CS	KING'S COUNTY MARKET
MN 0056	200820	RIP TIDE SS J09	-1	CS	KING'S COUNTY MARKET
MN 0056	200843	CLOSING CEREMONY 500 GRAM 09	-1	CS	KING'S COUNTY MARKET
MN 0056	200870	DIZZY TIZZY J11	-1	CS	KING'S COUNTY MARKET
MN 0056	200874	PYROPALOOZA J11	-1	CS	KING'S COUNTY MARKET
MN 0056	200875	STAR VOYAGER J11	-1	CS	KING'S COUNTY MARKET
MN 0056	200917	JUMBO PURPLE RAIN J11	-1	CS	KING'S COUNTY MARKET
MN 0056	200950	GREAT WALL FTN BRO J11	-1	CS	KING'S COUNTY MARKET
MN 0056	200971	HEATED FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200972	PARFAIT FOUNTAIN J12	-1	CS	KING'S COUNTY MARKET
MN 0056	200974	AMERICAN LIGHT FOUNTAIN	-1	CS	KING'S COUNTY MARKET
MN 0056	200983	STACKS UP	-1	CS	KING'S COUNTY MARKET
MN 0056	200988	SUPER SNAZZY J12	-1	CS	KING'S COUNTY MARKET
MN 0056	200994	OPENING SHOW J12	-2	CS	KING'S COUNTY MARKET
MN 0056	290142	GROUND BLOOM FLOWER PK 6 J07	-1	CS	KING'S COUNTY MARKET
MN 0056	320460	TNT CRACKLING THUNDER 6FT 5K	-1	CS	KING'S COUNTY MARKET
MN 0056	320476	PARTY TIME PARTY POPPER J07 ST	-1	CS	KING'S COUNTY MARKET
MN 0056	320478	LIGHTNING FLASH-BOX OF 6 J07	-1	CS	KING'S COUNTY MARKET
MN 0056	320480	TNT BLASTS BAG OF 6 J07	-1	CS	KING'S COUNTY MARKET
MN 0056	320482	M/R TURTLE J07	-1	CS	KING'S COUNTY MARKET

MN 0056	320556	BOOBY TRAPS J10	-1	CS	KING'S COUNTY MARKET
MN 0056	350002	SMOKE BALLS ASSTD TNT - BAG 6	-1	CS	KING'S COUNTY MARKET
MN 0056	351037	ASSORTED COLOR AMMO SMOKE	-1	CS	KING'S COUNTY MARKET
MN 0056	351038	PULLSTRING SMK GRENADE J07	-1	CS	KING'S COUNTY MARKET
MN 0056	380069	MORNING GLORY TNT #10	-1	CS	KING'S COUNTY MARKET
MN 0056	380245	#20 SPARKLER GOLD J09	-1	CS	KING'S COUNTY MARKET
MN 0056	380246	MORNING GLORY TORCH 14 IN J09	-1	CS	KING'S COUNTY MARKET
MN 0056	380272	#8 GOLD SPARKLER COL J11	-1	CS	KING'S COUNTY MARKET
MN 0056	390014	PUNK JUMBO J07	-1	CS	KING'S COUNTY MARKET
MN 0056	679070	COUNTER CASE FTN	-1	CS	KING'S COUNTY MARKET
MN 0056	730051	BAG - TNT SMALL - 500 EA	-1	CS	KING'S COUNTY MARKET
MN 0056	730058	BAG - TNT LARGE - 500 EA	-1	CS	KING'S COUNTY MARKET
MN 0056	730148	WATER CAN EXTINGUISHER	-1	CS	KING'S COUNTY MARKET
MN 0056	730470	SIGN - ROCKET FLAGGER J10	-2	CS	KING'S COUNTY MARKET
MN 0056	730471	SIGN - ROAD ROCKET J10	-2	CS	KING'S COUNTY MARKET
MN 0056	730506E	ELECTRICAL BOX	-1	CS	KING'S COUNTY MARKET
MN 0056	730691	FLAG KIT 4 POLE	-1	CS	KING'S COUNTY MARKET

## MATERIAL SAFETY DATA SHEET – Consumer Fireworks

<b>SECTION 1 – IDENTITY: Consumer Fireworks 1.4G</b>	
Importer's Name	American Promotional Events/TNT Fireworks
Emergency Telephone Number	Normal Business Hours – 800-243-1189 After Hours – ChemTel – 800-255-3924
Address	Corporate Office
	4511 Helton Dr.
	Florence, AL 35630

<b>SECTION 2 - Hazardous Ingredients/Identity Information</b>
<p>Consumer fireworks contain various mixtures of oxidizers and fuels, and are designed to burn and produce visible and audible effects when they are caused to ignite by a user. The oxidizers include potassium nitrate, strontium nitrate and potassium perchlorate. Fuels include charcoal, sulfur, starch, and aluminum.</p> <p>All chemical composition is contained within the device, and there should be minimal-to-no exposure to the chemicals under normal conditions of handling of the type typically involved in retail sales operations.</p> <p>The chemical mixtures are stable to temperatures up to at least 250°F, and no ignition of these devices should occur during normal handling, transportation, movement, and storage. A match or other flame or heat source is required to ignite the fuse on the devices in order to cause the devices to operate.</p>

<b>SECTION 3- PHYSICAL/CHEMICAL CHARACTERISTICS</b>			
Boiling Point	N/A	Specific Gravity (H <sub>2</sub> O=1)	N/A
Vapor Pressure (mm Hg)	N/A	Melting Point	N/A
Vapor Density (AIR=1)	N/A	Evaporation Rate (Butyl Acetate = 1)	N/A - All solids
Solubility in Water: slight			
Appearance and Odor: All chemical composition is contained inside a cardboard or other container			

<b>SECTION 4- FIRE AND EXPLOSION HAZARD DATA</b>			
Flash Point (Method Used)	Ignition temperature exceeds 250°F		
Flammable Limits	N/A – no vapor present		
LEL	N/A	UEL	N/A
Extinguishing Media	Water		
Special Fire Fighting Procedures: Evacuate the area if a fire reaches the fireworks and they begin to burn vigorously. Allow sprinklers to function, if present – they should control the fire. Otherwise, evacuate the area and await arrival of fire fighters.			
Unusual Fire and Explosion Hazards – Suffocation methods should not be used – the devices contain their own oxygen. Use a strong water flow instead. A fire that has reached consumer fireworks may produce substantial smoke as well as flame, sparks, and burning projectiles. Once consumer fireworks begin burning, all persons must immediately evacuate the area. Only fire fighters wearing appropriate safety equipment should ever consider approaching an area where consumer fireworks are on fire. Remote firefighting methods should be use whenever possible. Where conditions permit, it may be advisable to allow the fireworks to burn to completion – this will greatly simplify clean-up efforts.			

<b>SECTION 5- REACTIVITY DATA</b>			
Stability	Unstable		Conditions to Avoid: Open flames, hot surfaces, rough handling
	Stable	X	
Incompatibility (Materials to Avoid)		none	
Hazardous Decomposition or Byproducts		Considerable smoke may be produced in a fire	
Hazardous Polymerization	May Occur		Conditions to Avoid: N/A
	Will Not Occur	X	

<b>SECTION 6 - HEALTH HAZARD DATA</b>			
Routes of Entry	Inhalation N	Skin N	Ingestion N
Health Hazards (Acute and Chronic)	Health hazards should be minimal – all chemical composition is contained inside sealed devices. If leakage occurs and contact with skin occurs, be sure to wash hands promptly, and before eating or drinking.		
Carcinogenicity	NTP N/A	IARC Monographs N/A	OSHA Regulated N/A
Signs and Symptoms of Exposure	N/A		
Medical Conditions Generally Aggravated by Exposure	None, except in case of fire. Smoke exposure is then the greatest possible concern (in addition to fire).		
Emergency and First Aid Procedures	Evacuate area if a fire reaches the fireworks. If smoke inhalation occurs, remove persons to fresh air and contact emergency medical services		

<b>SECTION 7 - PRECAUTIONS FOR SAFE HANDLING AND USE</b>	
Steps to Be Taken in Case Material is Released or Spilled	Cautiously pick up the spilled devices and place them in a marked container. Contact your American Promotional/TNT representative for removal instructions.
Waste Disposal Method	Contact your American Promotional/TNT representative for disposal information.
Precautions to Be Taken in Handling and Storing	Avoid extreme temperatures, open flame and sparks, and rough handling
Other Precautions	Intentional misuse/mischief poses the greatest concern with these devices in a retail setting. Monitor the fireworks display area on an ongoing basis, and keep young children, intoxicated persons, and any time of open flame out of the fireworks area. No smoking is ever permitted near fireworks.

<b>SECTION 8 - CONTROL MEASURES</b>		
Respiratory Protection (Specify Type) N/A – no vapor or dust exposure with intact items		
Ventilation	Local Exhaust N/A	Special N/A
	Mechanical (General) N/A	Other N/A
Protective Gloves – not required for retail sales		Eye Protection N/A
Other Protective Clothing/Equipment – none required for retail sales		
Work/Hygienic Practices – wash hands after handling fireworks and before eating or drinking		



# CERTIFICATE OF LIABILITY INSURANCE

11/1/2015

DATE (MM/DD/YYYY)

5/6/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Everest Indemnity Insurance Company		10851
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**      **CERTIFICATE NUMBER:** 12775647      **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	Y	N	SI8GL00242-141	11/1/2014	11/1/2015	EACH OCCURRENCE	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident)	\$ XXXXXXXX
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person)	\$ XXXXXXXX
							BODILY INJURY (Per accident)	\$ XXXXXXXX
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
								\$ XXXXXXXX
	UMBRELLA LIAB			NOT APPLICABLE			EACH OCCURRENCE	\$ XXXXXXXX
	EXCESS LIAB						AGGREGATE	\$ XXXXXXXX
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE							\$ XXXXXXXX
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PER STATUTE	
	<input type="checkbox"/> OTHER						OTH-ER	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			E.L. EACH ACCIDENT	\$ XXXXXXXX
							E.L. DISEASE - EA EMPLOYEE	\$ XXXXXXXX
							E.L. DISEASE - POLICY LIMIT	\$ XXXXXXXX

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.  
 Additional Insured; Property located at King's County Parking Lot, 23122 St. Francis Blvd. NW St. Francis, MN 55070 (MN 0056), The City of St. Francis.  
 Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

**CERTIFICATE HOLDER**

12775647  
 King's County Market  
 23122 St. Francis Blvd.  
 St. Francis MN 55070

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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PAYMENT BATCH AP 05-18-15

**A TO Z LANDCLEARING, INC.**

05/05/2015	1279	E 101-45200-311	Contract	STUMPS GROUND	525.00
					\$525.00

**ACE SOLID WASTE, INC.**

05/01/2015	790976	E 101-42110-384	Refuse/Garbage Disposal	MAY GARBAGE	68.82
05/01/2015	790976	E 101-42210-384	Refuse/Garbage Disposal	MAY GARBAGE	35.15
05/01/2015	790976	E 101-43100-384	Refuse/Garbage Disposal	MAY GARBAGE	45.54
05/01/2015	790976	E 101-43100-384	Refuse/Garbage Disposal	MAY GARBAGE	17.21
05/01/2015	790976	E 101-43210-384	Refuse/Garbage Disposal	MAY GARBAGE	42.91
05/01/2015	790976	E 101-45200-384	Refuse/Garbage Disposal	MAY GARBAGE	17.20
05/01/2015	790976	E 101-45200-384	Refuse/Garbage Disposal	MAY GARBAGE	45.54
05/01/2015	790976	E 601-49440-384	Refuse/Garbage Disposal	MAY GARBAGE	65.07
05/01/2015	790976	E 601-49440-384	Refuse/Garbage Disposal	MAY GARBAGE	17.20
05/01/2015	790976	E 602-49490-384	Refuse/Garbage Disposal	MAY GARBAGE	65.07
05/01/2015	790976	E 602-49490-384	Refuse/Garbage Disposal	MAY GARBAGE	17.20
05/01/2015	790976	E 609-49750-384	Refuse/Garbage Disposal	MAY GARBAGE	139.75
					\$576.66

**AIRGAS NORTH CENTRAL**

04/30/2015	9927166310	E 101-43100-217	Other Operating Supplies	SUPPLIES	5.05
04/30/2015	9927166310	E 101-43210-217	Other Operating Supplies	SUPPLIES	5.05
04/30/2015	9927166310	E 101-45200-217	Other Operating Supplies	SUPPLIES	5.05
04/30/2015	9927166310	E 601-49440-217	Other Operating Supplies	SUPPLIES	5.05
04/30/2015	9927166310	E 602-49490-217	Other Operating Supplies	SUPPLIES	5.05
					\$25.25

**ANOKA AREA CHAMBER OF COMMERC**

05/01/2015	22291	E 101-41400-433	Dues and Subscriptions	ANNUAL MEMBERSHIP	230.00
					\$230.00

**ANOKA COUNTY CENTRAL COMM.**

04/30/2015	2015-248	E 101-42110-311	Contract	JAN FEB MARCH 2015	180.00
05/02/2015	2015-258	E 101-42110-311	Contract	MARCH 2015	245.07
05/07/2015	2015-285	E 101-43100-311	Contract	RADIO CONTRACT	72.96
05/07/2015	2015-285	E 101-45200-311	Contract	RADIO CONTRACT	72.96
05/07/2015	2015-285	E 601-49440-311	Contract	RADIO CONTRACT	72.96
05/07/2015	2015-285	E 602-49490-311	Contract	RADIO CONTRACT	72.96
					\$716.91

**ANOKA COUNTY FIRE PROTECTION C**

04/28/2015	15-037	E 101-42210-311	Contract	COST ALLOCATION	512.00
					\$512.00

**ANOKA COUNTY TREASURY DEPT.**

05/05/2015	050515	E 101-42110-321	Telephone	BROADBAND	37.50
05/05/2015	050515	E 101-42210-321	Telephone	BROADBAND	37.50
05/05/2015	050515	E 101-43100-321	Telephone	BROADBAND	37.50
05/05/2015	050515	E 101-45200-321	Telephone	BROADBAND	37.50

05/05/2015	050515	E 601-49440-321	Telephone	BROADBAND	37.50
05/05/2015	050515	E 602-49490-321	Telephone	BROADBAND	37.50
					<hr/>
					\$225.00

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**ASPEN MILLS**

05/01/2015	164607	E 101-42110-437	Uniform Allowance	SCHLENKIER	371.95
05/01/2015	164608	E 101-42110-437	Uniform Allowance	HARAPAT	378.70
					<hr/>
					\$750.65

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**BELLBOY CORPORATION**

05/05/2015	48058400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	20.15
05/05/2015	48058400	E 609-49751-251	Liquor For Resale	LIQUOR	1,497.00
05/05/2015	91936000	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.40
05/05/2015	91936000	E 609-49751-254	Miscellaneous Merchandise	MISC	81.99
					<hr/>
					\$1,603.54

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**BGS (BARNA GUZY)**

04/30/2015	145074	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,650.00
04/30/2015	145076	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	70.00
04/30/2015	145077	E 101-41600-304	Civil Legal Fees	CITY ADMIN INVESTIGATION	13,090.16
04/30/2015	145078	E 101-41600-304	Civil Legal Fees	FRANCHISES	27.00
04/30/2015	145079	E 101-41600-304	Civil Legal Fees	PUBLIC WORKS NEGOTIATIONS	189.00
04/30/2015	145082	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	627.00
04/30/2015	145131	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,209.00
04/30/2015	145209	E 101-41600-304	Civil Legal Fees	MISC FORFEITURES	78.00
04/30/2015	145347	E 101-41600-304	Civil Legal Fees	HOMEOWNERS ASSOC	416.00
04/30/2015	145348	E 101-41600-304	Civil Legal Fees	245TH EASEMENTS	286.00
04/30/2015	145349	G 803-22127	Blue Ribbon Pines-Mining	MINING PERMIT	533.00
					<hr/>
					\$21,175.16

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**BJORKLUND COMPANIES**

05/05/2015	20223	E 101-43100-407	Gravel Repair & Maint	GRAVEL	7,081.73
					<hr/>
					\$7,081.73

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**BOLTON & MENK, INC.**

04/16/2015	0177056	E 601-49440-303	Engineering Fees	WELLHEAD PROTECTION	605.00
04/16/2015	0177060	E 101-43100-303	Engineering Fees	PEDERSON DRIVE	3,254.00
04/16/2015	0177065	E 101-43100-303	Engineering Fees	2015 STATE AID	665.00
04/16/2015	0177067	E 101-41910-303	Engineering Fees	EAST SHOP PLAT	386.00
					<hr/>
					\$4,910.00

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**City of Bethel**

05/06/2015	050615	E 101-42210-217	Other Operating Supplies	FIRE HOSE	500.00
					<hr/>
					\$500.00

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**CMI, INC.**

05/05/2015	810179	E 101-42110-218	Equipment Repair & Maintenance	PARTS	121.18
					<hr/>
					\$121.18

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**COCA COLA REFRESHMENTS**

05/05/2015	108337013	E 609-49751-254	Miscellaneous Merchandise	MISC	492.60
					<hr/>
					\$492.60

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**COUNTY MARKET - CITY ACCOUNT**

05/04/2015	224.0415	E 101-42210-212	Motor Fuels	FUEL	123.66
					<hr/>
					\$123.66

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**COURIER, THE**

05/06/2015	71381	E 609-49750-340	Advertising	AD	76.00
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05/06/2015	71435	E 101-41400-441	Miscellaneous	AD	64.00
05/06/2015	71435	E 101-41400-441	Miscellaneous	AD	30.00
05/06/2015	71435	E 101-43210-439	Recycling Days	AD	89.00
					<u>\$259.00</u>

**CRYSTAL SPRINGS ICE**

04/28/2015	49566	E 609-49751-254	Miscellaneous Merchandise	MISC	169.84
					<u>\$169.84</u>

**D & G RECYCLE**

05/07/2015	181	E 101-43210-439	Recycling Days	TIRES	85.25
					<u>\$85.25</u>

**DAHLHEIMER DIST. CO. INC.**

04/29/2015	108449	E 609-49751-252	Beer For Resale	BEER	11,167.20
05/04/2015	108998	E 609-49751-252	Beer For Resale	BEER	664.50
05/06/2015	1153534	E 609-49751-252	Beer For Resale	BEER	10,389.05
05/06/2015	1153534	E 609-49751-255	N/A Products	N/A	16.30
					<u>\$22,237.05</u>

**DE LAGE LANDEN**

05/09/2015	45555463	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					<u>\$237.00</u>

**DEX MEDIA EAST LLC**

05/05/2015	.0515	E 609-49750-340	Advertising	ADVERTISING	83.05
					<u>\$83.05</u>

**ECM PUBLISHERS, INC.**

05/08/2015	216899	G 602-16500	Construction in Progress	WWTP	521.00
05/08/2015	216900	E 101-43100-352	General Notices and Pub Info	239TH AVE	101.75
05/08/2015	216901	E 101-43100-352	General Notices and Pub Info	KERRY ST	101.75
					<u>\$724.50</u>

**EMERGENCY APARATUS MAINTENENC**

03/10/2015	79369	E 101-42210-221	Vehicle Repair & Maintenance	VEHICLE REPAIR	815.18
03/10/2015	79375	E 101-42210-221	Vehicle Repair & Maintenance	VEHICLE REPAIR	467.51
					<u>\$1,282.69</u>

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

05/04/2015	1183	E 101-42210-208	Training and Instruction	TRAINING	800.00
					<u>\$800.00</u>

**FINANCE AND COMMERCE**

05/05/2015	742164547	G 602-16500	Construction in Progress	WWTP ADVERTISING	276.93
					<u>\$276.93</u>

**FREEDOM SERVICES, INC.-FD**

05/06/2015	12726	G 101-21706	Flex Account	MONTHLY FUND DEPOSIT JUNE	100.00
					<u>\$100.00</u>

**FREEDOM SERVICES, INC.-MA**

05/06/2015	12727	E 101-41540-301	Auditing and Acct g Services	MONTHLY ADMIN FEE JUNE 201	71.60
					<u>\$71.60</u>

**G&K SERVICES, INC**

05/05/2015	1043181856	E 609-49750-219	Rug Maintenance	RUG MAINT	11.23
05/05/2015	1043181857	E 601-49440-402	Janitorial Service	RUGS	27.84
05/05/2015	1043181858	E 101-41940-219	Rug Maintenance	RUGS	16.96

05/05/2015	1043181859	E 101-42110-402	Janitorial Service	RUGS	21.32
05/05/2015	1043181859	E 101-43100-402	Janitorial Service	RUGS	5.32
05/05/2015	1043181859	E 101-45200-402	Janitorial Service	RUGS	5.32
05/05/2015	1043181859	E 601-49440-402	Janitorial Service	RUGS	5.32
05/05/2015	1043181859	E 602-49490-402	Janitorial Service	RUGS	5.32
05/05/2015	1043181860	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/05/2015	1043181860	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/12/2015	1043187276	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
05/12/2015	1043187276	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
					\$118.23

**GOPHER STATE ONE-CALL**

04/30/2015	135040	E 601-49440-442	Gopher State	APRIL 2015	70.38
04/30/2015	135040	E 602-49490-442	Gopher State	APRIL 2015	70.37
					\$140.75

**GRAINGER, INC.**

05/06/2015	9734927859	E 601-49440-234	Water Tower Maintenance	HARNESSES	758.00
					\$758.00

**GRANITE CITY JOBBING CO.**

05/05/2015	855093	E 609-49750-210	Operating Supplies	OPERATING	90.61
05/05/2015	855093	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
05/05/2015	855093	E 609-49751-254	Miscellaneous Merchandise	MISC	5.28
05/05/2015	855093	E 609-49751-256	Tobacco Products For Resale	TOBACCO	436.45
					\$536.59

**HAWKINS, INC.**

05/04/2015	3723544	E 601-49440-216	Chemicals and Chem Products	CHEMICALS	1,758.05
					\$1,758.05

**INNOVATIVE OFFICE SOLUTIONS, L**

04/30/2015	778538	E 101-42110-200	Office Supplies	SUPPLIES	179.44
05/06/2015	782547	E 101-42110-200	Office Supplies	SUPPLIES	76.00
					\$255.44

**ISD #15**

04/27/2015	2000	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	52.24
04/29/2015	2003	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	233.70
04/30/2015	2005	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE	52.24
					\$338.18

**JJ TAYLOR DISTRIBUTING**

05/06/2015	2341829	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
05/06/2015	2341829	E 609-49751-252	Beer For Resale	BEER	662.70
					\$665.70

**JOHNSON BROS WHLSE LIQUOR**

04/29/2015	5149031	E 609-49751-206	Freight and Fuel Charges	FREIGHT	127.68
04/29/2015	5149031	E 609-49751-253	Wine For Resale	WINE	3,669.00
04/29/2015	5179030	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.92
04/29/2015	5179030	E 609-49751-251	Liquor For Resale	LIQUOR	1,718.75
05/06/2015	5155164	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.28
05/06/2015	5155164	E 609-49751-251	Liquor For Resale	LIQUOR	1,396.83
05/06/2015	5155165	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.72
05/06/2015	5155165	E 609-49751-253	Wine For Resale	WINE	408.65
					\$7,390.83

**LEAGUE OF MN CITIES**

05/01/2015	.0515	E 101-41400-433	Dues and Subscriptions	DIRECTORY	56.45
					<u>\$56.45</u>
<b>MCDONALD DIST CO.</b>					
04/30/2015	176067	E 609-49751-252	Beer For Resale	BEER	13,469.50
04/30/2015	176067	E 609-49751-255	N/A Products	N/A	18.55
05/07/2015	177663	E 609-49751-252	Beer For Resale	BEER	6,557.37
05/07/2015	177663	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
05/07/2015	177663	E 609-49751-255	N/A Products	N/A	109.45
					<u>\$20,188.87</u>
<b>MCFOA</b>					
05/12/2015	051215	E 101-41400-433	Dues and Subscriptions	MEMBERSHIP	35.00
					<u>\$35.00</u>
<b>MEDTOX LABORATORIES, INC.</b>					
04/30/2015	4201595907	E 101-43100-441	Miscellaneous	TESTS	6.25
04/30/2015	4201595907	E 101-45200-441	Miscellaneous	TESTS	6.25
04/30/2015	4201595907	E 601-49440-441	Miscellaneous	TESTS	6.25
04/30/2015	4201595907	E 602-49490-441	Miscellaneous	TESTS	6.25
					<u>\$25.00</u>
<b>METROPOLITAN AREA MANAGERS</b>					
05/01/2015	.0515	E 101-41400-208	Training and Instruction	2015 DUES	45.00
					<u>\$45.00</u>
<b>MN FIRE CERTIFICATION BOARD</b>					
04/09/2015	3252	E 101-42210-208	Training and Instruction	TRAINING	450.00
					<u>\$450.00</u>
<b>MN SECRETARY OF STATE</b>					
05/07/2015	050715	E 101-42110-433	Dues and Subscriptions	NOTARY	120.00
					<u>\$120.00</u>
<b>NORTHERN LIGHTER PYROTECHNICS,</b>					
03/06/2015	030615	E 101-45230-311	Contract	PIONEER DAYS	10,000.00
					<u>\$10,000.00</u>
<b>NORTHWEST ASSOC. CONSULTANTS</b>					
05/05/2015	21794	E 101-41910-311	Contract	APRIL 2015	8,742.07
05/05/2015	21795	E 101-41910-311	Contract	APRIL 2015	400.00
05/05/2015	21796	G 803-22122	Green Valley Development Esc	ESCROW	298.15
05/05/2015	21796	G 803-22126	Martinson Subdivision	ESCROW	432.75
05/05/2015	21796	G 803-22127	Blue Ribbon Pines-Mining	ESCROW	1,387.36
					<u>\$11,260.33</u>
<b>OREILLY AUTO PARTS</b>					
04/25/2015	1539365971	E 101-42210-221	Vehicle Repair & Maintenance	BATTERY	106.68
					<u>\$106.68</u>
<b>PAUSTIS &amp; SONS</b>					
04/27/2015	8496434-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.75
04/27/2015	8496434-IN	E 609-49751-253	Wine For Resale	WINE	378.85
					<u>\$387.60</u>
<b>PHILLIPS WINE &amp; SPIRITS CO.</b>					
04/29/2015	2779908	E 609-49751-206	Freight and Fuel Charges	FREIGHT	22.80
04/29/2015	2779908	E 609-49751-251	Liquor For Resale	LIQUOR	1,286.35
04/29/2015	2779909	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.08

04/29/2015	2779909	E 609-49751-253	Wine For Resale	WINE	854.25
04/29/2015	2779910	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.52
04/29/2015	2779910	E 609-49751-254	Miscellaneous Merchandise	MISC	41.95
05/01/2015	212262	E 609-49751-251	Liquor For Resale	LIQUOR	(43.68)
05/01/2015	212263	E 609-49751-251	Liquor For Resale	LIQUOR	(28.66)
05/06/2015	2784025	E 609-49751-206	Freight and Fuel Charges	FREIGHT	31.92
05/06/2015	2784025	E 609-49751-251	Liquor For Resale	LIQUOR	2,562.39
05/06/2015	2784026	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.24
05/06/2015	2784026	E 609-49751-253	Wine For Resale	WINE	800.00
					\$5,591.16

**PRINTING UNLIMITED**

04/29/2015	7454	E 101-41400-200	Office Supplies	BUSINESS CARDS	36.00
04/29/2015	7455	E 101-42110-200	Office Supplies	BUSINESS CARDS	22.00
05/05/2015	7461	E 101-42400-200	Office Supplies	WATER BROCHURES - INSPECT	61.15
05/05/2015	7461	E 602-49490-352	General Notices and Pub Info	WATER BROCHURES - INSPECT	441.55
					\$560.70

**RAMSEY, CITY OF**

05/07/2015	050715	E 101-42210-311	Contract	CHIEF KAPLER'S SERVICES - M/	666.00
					\$666.00

**ROSEVILLE, CITY OF**

05/01/2015	220192	E 101-41110-310	Computer Consulting Fees	IT SERVICES MAY	290.25
05/01/2015	220192	E 101-41400-310	Computer Consulting Fees	IT SERVICES MAY	967.50
05/01/2015	220192	E 101-42110-310	Computer Consulting Fees	IT SERVICES MAY	1,306.12
05/01/2015	220192	E 101-42210-310	Computer Consulting Fees	IT SERVICES MAY	241.87
05/01/2015	220192	E 101-43100-310	Computer Consulting Fees	IT SERVICES MAY	241.87
05/01/2015	220192	E 101-45200-310	Computer Consulting Fees	IT SERVICES MAY	241.87
05/01/2015	220192	E 601-49440-310	Computer Consulting Fees	IT SERVICES MAY	241.87
05/01/2015	220192	E 602-49490-310	Computer Consulting Fees	IT SERVICES MAY	241.87
05/01/2015	220192	E 609-49750-310	Computer Consulting Fees	IT SERVICES MAY	290.28
05/01/2015	220229	E 101-41110-321	Telephone	PHONE	67.81
05/01/2015	220229	E 101-41400-321	Telephone	PHONE	226.03
05/01/2015	220229	E 101-42110-321	Telephone	PHONE	305.14
05/01/2015	220229	E 101-42210-321	Telephone	PHONE	56.50
05/01/2015	220229	E 101-43100-321	Telephone	PHONE	56.50
05/01/2015	220229	E 101-45200-321	Telephone	PHONE	56.50
05/01/2015	220229	E 601-49440-321	Telephone	PHONE	56.50
05/01/2015	220229	E 602-49490-321	Telephone	PHONE	56.50
05/01/2015	220229	E 609-49750-321	Telephone	PHONE	67.87
05/08/2015	0220235	E 101-42110-237	Small Equipment	PHONE	141.73
05/08/2015	0220235	E 101-43100-240	Office Equip	PHONE	141.73
05/08/2015	0220235	E 101-45200-240	Office Equip	PHONE	141.73
05/08/2015	0220235	E 601-49440-240	Office Equip	PHONE	141.73
05/08/2015	0220235	E 602-49490-240	Office Equip	PHONE	141.73
					\$5,721.50

**SHI INTERNATIONAL CORP**

05/01/2015	B03392104	E 101-43100-200	Office Supplies	OFFICE 2013	60.75
05/01/2015	B03392104	E 101-45200-200	Office Supplies	OFFICE 2013	60.75
05/01/2015	B03392104	E 601-49440-200	Office Supplies	OFFICE 2013	60.75
05/01/2015	B03392104	E 602-49490-200	Office Supplies	OFFICE 2013	60.75
					\$243.00

**SOUTHERN WINE & SPIRITS OF MN**

04/30/2015	1280057	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.75
04/30/2015	1280057	E 609-49751-251	Liquor For Resale	LIQUOR	1,650.11

04/30/2015	1280058	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.75
04/30/2015	1280058	E 609-49751-253	Wine For Resale	WINE	697.45
05/07/2015	1282528	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.50
05/07/2015	1282528	E 609-49751-251	Liquor For Resale	LIQUOR	2,090.92
					<u>\$4,493.48</u>

**ST. FRANCIS AREA CHAMBER OF**

05/04/2015	2015-0003	E 609-49750-340	Advertising	COUPON BOOK	20.00
					<u>\$20.00</u>

**TASER INTERNATIONAL**

05/01/2015	S11398411	E 101-42110-441	Miscellaneous	SUPPLIES	2,180.81
					<u>\$2,180.81</u>

**THE AMERICAN BOTTLING COMPANY**

05/07/2015	5449825208	E 609-49751-254	Miscellaneous Merchandise	MISC	115.96
					<u>\$115.96</u>

**US DEPT OF EDUCATION**

		G 101-21716	Other Deductions	WAGE LEVY 05-07-2015	313.83
					<u>\$313.83</u>

**WIRTZ BEVERAGE MN**

01/28/2014	2080030285	E 609-49751-251	Liquor For Resale	LIQUOR	(35.07)
02/25/2014	2080032753	E 609-49751-251	Liquor For Resale	LIQUOR	(95.17)
03/14/2014	2080034692	E 609-49751-251	Liquor For Resale	LIQUOR	(727.25)
05/09/2014	2080039954	E 609-49751-251	Liquor For Resale	LIQUOR	(41.80)
08/29/2014	2080055384	E 609-49751-251	Liquor For Resale	LIQUOR	(81.45)
11/14/2014	2080065905	E 609-49751-253	Wine For Resale	WINE	(112.35)
11/21/2014	2080066153	E 609-49751-251	Liquor For Resale	LIQUOR	(40.82)
04/30/2015	1080317693	E 609-49751-206	Freight and Fuel Charges	FREIGHT	174.72
04/30/2015	1080317693	E 609-49751-251	Liquor For Resale	LIQUOR, WINE	10,795.71
04/30/2015	1080317693	E 609-49751-253	Wine For Resale	LIQUOR, WINE	208.00
04/30/2015	1080317764	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.32
04/30/2015	1080317764	E 609-49751-251	Liquor For Resale	LIQUOR	592.46
05/07/2015	1080320448	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.45
05/07/2015	1080320448	E 609-49751-251	Liquor For Resale	LIQUOR	638.46
05/07/2015	1080320448	E 609-49751-253	Wine For Resale	WINE	120.00
					<u>\$11,409.21</u>

\$151,848.60

FUND SUMMARY

101 GENERAL FUND	\$67,257.61
601 WATER FUND	\$3,939.27
602 SEWER FUND	\$2,029.85
609 MUNICIPAL LIQUOR FUND	\$75,970.61
803 ESCROW	\$2,651.26
Total	<u>151,848.60</u>

**CITY OF ST. FRANCIS**  
**5/18/2015**

**Checks cut since last Council Meeting**

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
		TOTAL		<u>0.00</u>

**Disbursements via Debits to 4M Account**

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

**Disbursements via Debits to Checking Account**

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Liquor CC	Fee	1,875.69
Federal Tax	Payroll	17,648.75
PERA	Payroll	14,051.89
ING	Payroll	1,500.00
ICMA	Payroll	586.52
State Tax	Payroll	3,569.60
MSRS	Payroll	605.08
VISA	VISA Payment	9,312.19
Liquor CC	CC Fee	39.90
Sales Tax	Sales Tax	14,993.00
Federal Tax	Payroll	1,406.25
PERA	Payroll	360.18
State Tax	Payroll	126.70
Federal Tax	Payroll	18,015.06
PERA	Payroll	14,456.49
ING	Payroll	1,500.00
ICMA	Payroll	585.13
State Tax	Payroll	3,664.37
MSRS	Payroll	613.36
FWT (STD)	Payroll	14.50
Village Bank	Returned Check	169.65
Village Bank Fees	Fes	107.55
PSN Payment	Fee	181.20
	<b>Total</b>	<u><u>105,383.06</u></u>



# 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

### MEMORANDUM

Date: May 12, 2015

To: Honorable Mayor Kane  
Members of the City Council

From:  Jared Voge, P.E.  
City Engineer

Subject: 239<sup>th</sup> Avenue Improvements  
Resolution Ordering Improvement  
St. Francis, Minnesota  
BMI Project No.: R18.106739

---

#### INTRODUCTION:

At the April 20, 2015 City Council meeting, Resolution No. 2015-16 was adopted by the City Council. Resolution No. 2015-16 called for a Public Hearing to be held at the May 18, 2015 City Council meeting. I will present an overview of the proposed project, the cost associated with the proposed project, and the proposed project schedule. Following the presentation, those in attendance wishing to comment regarding the project will be provided an opportunity to do so.

#### BACKGROUND:

The roadways within the 239<sup>th</sup> Avenue Improvements project area were constructed in 1994. In 2008, the City completed a Street Inventory which designated the condition of the roadways within the project area as B5, or the lowest rating available. At the April 6, 2015 City Council meeting, the City's Financial Management Plan was adopted. The Financial Management Plan identifies street improvement projects for 2015 through 2024. One of the projects identified in the plan for 2015 is the 239<sup>th</sup> Avenue NW Improvements. The 239<sup>th</sup> Avenue NW Improvements project was previously discussed with council at the July 1, 2013 City Council meeting. At that time, council did not pursue the improvements. At the April 20, 2015 City Council meeting, Council called for a Public Hearing to be held at the May 18, 2015 City Council meeting. The Preliminary Engineering Report, which identifies the estimated project costs and assessments related to the improvements, was also presented to Council at the April 20, 2015 City Council meeting.

#### RECOMMENDATION:

Since the project funding will include assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Staff recommends that after all public testimony has been received during the public hearing, that the public hearing be closed and the City Council adopt the enclosed resolution ordering the preparation of plans and specifications.

#### BUDGET IMPACT:

The improvements are identified in the City's Financial Management Plan which identifies General Obligation Bonds and assessments as the funding sources for the improvements.

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

JAV/kg

Enclosures

**EXTRACT OF MINUTES OF MEETING OF  
THE CITY COUNCIL OF THE  
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 18th day of May, 2015,

The following members were present:

and the following were absent:

The meeting was held pursuant to resolution adopted calling a public hearing on the proposed 239<sup>th</sup> Avenue Improvements in said City, as more particularly described in the Notice of a Public Hearing ordered at the April 20, 2015 meeting, a copy of which is attached hereto. The Mayor announced that the Council would hear all persons who cared to be heard for or against the improvements as outlined in the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the making of said improvements, and no objections were presented, except as follows:

<u>Name of Objector</u>	<u>Property</u>	<u>Objection</u>
-------------------------	-----------------	------------------

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT AND DIRECTING  
PREPARATION OF FINAL PLANS AND SPECIFICATIONS CITY OF  
ST. FRANCIS, MINNESOTA  
RESOLUTION NO. 2015-23**

WHEREAS, a resolution of the city council adopted the 20th day of April, 2015, fixed a date for a council hearing on the proposed improvement of 239th Avenue between the east line of Rum River Boulevard (CR 72) and the west line of Xavis St, on Bittersweet Street between the north line of 239th Avenue NW and the north line of Bittersweet Street, and on Xavis Street between the east line of 239th Avenue and the north line of Xavis Street by the construction of street and drainage improvements.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 18th day of May, 2015 at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA:

1. Such improvement is necessary, cost effective, and feasible as detailed in the Preliminary Engineering Report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 18th day of May, 2015.
3. Jared Voge (Bolton & Menk, Inc.) is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Adopted by the council this 18th day of May, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
CITY OF ST. FRANCIS  
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for 239<sup>th</sup> Avenue Improvements in said City.

WITNESS my hand and the seal of the said City this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Clerk

(SEAL)

NOTICE OF PUBLIC HEARING ON IMPROVEMENT  
CITY OF ST. FRANCIS, MINNESOTA

Notice is hereby given that the City Council of St. Francis will meet in the council chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:10 p.m. on Monday, May 18, 2015, to consider making improvements on 239<sup>th</sup> Avenue between the east line of Rum River Boulevard (CR 72) and the west line of Xavis St, on Bittersweet Street between the north line of 239<sup>th</sup> Avenue NW and the north line of Bittersweet Street, and on Xavis Street between the east line of 239<sup>th</sup> Avenue and the north line of Xavis Street, pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements consists of all properties abutting the improvements. The estimated cost of the improvements is \$473,120. Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting.

Barb Held  
City Clerk

Published in the Anoka County Union on May 1, 2015 and May 8, 2015.



# BOLTON & MENK, INC.

## Consulting Engineers & Surveyors

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

www.bolton-menk.com  
MEMORANDUM

Date: May 12, 2015

To: Honorable Mayor Kane  
Members of the City Council

From: Jared Voge, P.E.  
City Engineer

Subject: Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements  
Resolution Ordering Improvement  
St. Francis, Minnesota  
BMI Project No.: R18.106740

---

### INTRODUCTION:

At the April 20, 2015 City Council meeting, Resolution No. 2015-15 was adopted by the City Council. Resolution No. 2015-15 called for a Public Hearing to be held at the May 18, 2015 City Council meeting. I will present an overview of the proposed project, the cost associated with the proposed project, and the proposed project schedule. Following the presentation, those in attendance wishing to comment regarding the project will be provided an opportunity to do so.

### BACKGROUND:

The roadways within the Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements project area were constructed between 1996 and 2001. At the April 6, 2015 City Council meeting, the City's Financial Management Plan was adopted. The Financial Management Plan identifies street improvement projects for 2015 through 2024. One of the projects identified in the plan for 2015 is the Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements. The Improvements project was previously discussed with council at the July 1, 2013 City Council meeting. At that time, council did not pursue the improvements. At the April 20, 2015 City Council meeting, Council called for a Public Hearing to be held at the May 18, 2015 City Council meeting. The Preliminary Engineering Report, which identifies the estimated project costs and assessments related to the improvements, was also presented to Council at the April 20, 2015 City Council meeting. During discussions with council at the April 20, 2015 meeting, council directed staff to include Ivywood Street between 233<sup>rd</sup> Lane and 235<sup>th</sup> Avenue in the project area. Ivywood Street has been included in the enclosed Amended Preliminary Engineering Report.

### RECOMMENDATION:

Since the project funding will include assessments to private property owners, Minnesota State Statute Chapter 429 procedures must be followed. Staff recommends that after all public testimony has been received during the public hearing, that the public hearing be closed and the City Council adopt the enclosed resolution accepting the amended report and subsequently adopt the resolution ordering the preparation of plans and specifications.

### BUDGET IMPACT:

The improvements are identified in the City's Financial Management Plan which identifies General Obligation Bonds and assessments as the funding sources for the improvements.

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

JAV/kg

**EXTRACT OF MINUTES OF MEETING OF THE  
CITY COUNCIL OF THE  
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 18th day of May, 2015, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

**RESOLUTION RECEIVING AMENDED  
REPORT ON IMPROVEMENT  
CITY OF ST. FRANCIS, MINNESOTA  
RESOLUTION NO. 2015-24**

WHEREAS, pursuant to resolution of the council adopted May 20, 2013, a report has been prepared by the City Engineer with reference to the improvement of Kerry Street between the south line of 231<sup>st</sup> Street NW and the north line of Kerry Street and on 232<sup>nd</sup> Lane NW between the east line of Kerry Street and the west line of Ivywood Street, and on Ivywood Street between the east line of 232<sup>nd</sup> Lane NW and the south line of 235<sup>th</sup> Ave. by the construction of street improvements and this report was received by the council on April 20, 2015. Based on additional information, analysis, and council direction, the report was amended and the amended report was received by Council on May 18, 2015.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA:

1. The Council will consider the improvement of such street in accordance with the report and the assessment of abutting property for a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$330,720.
2. A public hearing shall be held on such proposed improvement on the 18th day of May, 2015 at the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Boulevard NW, in the City of St. Francis at 6:15 p.m as resolved on April 20, 2015 by Resolution No. 2015-15.

Adopted by the council the 18th day of May, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

STATE OF MINNESOTA  
CITY OF ST. FRANCIS  
COUNTY OF ANOKA

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_, and upon vote being taken thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes related to the receiving of a report and the calling of a public hearing on the proposed Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements of said City.

WITNESS my hand and the seal of said City this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk

(SEAL)

**EXTRACT OF MINUTES OF MEETING OF  
THE CITY COUNCIL OF THE  
CITY OF ST. FRANCIS, MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Anoka County, Minnesota, was duly called and held at the St. Francis Independent School District Office, 4115 Ambassador Boulevard NW, in said City on the 18th day of May, 2015,

The following members were present:

and the following were absent:

The meeting was held pursuant to resolution adopted calling a public hearing on the proposed Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements in said City, as more particularly described in the Notice of a Public Hearing ordered at the April 20, 2015 meeting, a copy of which is attached hereto. The Mayor announced that the Council would hear all persons who cared to be heard for or against the improvements as outlined in the Notice of Hearing. All persons present were afforded an opportunity to present their views and objections to the making of said improvements, and no objections were presented, except as follows:

<u>Name of Objector</u>	<u>Property</u>	<u>Objection</u>
-------------------------	-----------------	------------------

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING IMPROVEMENT AND DIRECTING  
PREPARATION OF FINAL PLANS AND SPECIFICATIONS CITY OF  
ST. FRANCIS, MINNESOTA  
RESOLUTION NO. 2015-\_\_**

WHEREAS, a resolution of the city council adopted the 20th day of April, 2015, fixed a date for a council hearing on Kerry Street between the south line of 231<sup>st</sup> Street NW and the north line of Kerry Street and on 232<sup>nd</sup> Lane NW between the east line of Kerry Street and the west line of Ivywood Street, and on Ivywood Street between the east line of 232<sup>nd</sup> Lane NW and the south line of 235<sup>th</sup> Ave. NW by the construction of street improvements.

AND WHEREAS, ten days' mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 18th day of May, 2015 at which time all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA:

1. Such improvement is necessary, cost effective, and feasible as detailed in the Preliminary Engineering Report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 18th day of May, 2015.
3. Jared Voge (Bolton & Menk, Inc.) is hereby designated as the engineer for this improvement. He shall prepare plans and specifications for the making of such improvement.

Adopted by the council this 18th day of May, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
CITY OF ST. FRANCIS  
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to ordering the improvement and directing preparation of the final plans and specifications for the Kerry Street, 232<sup>nd</sup> Lane, and Ivywood Street Improvements in said City.

WITNESS my hand and the seal of the said City this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
City Clerk

(SEAL)

NOTICE OF PUBLIC HEARING ON IMPROVEMENT  
CITY OF ST. FRANCIS, MINNESOTA

Notice is hereby given that the City Council of St. Francis will meet in the council chambers of the St. Francis Independent School District No. 15 District Office, 4115 Ambassador Blvd. NW, at 6:15 p.m. on Monday, May 18 2015, to consider making improvements on Kerry Street between the south line of 231<sup>st</sup> Street NW and the north line of Kerry Street and on 232<sup>nd</sup> Lane NW between the east line of Kerry Street and the west line of Ivywood Street, and on Ivywood Street between the east line of 232<sup>nd</sup> Lane NW and the south line of 235<sup>th</sup> Ave. NW, pursuant to Minnesota Statutes, sections 429.011 to 429.111. The area proposed to be assessed for such improvements consists of all properties abutting the improvements. The estimated cost of the improvements is \$330,720. Such persons desiring to be heard with reference to the proposed improvements will be heard at this meeting.

Barb Held  
City Clerk

Published in the Anoka County Union on May 1, 2015 and May 8, 2015.

**BOLTON & MENK, INC.**

Consulting Engineers & Surveyors

Kerry Street N.W., 232<sup>nd</sup> Lane N.W., &  
Ivywood Street N.W.  
Street Improvements

Preliminary Engineering Report

April 2015

Amended May 2015



# Feasibility Report

**Kerry Street N.W. Street Improvements &**

**232<sup>nd</sup> Street Improvements**

**in**

**St. Francis, Minnesota**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: \_\_\_\_\_



Jared Voge, P.E.  
License No. 45063

Date: 05/13/2015

Bolton & Menk, Inc.

Consulting Engineers & Surveyors

Mankato – Fairmont - Sleepy Eye – Burnsville – Brainerd - Maplewood – Willmar – Ramsey –

Chaska – Ames, IA,

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**APPENDIX**

FIGURE NO. 1	LOCATION MAP
FIGURE NO. 2	PROPOSED IMPROVMENTS
FIGURE NO. 3	TYPICAL STREET SECTION
FIGURE NO. 4	KERRY STREET ASSESSMENT ROLL MAP
FIGURE NO. 5	232 <sup>ND</sup> LANE N.W. & IVYWOOD STREET ASSESSMENT ROLL MAP
FIGURE NO. 6	IVYWOOD STREET ASSESSMENT ROLL MAP
	DETAILED COST ESTIMATE
	PRELIMINARY ASSESSMENT ROLL

## **I. PROJECT INTRODUCTION**

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the St. Francis City Council, provides an initial analysis of the feasibility, cost-effectiveness, and necessity of the proposed infrastructure improvements. A portion of the improvement costs will be assessed to benefiting property owners. Public assessments applied to the properties described in this report are subject to the requirements of Minnesota State Statute, Chapter 429 (MS,429). This Preliminary Engineering Report is required by the MS 429 process and is the first step in the special assessment process.

### **A. BACKGROUND INFORMATION**

The City has been actively pursuing street improvement projects as part of their Capital Improvement Plan. The streets identified to be improved with this project have exhibited recent and rapid deterioration.

See Figure No. 1 for the project location map. The streets to be evaluated are:

- Kerry Street N.W. north of 231<sup>st</sup> Street N.W.
- 232<sup>nd</sup> Lane N.W. from Kerry Street N.W. to Ivywood Street
- Ivywood Street from 232<sup>nd</sup> Lane N.W. to 235<sup>th</sup> Avenue N.W.

### **B. SCOPE**

This report addresses the necessity for street improvements in these areas. Included in this report is a description of the proposed improvements along with the estimated costs for each of the proposed infrastructure elements. The specific objectives of this report are to:

- Evaluate the need for the projects.
- Determine the necessary infrastructure improvements.
- Prepare a cost estimate for the proposed improvements.
- Prepare a preliminary assessment roll
- Develop a project schedule.
- Determine the feasibility of all improvements.

## II. MS 429 PROCESS

As mentioned above, infrastructure improvements financed through the assessment of benefiting property owners are regulated by Minnesota Statute, Chapter 429 (MS 429). The process prescribed by MS 429 is described below.

1. The benefited parties submit a petition for the proposed improvements to the City Council or, as in this case; the improvement process is initiated by the City Council without a petition.
2. The City Council passed a *Resolution Ordering Preparation of Report on Improvement* and ordered a Feasibility Report for the proposed project.
3. After the City Council considers the Preliminary Engineering Report, the Council may pass a *Resolution Receiving Report and Calling Hearing on Improvement* to indicate its plan to continue the process.
4. A public hearing on the proposed improvements is held.
5. If it is determined that the process will continue, the City Council may pass a *Resolution Ordering Improvement and Preparation of Plans*, which orders the development of engineering plans and specifications for the project.
6. After the City Council considers the presentation of the plans and specifications, it may pass a *Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids*.
7. The advertisement for bids must be published in the official local newspaper and trade publication such as the "Finance and Commerce" at least three weeks prior to the bid opening date.
8. If the City Council wishes to continue with the improvements after consideration of bids, the City Council may pass a *Resolution Accepting Bid*. This resolution would award the project to the lowest responsible bidder and construction may begin.
9. Following completion of the proposed improvements, a public hearing is held to set the final assessment amounts.

### III. EXISTING CONDITIONS

#### A. Streets

Kerry Street and 232<sup>nd</sup> Lane N.W. were constructed in 1996 and Ivywood Street was constructed in 2001 as part of the Royal Oaks 2<sup>nd</sup> and 3<sup>rd</sup> Additions and were last seal coated in 2009. The existing street surfaces within the project area are approximately 26 to 27 feet wide bituminous surfaced roadways located within an existing 60-foot right-of-way. The pavement is degraded and in need of reconstruction throughout the existing pavement section. Potholes and cracks are forming in the seal coat and bituminous wearing course. Curb and gutter also exists throughout the project area and appears to be in adequate condition. A 5-foot wide concrete sidewalk exists on the west side of Kerry Street N.W. and the south side of 232<sup>nd</sup> Lane N.W. and is in adequate condition.

#### B. Stormwater Management

Storm water management along Kerry Street N.W. consists of concrete curb and gutter which conveys stormwater runoff to catch basins and pipes directing it to the wetland west of Kerry Street. The storm water management piping consists of reinforced concrete pipe (RCP) which was constructed in 1996.

#### C. Sanitary Sewer

PVC sewer mains 8-inches in diameter exist within the project limits. The sanitary sewer services are 4-inch diameter (SDR 26) PVC lines.

#### D. Watermain

The watermain within the project area is 6-inch and 8-inch diameter PVC. Services are 1-inch diameter copper pipe with a minimum 7.5-foot cover.

### IV. PROPOSED IMPROVEMENTS

The proposed improvements include full-depth street reclamation. This consists of reclaiming three and one half-inches (3.5") of bituminous pavement and four-inches (4") of aggregate base resulting in a full depth reclamation of seven and one half-inches (7.5"). The proposed improvements are shown in Figure 2 in the Appendix.

**A. Street Improvements**

The proposed street improvements consist of a full depth reclaim of the existing bituminous pavement on Kerry Street N.W., 232<sup>nd</sup> Lane N.W., and Ivywood Street south of 235<sup>th</sup> Avenue N.W. The proposed pavement section consists of three and one half-inches (3.5") of bituminous pavement. The existing pavement and gravel reclaim material will act as the new base for the proposed section, as shown in Figure 3. Two-inches (2") of the seven and one half-inches (7.5") of reclaim depth is proposed to be salvaged and stockpiled for use by the city. This will result in five and one half-inches (5.5") of reclaimed material for the road base. The reclaim material will provide a stronger base for the proposed pavement and improve the life of the road.

No residential boulevards or curb and gutter will be disturbed as construction is limited to the bituminous pavement surface.

**B. Stormwater Management**

To minimize erosion and sediment runoff from the construction site, inlet protection will be used at the existing catch basins within the proposed site. The existing storm sewer system has been found to be in acceptable condition and no improvements are proposed

**C. Sanitary Sewer**

The existing sewer mains are 19 years old, constructed of PVC, and no deficiencies have been identified, so no improvements are recommended at this time. Sanitary sewer castings will be adjusted to final grade as part of the paving process.

**D. Watermain**

The existing water mains are also 19 years old, constructed of PVC, and no deficiencies have been identified, so no improvements are recommended at this time. Watermain structures will be adjusted to final grade as part of the paving process.

**V. RIGHT-OF-WAY ACQUISITION**

No right-of-way acquisition is anticipated for this project.

**VI. PRELIMINARY COST ESTIMATES**

The total estimated project cost is \$330,713. A detailed preliminary cost estimate is included in the Appendix. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. These cost estimates are based on public construction cost information and include contingencies, engineering and administrative costs. Since the consultant has no control over the cost of labor, materials, competitive bidding, weather conditions or other factors affecting the cost of construction, all cost estimates are opinions for general information and no warranty or guarantee as to the accuracy of construction cost is made. Financing for the project should be based on actual bid prices with reasonable contingencies.

**VII. FUNDING AND ASSESSMENTS**

An assessment breakdown is shown in the table below. The project will be funded with assessments to benefiting properties as well as the City's General Fund. Approximately 5,833 linear feet of frontage could be assessed on this project. The procedure used is specified in the City of St. Francis' "Assessment Policy for Public Initiated Improvements." This policy specifies 40% of the total cost of the project may be assessed to property owners with frontage along the project site. The assessable cost per foot of frontage for this project is approximately \$22.68. The remaining project costs will consist of city funding.

<b>Funding Source</b>	<b>Est. Project Cost</b>
Assessments (40%)	\$132,292
General Fund (60%)	\$198,421
<b>Total</b>	<b>\$330,713</b>

**VIII. PROPOSED SCHEDULE**

- Receive Report and call for Hearing April 20, 2015
- Conduct Improvement Hearing May 18, 2015
- Order Improvement & Preparation of Plans May 18, 2015
- Approve Plans & Order Advertisement for Bids June 15, 2015
- Open Bids July 14, 2015

Preliminary Engineering Report  
Kerry St. N.W., 232<sup>nd</sup> Ln. N.W., & Ivywood St. N.W. Street Improvements  
City of St. Francis

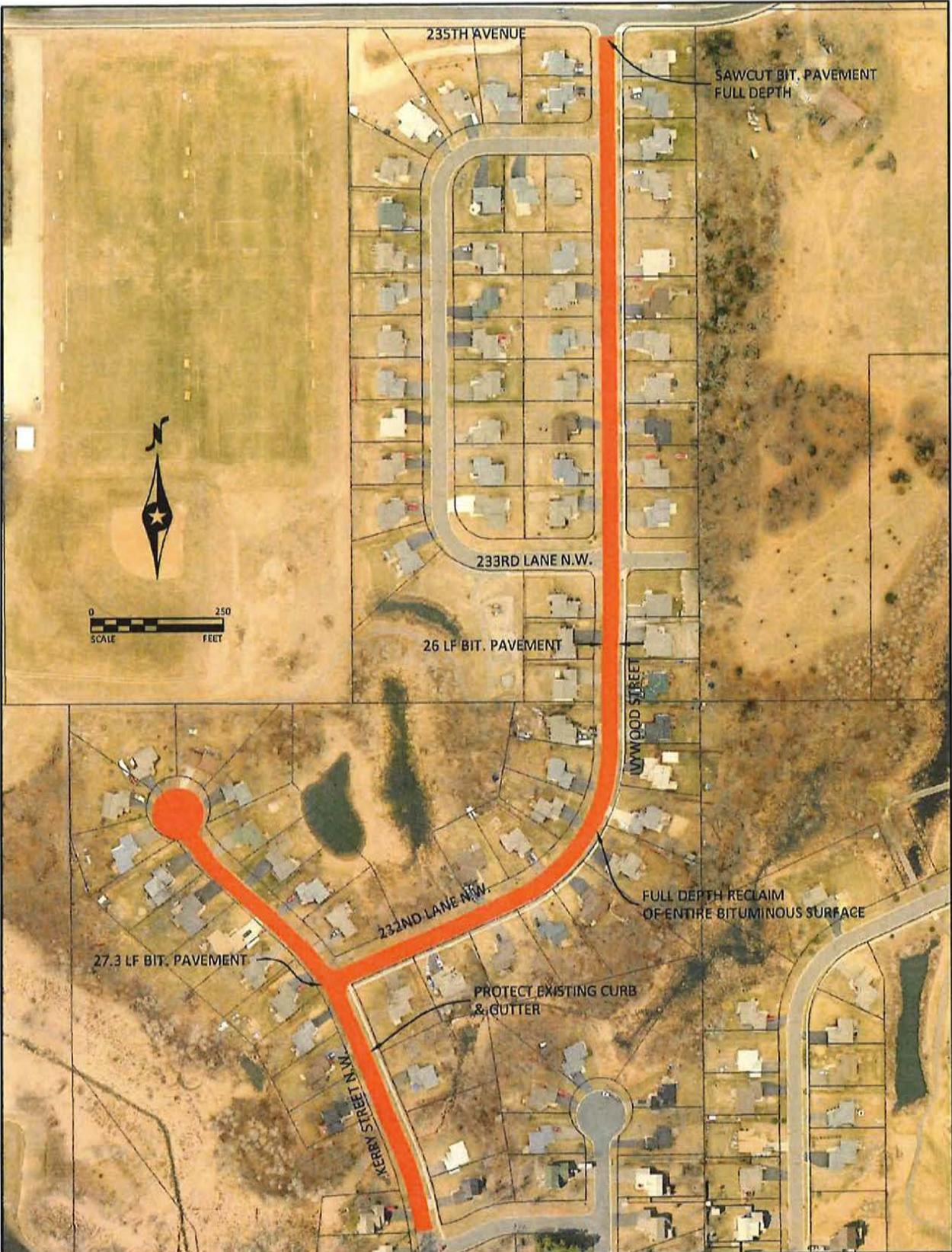
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- Award Bid July 20, 2015
- Commence Construction August 3, 2015
- Assessment Hearing September 8, 2015
- Substantial Completion September 30, 2015

**IX. RECOMMENDATION**

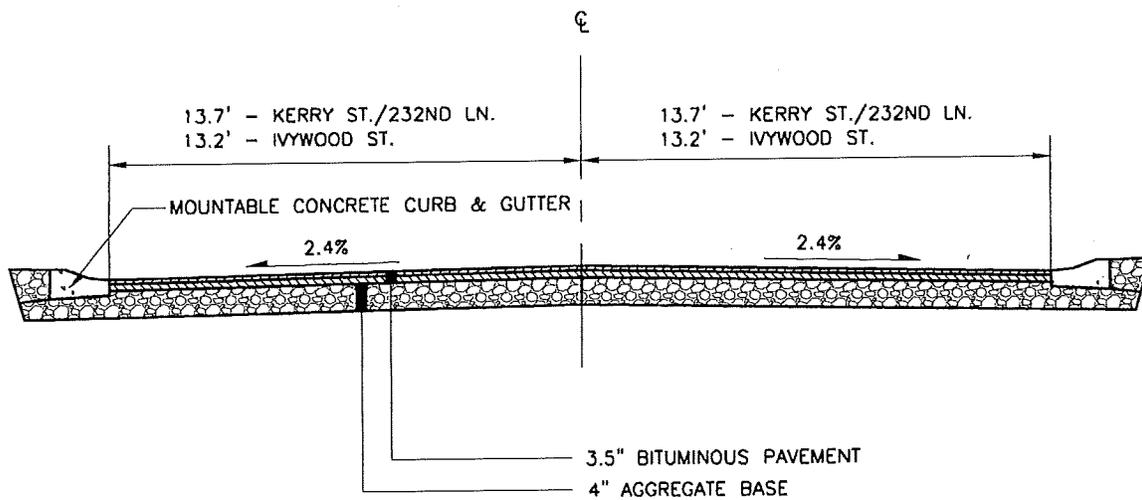
Based on the findings presented in this report, the proposed improvements are cost effective, necessary, and feasible from an engineering perspective. Bolton & Menk, Inc. recommends that, if these improvements are determined to be financially feasible, the City Council approve this report, call for a public hearing, and authorize the preparation of final plans and specifications.





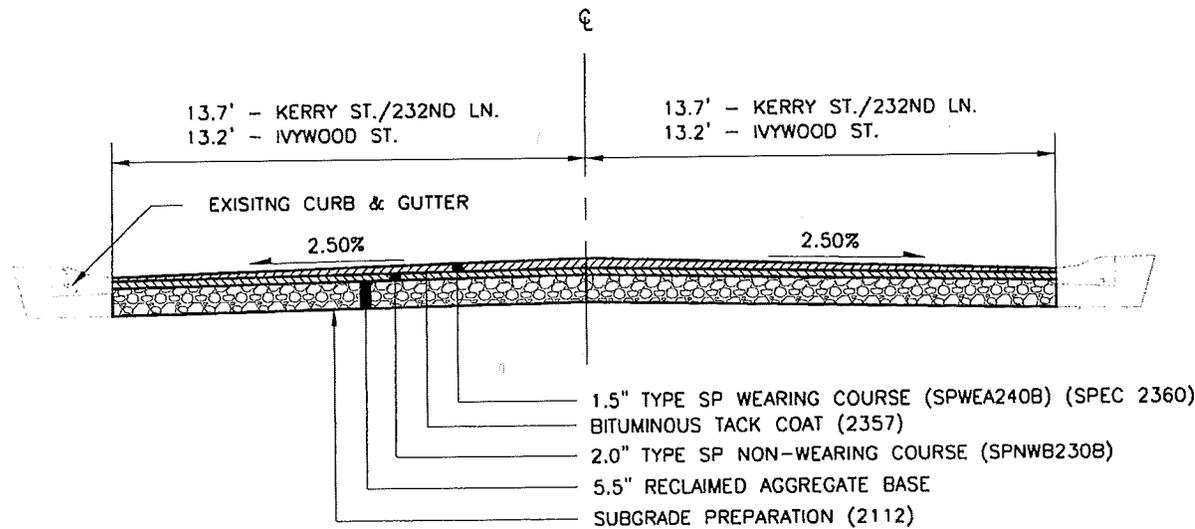
**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND  
11:55:18:18106740:cad,100740\_bsdmg 4/22/15 4:35 pm ©Bolton & Menk, Inc. 2015. All Rights Reserved

**CITY OF ST. FRANCIS, MINNESOTA**  
**KERRY ST. N.W./232ND LN. STREET IMPROVEMENTS**  
 PROPOSED IMPROVEMENTS  
 APRIL, 2015 FIGURE NO.2



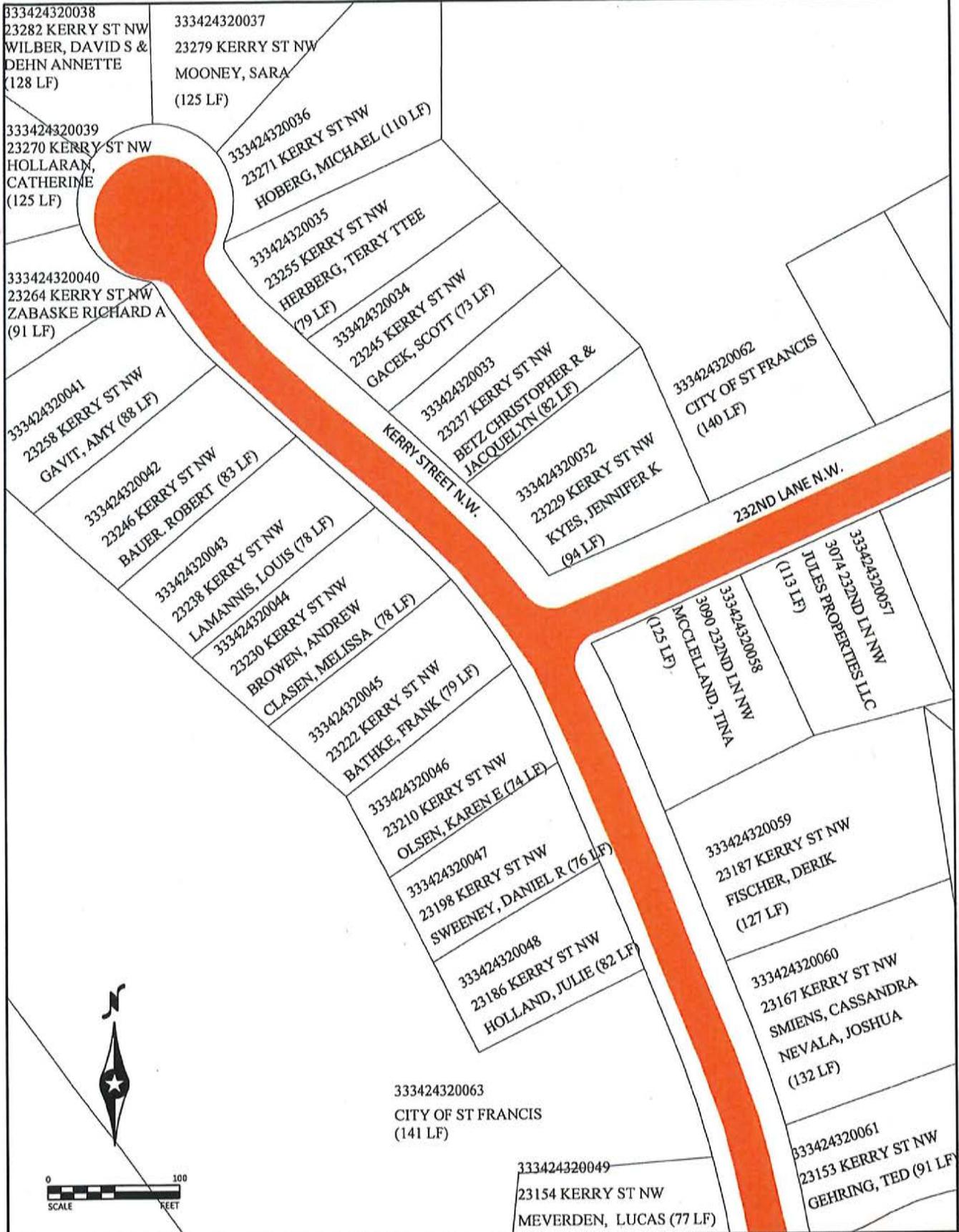
**EXISTING STREET SECTION (TYPICAL)**

NTS



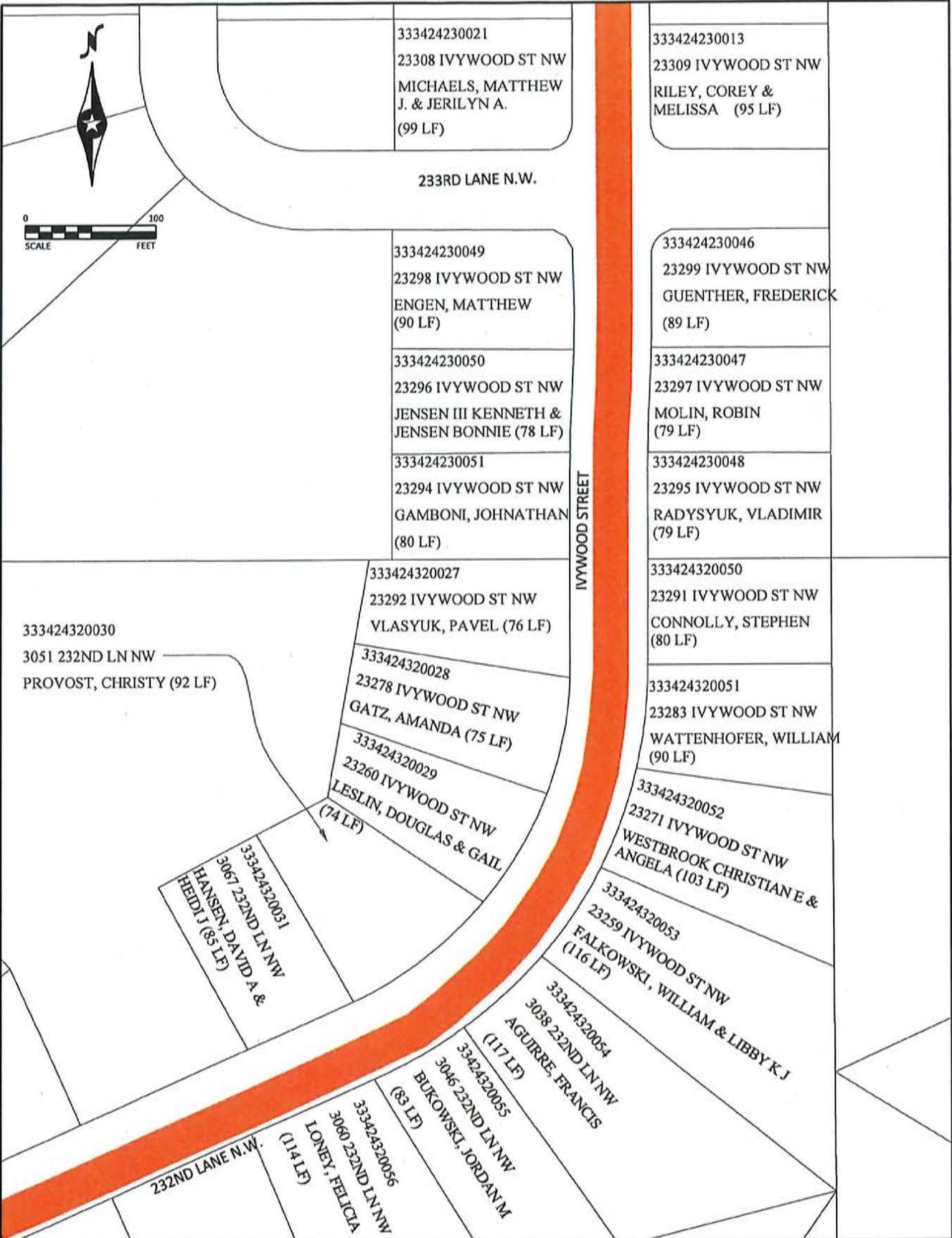
**PROPOSED STREET SECTION (TYPICAL)**

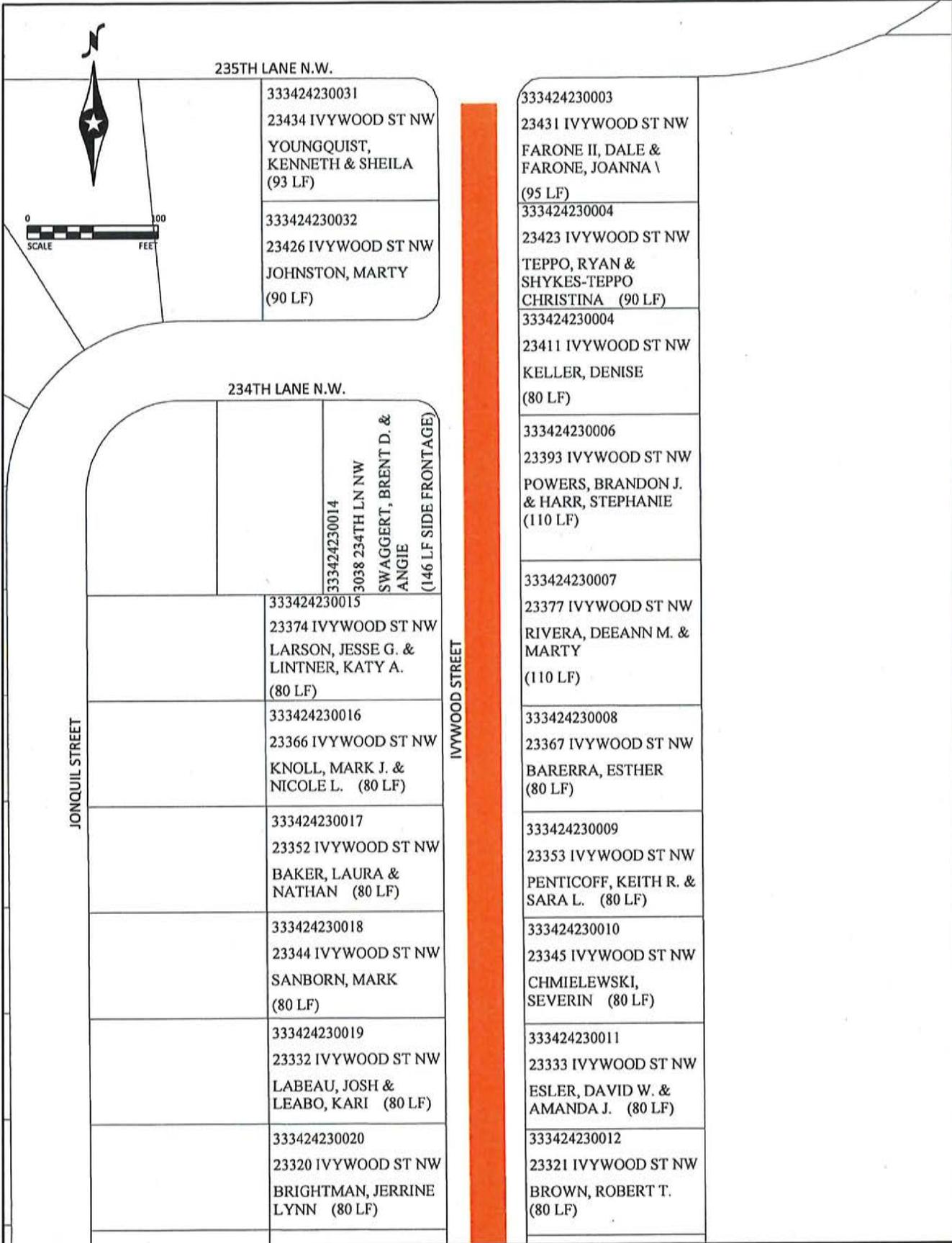
NTS



**BOLTON & MENK, INC.**  
 Consulting Engineers & Surveyors  
 MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN  
 CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN  
 AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND  
H:\STFR\118106740\cad\106740\_bne.dwg 4/22/15 4:35 pm ©Bolton & Menk, Inc. 2015, All Rights Reserved

CITY OF ST. FRANCIS, MINNESOTA  
 KERRY ST. N.W./232ND LN. STREET IMPROVEMENTS  
 KERRY ST. ASSESSMENT ROLL MAP  
 APRIL, 2015 FIGURE NO. 4





235TH LANE N.W.

333424230031  
 23434 IVYWOOD ST NW  
 YOUNGQUIST,  
 KENNETH & SHEILA  
 (93 LF)

333424230032  
 23426 IVYWOOD ST NW  
 JOHNSTON, MARTY  
 (90 LF)

234TH LANE N.W.

333424230014  
 3038 234TH LN NW  
 SWAGGERT, BRENT D. &  
 ANGIE  
 (146 LF SIDE FRONTAGE)

333424230015  
 23374 IVYWOOD ST NW  
 LARSON, JESSE G. &  
 LINTNER, KATY A.  
 (80 LF)

333424230016  
 23366 IVYWOOD ST NW  
 KNOLL, MARK J. &  
 NICOLE L. (80 LF)

333424230017  
 23352 IVYWOOD ST NW  
 BAKER, LAURA &  
 NATHAN (80 LF)

333424230018  
 23344 IVYWOOD ST NW  
 SANBORN, MARK  
 (80 LF)

333424230019  
 23332 IVYWOOD ST NW  
 LABEAU, JOSH &  
 LEABO, KARI (80 LF)

333424230020  
 23320 IVYWOOD ST NW  
 BRIGHTMAN, JERRINE  
 LYNN (80 LF)

333424230003  
 23431 IVYWOOD ST NW  
 FARONE II, DALE &  
 FARONE, JOANNA \\  
 (95 LF)

333424230004  
 23423 IVYWOOD ST NW  
 TEPPPO, RYAN &  
 SHYKES-TEPPO  
 CHRISTINA (90 LF)

333424230004  
 23411 IVYWOOD ST NW  
 KELLER, DENISE  
 (80 LF)

333424230006  
 23393 IVYWOOD ST NW  
 POWERS, BRANDON J.  
 & HARR, STEPHANIE  
 (110 LF)

333424230007  
 23377 IVYWOOD ST NW  
 RIVERA, DEEANN M. &  
 MARTY  
 (110 LF)

333424230008  
 23367 IVYWOOD ST NW  
 BARERRA, ESTHER  
 (80 LF)

333424230009  
 23353 IVYWOOD ST NW  
 PENTICOFF, KEITH R. &  
 SARA L. (80 LF)

333424230010  
 23345 IVYWOOD ST NW  
 CHMIELEWSKI,  
 SEVERIN (80 LF)

333424230011  
 23333 IVYWOOD ST NW  
 ESLER, DAVID W. &  
 AMANDA J. (80 LF)

333424230012  
 23321 IVYWOOD ST NW  
 BROWN, ROBERT T.  
 (80 LF)

# PRELIMINARY ENGINEER'S ESTIMATE

KERRY ST. N.W. / 232ND LANE N.W. STREET IMPROVEMENTS  
CITY OF ST. FRANCIS, MINNESOTA  
BMI PROJECT NO. R18.106740

DATE: 4/22/2015

ITEM NO.	ITEM	QTY	UNIT	UNIT PRICE	TOTAL
1	MOBILIZATION	1	LS	\$7,012.50	\$7,012.50
2	TRAFFIC CONTROL	1	LS	\$1,512.50	\$1,512.50
3	7 1/2 INCH FULL DEPTH RECLAIM	10120	SY	\$7.22	\$73,053.75
4	SALVAGE RECLAIM MATERIAL TO CITY	385	CY	\$11.83	\$4,552.63
5	2 INCH BITUMINOUS BASE COURSE	10120	SY	\$13.48	\$136,367.00
6	1 1/2 INCH BITUMINOUS WEAR COURSE	10120	SY	\$9.08	\$91,839.00
7	TACK COAT	610	GAL	\$8.25	\$5,032.50
8	INLET PROTECTION	25	EA	\$453.75	\$11,343.75

**TOTAL ESTIMATED COST: \$330,713.63**

Kerry St NW/232nd lane NW STREET IMPROVEMENTS  
Preliminary Assessment Roll  
Bolton & Menk Project # R18.106740  
04/16/15

NUMBER	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Corner Lot	Assessable Short Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage	Total Assessment
1	333424320049	MEYERDEN LUCAS	23154 KERRY ST NW	1100 VIRGINIA DR. PO BOX 8300 FORT WASHINGTON PA, 19034		77		77	\$1,746.36	\$1,746.36
2	333424320048	HOLLAND, JULIE	23186 KERRY ST NW			82		82	\$1,859.76	\$1,859.76
3	333424320047	SWEENEY, DANIEL R.	23198 KERRY ST NW			76		76	\$1,723.68	\$1,723.68
4	333424320046	OLSEN, KAREN E.	23210 KERRY ST NW			74		74	\$1,678.32	\$1,678.32
5	333424320045	BATHE, FRANK	23222 KERRY ST NW			79		79	\$1,791.72	\$1,791.72
6	333424320044	BOWEN, ANDREW & CLASEN, MELISSA	23230 KERRY ST NW			78		78	\$1,769.04	\$1,769.04
7	333424320043	LAMANNIS, LOUIS	23238 KERRY ST NW			83		83	\$1,882.44	\$1,882.44
8	333424320042	BAUER, ROBERT	23246 KERRY ST NW			88		88	\$1,995.84	\$1,995.84
9	333424320041	GAVITT, AMY	23258 KERRY ST NW			91		91	\$2,063.88	\$2,063.88
10	333424320040	ZABASKE, RICHARD A	23264 KERRY ST NW							
11	333424320039	HOLLARAN, CATHERINE	23270 KERRY ST NW	10790 RANCHO BERNARDO RD SAN DIEGO CA, 92127						
12	333424320038	WILBER, DAVID S & DEHN ANNETTE	23282 KERRY ST NW			125		125	\$2,835.00	\$2,835.00
13	333424320037	MOONEY, SARA	23279 KERRY ST NW			125		125	\$2,835.00	\$2,835.00
14	333424320036	HOBERG, MICHAEL	23271 KERRY ST NW			110		110	\$2,494.80	\$2,494.80
15	333424320035	HERBERG TRUSTEE TERRY	23255 KERRY ST NW	3331 44TH AVE. S MINNEAPOLIS MN, 55406						
16	333424320034	GACEK, SCOTT	23245 KERRY ST NW			79		79	\$1,791.72	\$1,791.72
17	333424320033	BETZ, CHRISTOPHER R & JACQUELYN	23237 KERRY ST NW			73		73	\$1,655.64	\$1,655.64
18	333424320032	KYES, JENNIFER K	23229 KERRY ST NW		YES	94	0	94	\$2,131.92	\$2,131.92
19	333424320059	FISCHER, DEREK	23187 KERRY ST NW							
20	333424320060	NEVALA, JOSHUA	23167 KERRY ST NW			127		127	\$2,880.36	\$2,880.36
21	333424320061	GEHRING, TED	23153 KERRY ST NW		YES	91	0	91	2063.88	\$2,063.88
22	333424320058	MCLELLAND, TINA	3090 232ND LN NW		YES	125	0	125	\$2,835.00	\$2,835.00
23	333424320057	JULES PROPERTIES LLC	3074 232ND LN NW			113		113	\$2,562.84	\$2,562.84
24	333424320056	LONEY, FELICIA	3060 232ND LN NW			114		114	\$2,585.52	\$2,585.52
25	333424320055	BUKOWSKI, JORDAN M	3046 232ND LN NW			83		83	\$1,882.44	\$1,882.44
26	333424320054	AGUIRRE, FRANCIS	3038 232ND LN NW			117		117	\$2,653.56	\$2,653.56
27	333424320053	HANSEN, DAVID A & HEIDI J	3067 232ND LN NW			85		85	\$1,927.80	\$1,927.80
28	333424320030	PROVOST, THOMAS M & CHRISTY B	3051 232ND LN NW			92		92	\$2,086.56	\$2,086.56
29	333424320029	LESLIN, DOUGLAS & GAIL	23260 IVYWOOD ST NW			74		74	\$1,678.32	\$1,678.32
30	333424320028	GATZ, AMANDA	23278 IVYWOOD ST NW			75		75	\$1,701.00	\$1,701.00
31	333424320027	VLASYUK, PAVEL	23292 IVYWOOD ST NW			76		76	\$1,723.68	\$1,723.68
32	333424320051	GAMBONI, JOHNA THAN	23294 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
33	333424320050	JENSEN III KENNETH & JENSEN BONNIE	23296 IVYWOOD ST NW			78		78	\$1,769.04	\$1,769.04

Kerry St. NW/232nd Lane NW STREET IMPROVEMENTS  
 Preliminary Assessment Roll  
 Bolton & Menk Project # R18.106740  
 04/16/15

NUMBER	PID	Property Owner	Site Address	Mailing Address if Different than Site Address	Corner Lot	Assessable Short Side Frontage (LF)	Assessable Side Frontage (-150 ft.) (LF)	Total Assessable Frontage (LF)	40% Total Cost/ Total Frontage	Total Assessment
34	333424230049	MATTHEW ENGEN	23298 IVYWOOD ST NW		YES	90	0	90	\$2,041.20	\$2,041.20
35	333424230046	GUENTHER, FREDERICK H & CLAUDIA	23299 IVYWOOD ST NW	21475 IBIS ST NW CEDAR MN, 55011	YES	89	0	89	\$2,018.52	\$2,018.52
36	333424230047	MOLIN, JAMES J & ROBIN L	23297 IVYWOOD ST NW			79		79	\$1,791.72	\$1,791.72
37	333424230048	RADYSYUK, VLADIMIR	23295 IVYWOOD ST NW			79		79	\$1,791.72	\$1,791.72
38	333424320050	CONNOLLY, STEPHEN	23291 IVYWOOD ST NW	23363 ARROWHEAD ST NW ST. FRANCIS MN, 55070		80		80	\$1,814.40	\$1,814.40
39	333424320051	WATTENHOFER, WILLIAM	23283 IVYWOOD ST NW			90		90	\$2,041.20	\$2,041.20
40	333424320052	WESTBROOK, CHRISTIAN E & ANGELA	23271 IVYWOOD ST NW			103		103	\$2,336.04	\$2,336.04
41	333424320053	FALKOWSKI, WILLIAM & LIBBY K J	23259 IVYWOOD ST NW			116		116	\$2,630.88	\$2,630.88
42	333424320062	ST FRANCIS CITY OF	23232 LN NW PARK	PO BOX 730 ST. FRANCIS MN, 55070		140		140	\$3,175.20	\$3,175.20
43	333424320063	ST FRANCIS CITY OF	KERRY ST NW PARK	PO BOX 730 ST. FRANCIS MN, 55071		141		141	\$3,197.88	\$3,197.88
44	333424230003	FARONE II, DALE & FARONE, JOANNA	23431 IVYWOOD ST NW		YES	95	0	95	\$2,154.60	\$2,154.60
45	333424230004	TEPPO, RYAN & SHYKES-TEPPO, CHRISTINA	23432 IVYWOOD ST NW			90		90	\$2,041.20	\$2,041.20
46	333424230005	KELLER, DENISE	23411 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
47	333424230006	POWERS, BRANDON J & HARR, STEPHANIE	23393 IVYWOOD ST NW			110		110	\$2,494.80	\$2,494.80
48	333424230007	RIVERA, DEEANN M & MARTY	23377 IVYWOOD ST NW			110		110	\$2,494.80	\$2,494.80
49	333424230008	BARBERA, ESTHER	23367 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
50	333424230009	PENICOFF, KEITH R & SARA L	23353 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
51	333424230010	CHMIELEWSKI, SEVERIN	23345 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
52	333424230011	ESLER, DAVID W & AMANDA J	23333 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
53	333424230012	BROWN, ROBERT T	23321 IVYWOOD ST NW		YES	95	0	95	\$2,154.60	\$2,154.60
54	333424230013	RILEY, COREY & MELISSA	23309 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
55	333424230015	LARSON, JESSE G & LINTNER, KATY A	23374 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
56	333424230016	KNOLL, MARK J & NICOLE L	23366 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
57	333424230017	BAKER, LAURA & NATHAN	23352 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
58	333424230018	SANBORN, MARK	23344 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
59	333424230019	LABEAU, JOSH & LEABO, KARI	23332 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
60	333424230020	BRIGHTMAN, JERRINE	23320 IVYWOOD ST NW			80		80	\$1,814.40	\$1,814.40
61	333424230021	MICHAELS, MATTHEW J & JERILYN A	23308 IVYWOOD ST NW		YES	99	0	99	\$2,245.32	\$2,245.32
62	333424230031	YOUNGQUIST, KENNETH & SHEILA	23434 IVYWOOD ST NW		YES	93	0	93	\$2,109.24	\$2,109.24
63	333424230032	JOHNSTON, MARTY	23426 IVYWOOD ST NW		YES	90	0	90	\$2,041.20	\$2,041.20
64	333424230014	SWAGGERT, BRENT D & ANGIE	3038 234TH ST NW		YES	0	0	0	\$0.00	\$0.00
<b>Totals</b>						<b>5,833</b>	<b>0.0</b>	<b>5,833.0</b>	<b>\$132,292.44</b>	<b>\$132,292.44</b>

AVERAGE	\$2,157.76
HIGH	\$3,197.88
LOW	\$1,655.64

Estimated Annual Cost Per \$1,000 Assessment = \$133  
 Period (years) = 10  
 Interest Rate = 5.75%

**City of St. Francis,  
Minnesota**

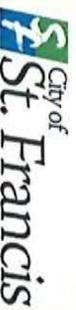
**Wastewater Project Update**

**Council Presentation**

**May 18, 2015**

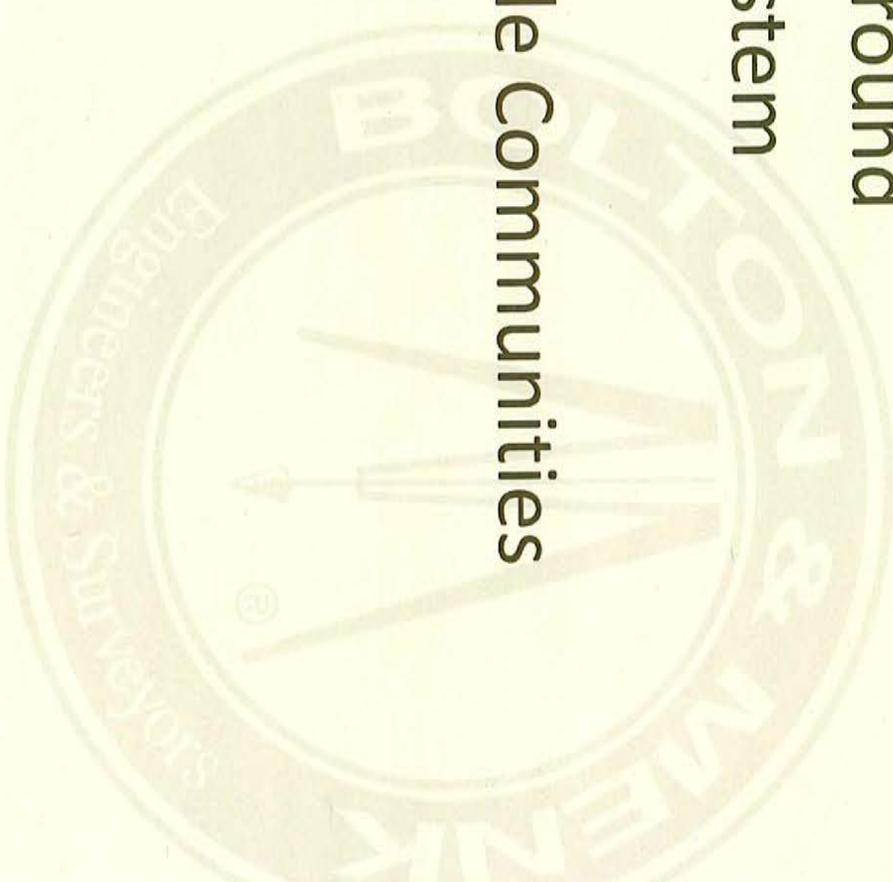
Paul Saffert, P.E.

Bolton & Menk, Inc. Principal Engineer



# Presentation Outline

- Project History and Background
- Failures of the Existing System
- New Regulations
- Utility Rates in Comparable Communities
- Funding



# Project History

- Discharge Violations
- Initiate Facility Plan
- New MPCA Effluent Limits
- Present Facility Plan to Council
- Initiate Design
- Present Plans and Specifications
- Open Bids

Ongoing

June 2013

December 2013

March 17, 2014

August 2014

March 16, 2015

May 14, 2015

# Project Background

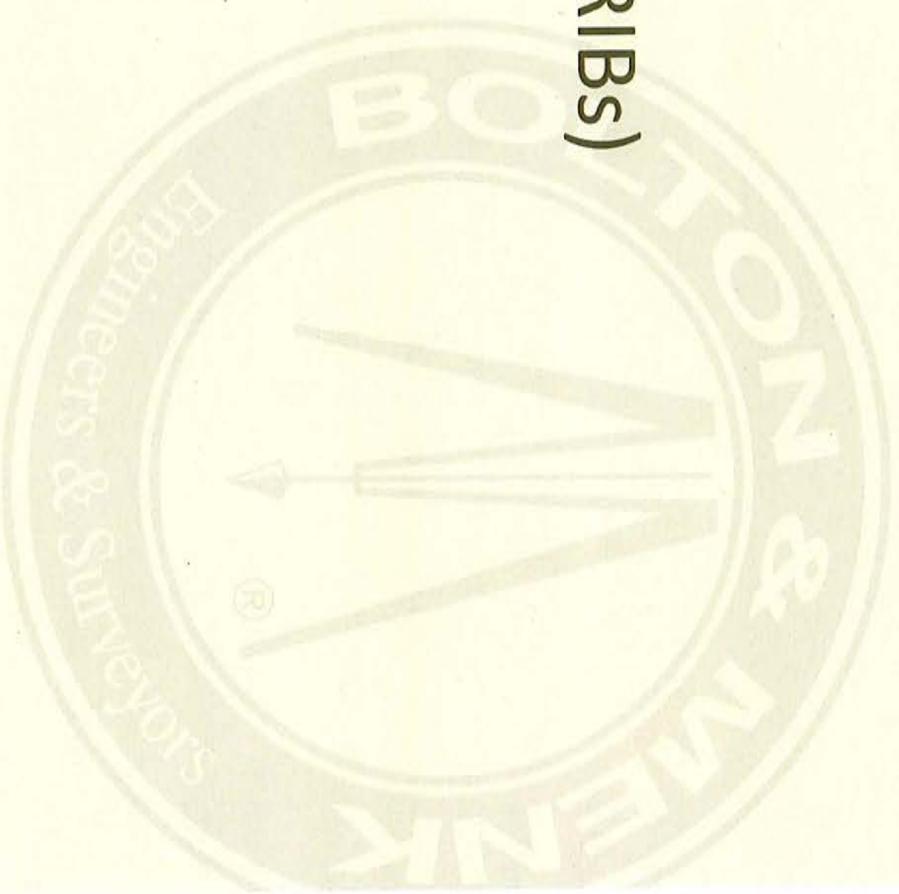
- MPCA required a Facility Plan Due to Wastewater Capacity and Effluent Violations
- A Facility Plan evaluates all the wastewater options
  - Current and Future regulations
  - Discharge locations
  - Treatment locations and technology selection

# Discharge Issues

- Elevated nitrates in the monitoring wells
  - No disinfection led to excessive use of RIBs
- Effluent phosphorus violations
- Effluent ammonia violations
- Effluent dissolved oxygen violations
- Effluent organic violations
- Effluent solids violations

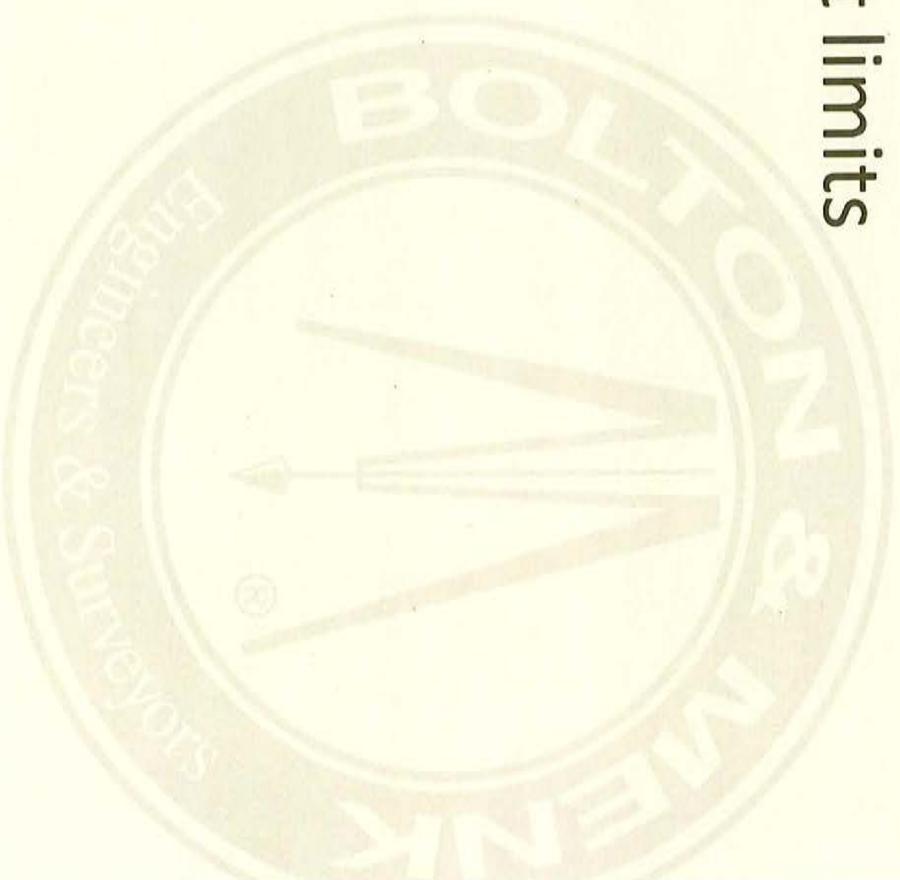
# Alternative Discharge Locations

- Seeyle Brook
- Rumm River
- Rapid Infiltration Basins (RIBs)
- Land Application
- Reuse



# MPCA Effluent Limits

- Facility must meet current limits
- MPCA Regulations
  - Solids and Organic
  - Phosphorus
  - Ammonia
  - Nitrate
  - Disinfection
  - Chloride



# Alternatives Evaluated

- Regionalization
  - MCES Declined
- Eastside Pond System
  - No Surface Discharge Allowed and Risk Violations Similar to Existing System
- Expanded Pond System
  - Area Limits and Risk Violations Similar to Existing System
- Mechanical Treatment Options
- Do Nothing

# Risks of “Do Nothing”

- History of Violations – Likely More in the Future
- Risk Moratorium on Development
- Maintenance on Existing System
- Missed Funding Opportunities
- Higher Construction Costs with Future Project

# Selected Process

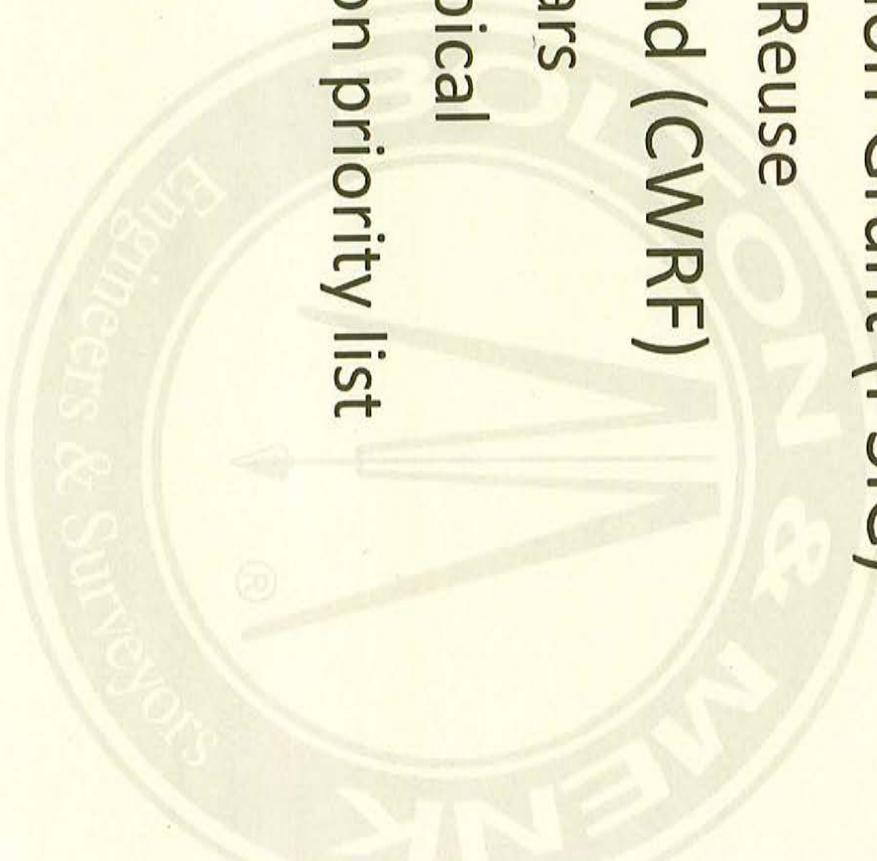
- Seelye Brook, RIBs and Reuse
- Pretreatment, Aeration basins followed by filters and disinfection
- Meets current and future MCPA regulations
- Allows for reuse of wastewater
- Most flexible option

# Wastewater Reuse

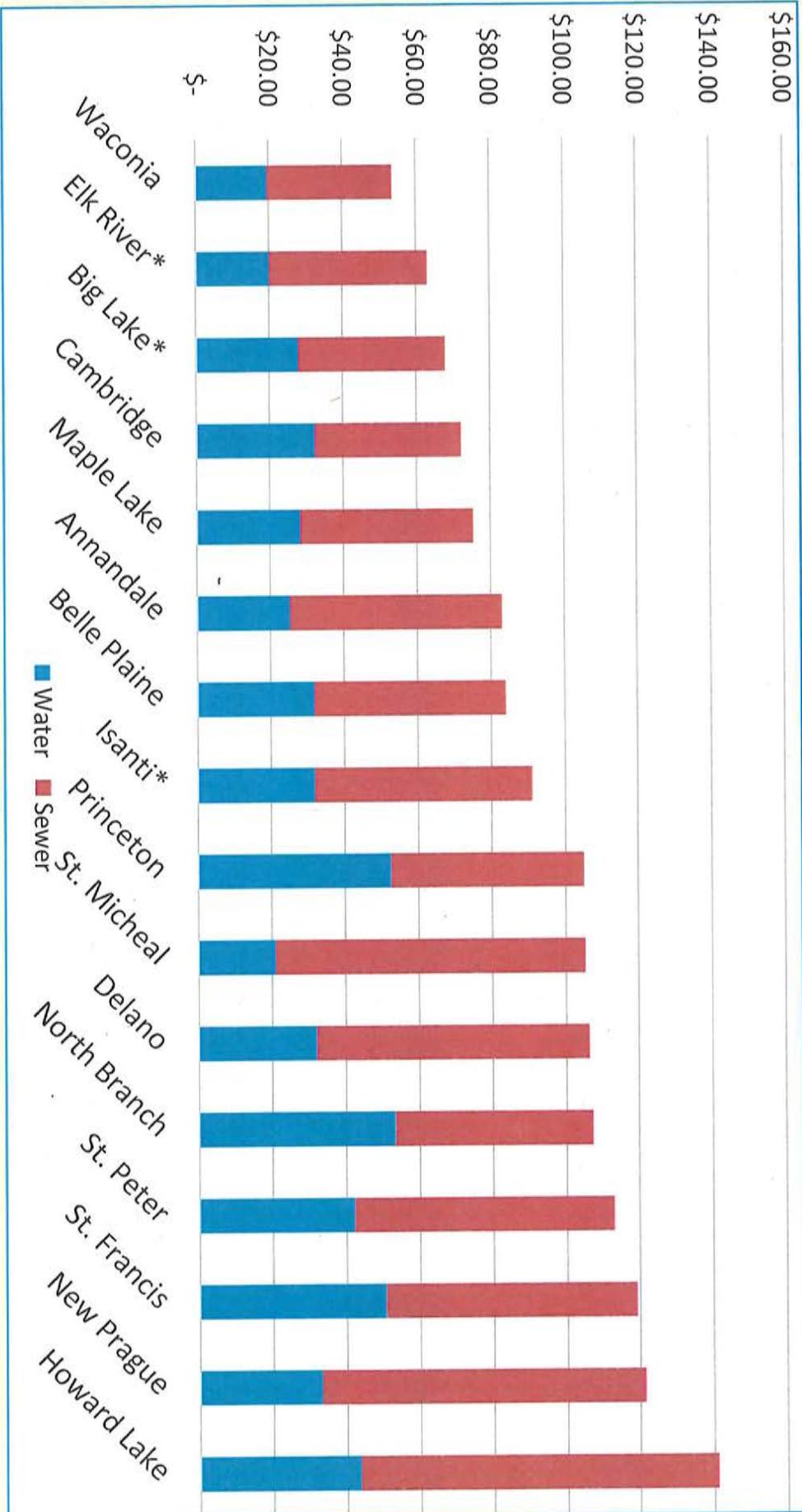
- Wastewater effluent will be treated sufficiently to allow for reuse
- MPCA Approved Reuse Applications:
  - Irrigation of parks, playgrounds, golf courses, yards
  - Artificial snow making
  - Fire fighting
  - Decorative fountains
  - Irrigation of food crops
  - Cleaning roads, sidewalks, and outdoor work areas

# Funding Sources

- Point Source Implementation Grant (PSIG)
  - Eligible due to Wastewater Reuse
- Clean Water Revolving Fund (CWRF)
  - Low interest loans at 20 years
  - 2% to 3% interest rate is typical
  - Project scored “fundable” on priority list



# Comparable Utility Rates



Based on "Average User" = 5,000 gallons/month

\* Have Wastewater Project Planned in the Near Future



**BOLTON & MENK, INC.**  
Consulting Engineers & Surveyors

# Project Benefits

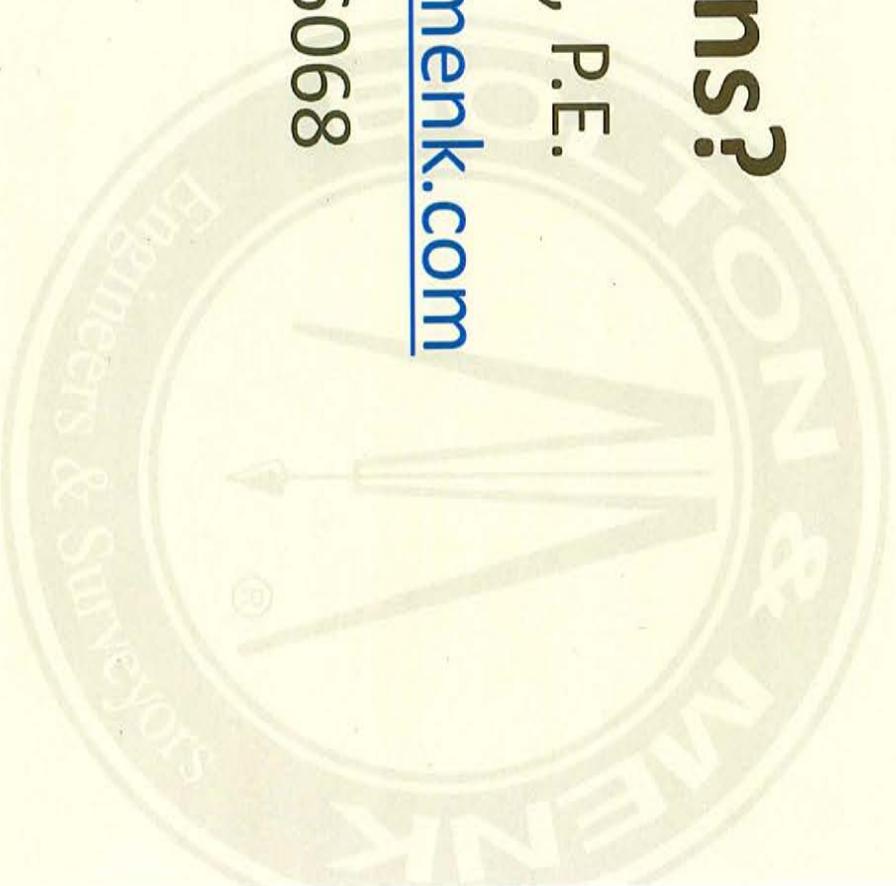
- High Quality Effluent
- Meets current and foreseeable regulations
- Reuse
- Utilize Low Interest Loan and Grant Dollars
- Anticipated Online Fall of 2017

# Questions?

Paul Saffert, P.E.

[paulsa@bolton-menk.com](mailto:paulsa@bolton-menk.com)

(612) 840-6068



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

ORDINANCE 201, SECOND SERIES

AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE  
REGARDING THE FEE SCHEDULE

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect July 1, 2015 or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2015.

APPROVED:

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

ATTEST:

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

(seal)

**SECTION 9**  
**FEE SCHEDULE**

SECTION:

2-9-1: Fee Schedule

**2-9-1: FEE SCHEDULE.**

A. Administrative Penalties.

1. Administrative Enforcement Penalties:
  - a. 1<sup>st</sup> Offense \$100
  - b. 2<sup>nd</sup> Offense \$200
  - c. 3<sup>rd</sup> Offense \$500
  - d. 4<sup>th</sup> Offense \$1,000
  - e. 5<sup>th</sup> Offense and Beyond \$2,000
2. Administrative Hearing Fee \$100

B. Animal Impound Fees.

1. Administrative Fee \$50/day
2. Pick Up Service Fee:
  - a. 8 AM to 6 PM \$60/hour
  - b. 6 PM to 8 AM \$80/hour
3. Boarding Fee \$25/day

C. Animal License:

1. Dog License (May to April)
  - \$10/1-2 year vaccinations
  - \$15/3 year vaccination
  - \$3 discount for seniors**
  - (age of owner)**
2. Kennel:
  - a. First 10 Dogs \$100/year
  - b. Each Additional Dog \$10/year

D. Amusement and Recreation.

1. Amusement Machine \$15/location + \$15/machine
2. Dance:
  - a. Annual \$100/year
  - b. Per Event \$10/event

E. Business and Service License.

1.	Investigation Fee	\$25
2.	Adult Entertainment Use	\$2,000/year
3.	Sauna/Massage Parlors	\$2,000/year
4.	Fireworks – Retail/Tent	\$50/occurrence
5.	Fireworks – Pyrotechnic Display	\$50/occurrence
6.	Pawnbroker	\$1,000/year
7.	Refuse Hauler	\$200/year + \$50/truck
8.	Massage Therapist	\$200/year
9.	Taxicab Driver License Fee	\$150/year
10.	Taxicab Operator License Fee	\$150/year
11.	Towing/Impound	\$150/year
12.	Finger Printing	\$15 and customer provides fingerprint card
13.	Transient Merchant/Peddler:	
	a. Week	\$50
	b. Month	\$150
	c. Year	\$300
14.	<u>Excavations/Mining:</u>	
	a. <u>Active Area Fee</u>	<u>\$50/acre</u>
	b. <u>Inactive Area Fee</u>	<u>\$25/acre</u>
	c. <u>Restoration Credit</u>	<u>\$25/acre</u>

F. Liquor License.

1.	3.2% Malt – Off Sale	\$50/year
2.	3.2% Malt – Off Sale – Special Event	\$25/event
3.	3.2% Malt – On Sale	\$200/year
4.	Club License	\$200/year
5.	Wine License	\$200/year
6.	Intoxicating Liquor – On Sale	\$4,000/year
7.	Intoxicating Liquor – Sunday Sales	\$200/year
8.	Investigation Fee:	
	a. Single Application	\$200
	b. Partnership	\$300
	c. Corporation	\$400

G. Tobacco License. \$150/year

H. Street Disruption.

1.	Road Right-of-Way – Registration	\$35 + \$2,000 escrow
2.	Road Right-of-Way – Permit Application	\$150 + Consultant Fees
3.	Street Opening	\$50 + Bond or Deposit and Consultant Fees

I. Document Services.

1.	Accident, Police and Fire Reports	\$.25/page; over 100 pages TBD
2.	Copies	\$.25/page copied
a.	CDs	\$15
b.	Colored Copies of Photos	\$3/page
c.	Certificate of Survey (non-homeowner)	\$2
d.	City Council Agenda & Minutes (mailed):	
1)	Resident	\$25/year
2)	Non-Resident	\$25/year + postage
e.	Planning/Park Commission Agenda and Minutes (mailed):	
1)	Resident	\$12/year
2)	Non-Resident	\$12/year + postage

J. General and Miscellaneous.

1.	Lockouts	\$25
2.	Mileage Reimbursement for Personal Vehicle	Current IRS Rate
3.	Notary	\$2/document
4.	Public Nuisance Violation Administration Fee (assessable)	\$75/occurrence
5.	Certify Delinquent Invoices (except utilities)	Lesser of 10% of delinquency or \$75
6.	Certify Delinquent Invoices	10% of delinquency
7.	Fire Department Charges	See Ordinance 138
8.	Returned Checks	\$30/check
9.	Snowmobile Permit	\$15
10.	Special Assessment Administrative Fee	\$100
11.	Special Assessment Search	\$20/each

K. Equipment and Staff Use.

1.	One Ton Truck with Plow	\$55/hour
2.	Belos with Attachment	\$55/hour
3.	Crane Truck	\$45/hour
4.	Electric Generator	\$60/hour
5.	Grader	\$90/hour
6.	Kubota/Attachments Mower	\$50/hour
7.	Pick Up Truck	\$40/hour
8.	Single Axle Truck	\$65/hour

- 9. Single Axle Truck with Plow \$85/hour
- 10. Tool Cat/Skid Steer w/Attachments \$60/hour
- 11. Tractor with Loader or Attachments \$60/hour
- 12. Pay Loader \$90/hour
- \* *Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas*
- 13. Staff Time Two Times Step 8 of Their Pay Grade

L. Council / Commission Pay.

- 1. City Council Per Diems Per Day \$35 for four hours or less;  
\$70 for more than four hours
  - a. Special Council Meetings
  - b. Council Retreats/Work Sessions
  - c. Economic Development Authority Meeting (EDA)
  - d. League of MN Cities Functions Prior Approval Required
  - e. Labor Negotiations Prior Approval Required
  - f. Employee Interviews Prior Approval Required
  - g. Mayor Only:
    - 1) School/County Liaison Mayor may appoint Council members to fulfill his obligations and approve attendance
    - 2) MN Mayors Association
    - 3) Speaking Engagements at Other Civic Org.
    - 4) Closing of Property Acquisition
    - 5) Fire District Study Group
- 2. Planning Commission:
  - a. Chairman \$25/meeting paid annually
  - b. Member \$20/meeting paid annually
- 3. Park Commission:
  - a. Chairman \$25/meeting paid annually
  - b. Member \$20/meeting paid annually
- 4. Economic Development Authority \$20/meeting paid annually
- 5. Upper Rum River Watershed – Resident Appointed by Council \$20/meeting paid annually

M. Parks and Recreation.

	<u>Resident</u>	<u>Non-Resident</u>
1. Concession	\$25	\$50
2. Ball Park Use – Outside Organization	\$100/night for season	\$200/night for Season
3. Clean Up Deposit	\$50 - refundable	\$75 - refundable
4. Key Replacement	\$50	\$50
5. Football Field	\$25/each	\$35/each
6. Football Youth Program	\$43/week per team	

- |     |                                  |                                     |                                     |
|-----|----------------------------------|-------------------------------------|-------------------------------------|
| 7.  | Gazebo Rental                    | \$50                                | \$100                               |
| 8.  | Rink Rental for<br>Reserved Time | \$25/hour for after<br>hours rental | \$50/hour for after<br>hours rental |
| 9.  | Shelter                          | \$25                                | \$50                                |
| 10. | Soccer                           | \$34/week per team                  |                                     |
| 11. | Soccer Field                     | \$25/each                           | \$35/each                           |
| 12. | Warming House                    | \$50                                | \$100                               |
- *St. Francis City Council has the authority to charge an annual fee of \$100 for non-profits.*
  - *St. Francis City Council has the authority to waive any fees for non-profits.*

N. Community Center.

- |    |   |  |   |
|----|---|--|---|
| 1. | Resident  |  | \$30/event  |
| 2. | Non-Resident  |  | \$55/event  |
| 3. | Damage Deposit  |  | \$100   |
| 4. | Late Key Return   |  | \$25 if not returned<br>within 2 business<br>days of event  |
| 5. | City Purposes   |  | Free  |
| 6. | City Benefit:   |  |   |
|    | a. St. Francis Lions/Lioness                                    |  | Fees will be waived<br>for these uses unless<br>the Council<br>specifically<br>determines that the<br>fees should be<br>imposed |
|    | b. St. Francis Senior Citizens Group                            |  |   |
|    | c. St. Francis Area Jaycees                                     |  |   |
|    | d. St. Francis Youth Association<br>(4-H, Scouts, Hockey, etc.) |  |   |
|    | e. St. Francis Ambassador Program                               |  |   |
|    | f. St. Francis Area Chamber of Commerce                         |  |   |
|    | g. Other Governmental Agencies                                  |  |   |
|    | h. Local Church Organizations                                   |  |   |
|    | i. Local Business/Non-Profit Organizations                      |  |   |
| 7. | Priority for Use in Event of Conflict:                          |  |   |
|    | a. City of St. Francis  |  | Based on earliest<br>request if more than<br>one applicant of the<br>same class seeks<br>conflicting dates                      |
|    | b. Non-Profit located within City limits                        |  |   |
|    | c. Residents (individuals or groups)                            |  |   |
|    | d. Non-Profit located outside City limits                       |  |   |
|    | e. Non-Residents (individuals or groups)                        |  |   |

O. Division and Use of Property.

	<u>Fee</u>	<u>Escrow</u>
1. Administrative Subdivision	\$200	\$250
2. Annexation	\$250	\$300
3. Appeal	\$200	\$250
4. Comprehensive Plan Amendment	\$450	\$650
5. Conditional Use Permit	\$350	\$650
6. Dock Permit	\$50	\$100
7. Driveway Permit	\$50	\$200 (may be waived by staff)
8. Environmental Review	\$350	\$650
9. Excavation/Fill Permit (Admin)	\$100	\$250
10. Excavation/Fill Permit (IUP)	\$350	\$650
11. Fence-Under Six Feet in Height	\$50	
12. Home Occupation (IUP)	\$350	\$650
13. Interim Use	\$350	\$650
14. Minor Subdivision	\$350	\$400
15. Ordinance Amendment	\$350	\$650
16. Planned Unit Development	\$350	\$650
17. Rental Housing Licensing:		
a. License	\$150	
b. License Renewal	\$100	
c. License Renewal Multiple Family	\$75	
18. Sign Permit Zoning Review (Admin)	\$75	
19. Sign Permit Zoning Review (Full)	\$250	\$350
20. Sign Permit Zoning Review (Temporary)	\$25	
21. Rezoning	\$350	\$650
22. Site and Building Plan Review (Admin)	\$100	\$250
23. Site and Building Plan Review (Regular)	\$350	\$450
24. Street/Utility Easement Vacation	\$350	\$650
25. Subdivision:		
a. Sketch Plan	\$300	\$500
b. Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
c. Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
d. Final Plat	\$350	\$650
26. Temporary Habitation Permit	\$200	\$5,000
27. Temporary Outdoor Sales Permit/ License	\$50	
28. Wetland Replacement Plan Review With Plat	\$350	\$650
29. Wetland Replacement Plan and Excavation	\$350	\$650
30. Vacant Building Registration Fee;		
a. First Year	\$125	
b. Second Year Renewal	\$175	

c.	Third Year Renewal	\$250	
d.	Fourth Year Renewal	\$350	
e.	Fifty Year Renewal and Beyond	\$500	
31.	Vacant Building Administration Fee	\$100	
32.	Variance Application	\$350	\$650
33.	Park Dedication	\$2,500/lot	
34.	TIF Application	\$2,500	\$2,500
35.	Landscaping Escrow Admin Fee	\$100	

• Applicants are responsible for all costs incurred by the City for consultant fees.

P. Building Permits.

	Fee	Escrow
1. Basement Finishes Permit	\$140	**See Below
2. Building Demolition	\$95	**See Below
3. Building Demolition – Commercial	By Valuation	
4. Contractor Verification Fee	\$10	
5. Fence – Residential	\$40	
a. Over Six Feet in Height	By Valuation	
b. Commercial	By Valuation	
6. Fireplace	\$95	**See Below
7. Fuel Tank Removal	\$95	**See Below
8. Engineer's Grading Review of Building Permit	\$130	
9. Water Heater	\$75	**See Below
10. HVAC – Heating Installations	\$95/each	**See Below
HVAC – Air Conditioning	\$55/each	**See Below
11. Inspections – After Hours	\$70/hour, minimum 2 hours	
12. Investigation Fee	Not to exceed permit fee	
13. Irrigation	\$50 back flow preventer	**See Below
14. Mobile Home Setup	By Valuation	
15. On-Site Septic:		
a. Type I – IV	\$275	**See Below
b. Type V	By cost incurred	
c. Operating Permit	\$125/year	**See Below
16. Plumbing	\$95	
17. Pools	\$75	**See Below
• Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.		
18. Pools – In Ground	By Valuation	
19. Re-inspection Fee	Not to exceed \$75/trip	
20. Roofing:		
a. Residential	\$95	**See Below
b. Commercial	By Valuation	
21. Septic System Pumping Verification	\$20	

- |   |                       |             |  |
|---|-----------------------|-------------|--|
| 22. Siding:   |                       |             |  |
| a. Residential  | \$95                  | **See Below |  |
| b. Commercial   | By Valuation          |             |  |
| 23. Signs   | By Valuation          |             |  |
| 24. Water Softener Permit:  |                       |             |  |
| a. Residential  | \$15 by State Statute | **See Below |  |
| b. Commercial   | By Valuation          |             |  |
| 25. Windows/Exterior Doors  | \$95                  | **See Below |  |
| 26. Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.) | By Valuation          |             |  |

- *Anything not listed above will be based on valuation + plan review + State surcharge.*
- *Permits over 180 days of inactivity are null and void with no refund.*
- *Permit extension not to exceed 1/2 permit fee and Building Inspector makes determination.*
- *No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State surcharges.*

**\*\* STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is currently \$5 per permit.**

Q. Escrow Deposits.

- |                             |                 |  |
|-----------------------------|-----------------|--|
| 1. Urban:                   |                 |  |
| a. Curb Box and Meter       | \$1,500         |  |
| b. Final Grading            | \$500 - \$1,000 |  |
| c. Litter/Debris Cleanup    | \$100 - \$300   |  |
| d. 2" Caliper Tree (new)    | \$300           |  |
| e. Sod                      | \$2,000         |  |
| f. Seeding/Sprinkler        | \$2,000         |  |
| g. 3" Black Dirt            | \$500           |  |
| h. Erosion Control in Place | \$300           |  |
| i. Street Cleaned           | \$200           |  |
| j. Driveway Installed       | \$1,500         |  |
| 2. Rural:                   |                 |  |
| a. Final Grading            | \$500 - \$1,000 |  |
| b. Litter/Debris Cleanup    | \$100 - \$300   |  |
| c. 2" Caliper Tree (new)    | \$300           |  |
| d. Sod/Seeding              | \$300 - \$2,000 |  |
| e. Erosion Control in Place | \$300           |  |
| f. Culvert                  | \$1,500         |  |
| g. Driveway Installed       | \$1,500         |  |

R. Utility Fees.

1.	Access Charge:		
a.	Sewer Equivalent Connection	\$4,200	<u>\$4,284</u>
b.	Water Equivalent Connection	\$3,000	<u>\$3,060</u>
2.	Trunk Line Charge:		
a.	Water Trunk Line Availability	\$2,956	
b.	Sanitary Sewer Trunk Line Availability	\$4,150	
2-3.	Tapping and Connection Permits:		
a.	Tapping and Water Connection	\$125	
b.	Tapping and Sewer Connection	\$125	
c.	Water Connection	\$50	
d.	Sewer Connection	\$50	
3-4.	Meter Deposit:		
a.	3/4"	Cost	
b.	1" and larger	Cost + 10%	
4-5.	Water Shutoff (7:00 am - 3:30 pm)	\$35	
5-6.	Water Reconnect (7:00 am - 3:30 pm)	\$35	
	<ul style="list-style-type: none"> <li>The disconnect and reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.</li> </ul>		
6-7.	Meter Repair (not removal or Installation)	Time and materials with \$50 minimum	
7-8.	Curb Stop Locate:		
a.	Summer	\$25 minimum	
b.	Winter	\$50 minimum	
8-9.	Curb Stop Driveway Cover	Cost	
9 10.	Curb Stop Repair	Time and materials with \$50 minimum	
10 11.	Curb Stop Box	Cost	
11 12.	Hydrant and Gate Valve Repair	Time and materials with \$50 minimum	
12 13.	Hydrant Meter Deposit	\$800	
13 14.	Non-Response to Tagging Notice	\$250/month until resolved	
14 15.	Unmetered Use of City Water	\$200	

S. Water Rates.

1.	Monthly Base Fee	\$13.75	<u>\$19.94</u>
a.	State Test Fee	\$ .53	
2.	Charge per 1,000 Gallons Used per Equivalent Connection:		
a.	0 – 14,999	\$4.25/ <u>\$6.16</u>	equivalent connection
b.	15,000 – 29,999	\$4.45/ <u>\$6.45</u>	equivalent connection

- |    |                               |   |
|----|-------------------------------|---|
| c. | 30,000 – 44,999               | \$5.15/ <del>\$7.47</del> equivalent connection |
| d. | 45,000+                       | \$6.15/ <del>\$8.92</del> equivalent connection |
| 3. | Bulk Water:                   |   |
| a. | System Access Charge          | \$50  |
| b. | Charge per 1,000 Gallons Used | \$4.00 <del>\$6.16</del>                        |

T. Sewer Rates.

- |    |                               |   |
|----|-------------------------------|---|
| 1. | Monthly Base Fee              | \$12.50 <del>\$23.13</del>                      |
| 2. | Charge per 1,000 Gallons Used | \$4.90/ <del>\$9.07</del> equivalent            |
| 3. | Sewer Users Only              | Sewer Base Rate + 6,000<br>Gallons @ Water Rate |
- *Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.*
  - *Summer residential sewer rate (May through October billings) are based on the average of water consumption used for the January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed actual usage up to the minimum average calculated.*
  - *Note: Consumption amounts are not billed greater than actual usage.*

STARTING IN 01/01/2016

Storm Water Rates \$5.00/month/parcel



## **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 City Council

**FROM:** Nate Sparks, City Planner

**DATE:** April 29, 2015 & May 18, 2015

**RE:** Temporary Sign Ordinance Amendments

### **BACKGROUND**

The Planning Commission held a public hearing at their April meeting regarding amendments to the temporary sign ordinance. The amendment process started when the Chamber of Commerce formed a Business Council that made recommendations to the City regarding the temporary sign ordinance. The Planning Commission reviewed the suggested changes and has recommended the proposed ordinance amendment.

### **CURRENT ORDINANCE**

In 2011, the Planning Commission worked on amendments to the sign ordinance. Some of the proposed revisions were required due to the existing ordinance being out of date in terms of content neutrality and with non-conformities. Other revisions were required due to changes in the zoning districts upon completion of the Comprehensive Plan. One area of the ordinance that was changed was related to temporary signage as there were difficulties in enforcing the previous version of the ordinance.

### **PROPOSED AMENDMENTS**

The Business Council prepared recommended changes to the temporary sign ordinance and presented it to the City in October 2014. The proposed changes included increasing the amount of time per year allowed for display of temporary signage, increasing the permitted size for a temporary sign from 32 to 48 square feet, eliminating the height limit of 6 feet, allowing two sandwich board signs per business instead of one, and increasing the allowed size of sandwich board signs. The proposed duration of time per year for the display of temporary signs was proposed at 300 days (the ordinance currently allows 120 days per year). This was represented as being 240 days on the regular temporary sign permit with two additional 30 day special event signs. There was also a request to exempt temporary signs from the duration limits when the sign was promoting community events.

At the November 2014 Planning Commission meeting, the Commission reviewed the suggested amendments and formulated draft revisions which were brought back for the April public hearing. The revisions to the ordinance include increasing the duration of display of temporary signs from 120 days to 180 days per year, increasing the size of sign allowed from 32 square feet to 48 square feet, increasing the allowed height of a temporary sign from 6 to 9 feet, and increasing the size allowed for sandwich board signs and allowing display of such signs on each adjacent frontage. Exemptions for community event signs were not included as this would require the City to regulate signage based on the content of the message which lies outside of the City's regulatory authority.

**RECOMMENDED ACTION**

The Planning Commission recommended approval of the proposed ordinance amendment. The minutes of the meeting have been included in your packet for review.

Attached:

Ordinance No. 202, Second Series  
Business Council Recommendations  
Temporary Sign Duration Survey

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

ORDINANCE 202, SECOND SERIES

AN ORDINANCE AMENDING SECTION 10-23-5-E  
OF THE ZONING ORDINANCE REGARDING TEMPORARY SIGNS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. That Section 10-23-5-E of the Zoning Ordinance is amended to read as follows:

E. Temporary Signs:

1. An on-site temporary, portable sign may be used for a period of time not to exceed ~~120~~ 180 days per calendar year per parcel of record in the commercial and industrial zoning districts provided:
  - a. Such temporary, portable signs shall not exceed ~~thirty-two (32)~~ forty-eight (48) square feet in area and ~~six (6)~~ nine (9) feet in height and shall not be placed closer than ten (10) feet from any street right-of-way or property line.
  - b. Any temporary, portable sign shall require a permit issued by the City to the property owner specifying the duration of time to be displayed.
  - c. No temporary, portable sign shall occupy required parking spaces.
  - d. In the case of multi-tenant structures, one sign may be placed every 150 feet of street frontage rather than one sign per parcel. Each 150 feet is granted ~~120~~ 180 days for display.
2. One A-frame or sandwich board type sign per frontage per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided:
  - a. The sign is placed within fifteen (15) feet of the entrance of the business.
  - b. The sign shall be placed on private property and may be placed on a private sidewalk provided there is ~~five (5) feet of~~ sufficient clearance for pedestrians.
  - c. The sign may not obstruct safety, visibility, or traffic.
  - d. ~~The sign shall be freestanding, not attached to any other structure or device, not be illuminated, greater than 3 ½ feet in height, greater than 2 feet in width, or greater than 2 feet in depth.~~ The sign shall not be greater than forty-five (45) inches in height, twenty-seven (27) inches in width, or thirty-one (31) inches in depth
  - e. The sign shall be only displayed during business hours.

Section 2. Effective Date. This Ordinance shall take effect thirty days from publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_\_  
DAY OF MAY, 2015.

APPROVED:

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

ATTEST:

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

(seal)

**City of St. Francis – Proposed Temporary Sign Ordinance Changes**  
**Submitted by the St. Francis Area Chamber of Commerce Business Council**  
**10/10/2014**

E. Temporary Signs:

1. **EXISTING** - An on-site temporary, portable sign may be used for a period of time not to exceed ONE HUNDRE TWENTY (120) days per calendar year per parcel of record in the commercial and industrial zoning district provided:

**CHANGE TO** - An on-site temporary, portable sign may be used for a period of time not to exceed three hundred (300) days per calendar year per parcel of record in the commercial and industrial zoning district provided:

- a. **EXISTING** – Such temporary portable sign shall not exceed thirty-two (32) square feet in area and (6) feet in height and shall not be placed closer than ten feet of any street right-of-way or property line.

**CHANGE TO** – Such temporary portable sign shall not exceed forty-eight (48) square feet in area and shall not be placed closer than ten feet of any street right-of-way.

- b. Keep as is

- c. **EXISTING** – No temporary sign may occupy a parking space

**CHANGE TO** - No temporary sign may occupy a parking space without property owner's approval.

- d. **EXISTING** - In the case of multi-tenant structures, one sign may be placed every one-hundred fifty (150) feet of frontage rather than one sign per parcel. Each one hundred fifty (150) feet is granted one hundred twenty (120) days for display.

**CHANGE TO** - In the case of multi-tenant structures, one sign may be placed every one-hundred fifty (150) feet of frontage rather than one sign per parcel. Each one hundred fifty (150) feet is granted three hundred (300) days for display.

- e. **ADD** – Signs promoting community events are exempt from the time period listed for temporary, portable signs provided.

2. **EXISTING** – One sandwich board per business may be allowed in the business districts without a permit and without using the time period listed for temporary, portable signs provided.

**CHANGE TO** - Two sandwich boards per business may be allowed in the business districts without a permit and without using the time period allotted for temporary, portable signs provided.

- a. Keep as is
- b. Keep as is with clarification  
(Clarification needed for: 1. Is there a standard sidewalk depth, 2; Are there ADA laws come into play regarding placement of the sandwich board?)
- c. Keep as is
- d. Keep as is
- e. Keep as is
- f. **EXISTING** – The sign shall not be greater than three and on half (3 ½) feet in height, two (2) feet in width, or two (2) feet in depth (Ord. 172, SS, 9/10/12)

**CHANGE TO** -The sign shall not be greater than forty-five (45) inches in height, twenty-seven (27) inches in width, or thirty-one (31) inches in depth

### Temporary/Portable Sign Ordinance Survey - Duration of Display Permitted

City	Time Permitted (Days per year)
Albertville	56 (4 – 14 day periods)
Annandale	56 (4 – 14 day periods)
Andover	60
Anoka	90 (3 – 30 day periods)
Apple Valley	0 (only banner signs allowed)
Becker	60
Big Lake	60
Blaine	56 (4 – 14 day periods, one additional period allowed for 'new businesses')
Brooklyn Park	90 (3 – 30 day periods)
Buffalo	40
Cambridge	120 (additional 30 day special event permit available)
Champlin	0 (only banner signs allowed)
Columbia Heights	120 (4 – 30 day periods)
Columbus	120 (4 – 30 day periods, 14 days between periods)
Coon Rapids	60 (20 day reduction for non-compliance)
Cottage Grove	15
Delano	60 (4 – 15 day periods)
East Bethel	30 (3 – 10 day periods)
Elk River	90 (3 – 30 day periods)
Faribault	60
Foley	60 (2 – 30 day periods, 3 months between permits)
Forest Lake	0 (only banner signs allowed)
Fridley	28 – 112 (2 – 14 day periods for a single business up to 18 – 14 day periods for a 16 tenant strip center)
Ham Lake	90 (3 – 30 day periods)
Howard Lake	45
Hugo	90
Isanti	120 (4 – 30 day periods with 30 days between periods)
Little Canada	30
Long Lake	60
Maple Grove	0
Maplewood	30 (60 for 'new businesses')
Milaca	84 (12 – 7 day periods)
Monticello	40
Montrose	30 (2 – 15 day periods)
Mora	80
Mound	60 (2 – 30 day periods)
New Hope	50 (5 – 10 day periods)
North Branch	84 (4 – 21 day periods)
Northfield	24
Nowthen	42

Osseo	20 (2 – 10 day periods)
Otsego	0
Plymouth	56 (4 – 14 day periods)
Princeton	56 (4 – 14 day periods)
Ramsey	42 (28 day bonus available with no violations)
Rogers	20 (2 – 10 day periods)
Rosemount	84 (6 – 14 day periods)
St. Cloud	60 (under 5 acre lot) / 90 (over 5 acre lot)
St. Francis	120
St. Michael	90
Spring Lake Park	84 (6 – 14 day periods)
Spring Park	90 (3 – 30 day periods)
Stillwater	90 (3 – 30 day periods)
Wyoming	45 (3 – 15 day periods)
Zimmerman	No limit in ordinance

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
PLANNING COMMISSION MINUTES  
April 15, 2015**

1. **Call to Order:** The Planning Commission meeting was called to order at 7:00 pm by Chairman Steinke.
2. **Roll Call:** Present were Ray Steinke, William Murray, Brittney Berndt, and Greg Zutz. Also present was City Planner Nate Sparks.
3. **Adopt Agenda:** Motion by Zutz, second by Murray to approve the April 15, 2015 agenda. Motion carried 4-0.
4. **Approve Minutes:** Motion by Berndt, second by Murray to approve the March 18, 2015 minutes. Motion carried 4-0.
5. **Public Comment:** None
6. **Public Hearing – Jordan Turf Farms Interim Use Permit**  
Sparks Jordan Turf Farms & North Pine Aggregate have made an application for an Interim Use Permit to allow for sand extraction at a property located near Bluebird Street and 229<sup>th</sup> Avenue. The extraction of sand is proposed to take place over an approximately 10 acre area for two years. The total amount of sand to be removed is about 80,000 cubic yards.

Steinke opened the public hearing at 7:15 pm.

Written testimony from Judy Davis at 23463 Drake Street was accepted into the record expressing concern about the impact of the extraction on the neighboring residential properties.

Zutz asked if turn lanes would be required on the County Road. Sparks stated that none are required, at this time.

Murray asked if the digging would be below the water table. Sparks said it was not.

Shaun Chambers of 23340 Drake Street stated that the truck traffic is excessive and out of character for the neighborhood.

Edward Davis of 23463 Drake Street said there are too many trucks proposed. There are a lot of school busses that use the road and the truck traffic causes concern for safety.

Steinke closed the public hearing at 7:26 pm.

Zutz asked if the applicant is required to seed the area after replacing the topsoil as part of the restoration plan. Sparks said yes.

Zutz stated there should be additional signage placed in the area to notify people about the trucks hauling especially on the County Road. Berndt expressed concern about the truck traffic and concurred with the signage requirement.

Motion by Murray, second by Steinke to recommend approval of the preliminary plat with the conditions noted in the Staff Report including an additional condition requiring additional signage. Motion carried 4-0.

7. **Public Hearing – Temporary Sign Ordinance Amendments**

Sparks stated that the Planning Commission discussed ordinance amendments proposed by the Chamber of Commerce Business Council at their November 2014 meeting. The ordinance amendment is based on the Planning Commission direction from that discussion. The amendments include increasing the amount of time for display of temporary signage from 120 to 180 days, increasing the size of allowed temporary signs from 32 square feet to 48, increasing the height allowed from 6 feet to 9 feet, and increasing the size and number of a-frame or sandwich board signs allowed without a permit. No other changes are proposed at this time.

Steinke stated that as a prelude to this discussion, the President of the Chamber of Commerce asked for a meeting with him, Nate Sparks, the Mayor, the City Administrator, and the Building Inspector. Steinke said they met and had a discussion and that after the public hearing, Steinke said he would state the rest of the discussion.

Steinke opened the public hearing at 7:33 PM. Steinke stated that there are a number of people who wish to speak and to keep comments limited in time and not to repeat previous speakers.

Melissa Enzler from Anytime Fitness said she presented a petition from 53 businesses to the City Council in August or September 2014 regarding changes to the temporary sign ordinance. She stated she was told the temporary sign ordinance was changed and now enforced due to one citizen complaint about a business that used a banner on a van and she stated there is no dispute they think this is not a great way to advertise but rather than go to that business and ask them not to advertise that way, the City went to this extreme of changing the sign ordinance and it affects the businesses that were changing their signs every month and keeping them in good repair, not tipped over, and not on the ground. Ms. Enzler stated that while doing the petition, she got a tremendous amount of businesses that complained about how their business has actually decreased with the new sign ordinance. She stated this town does not have a sufficient way of advertising other than temporary signs. Ms. Enzler stated that her business has gone down in the months that she used to be able to have a sign and now can't have signs and that she has to pick the months. She has had a 30.3% decrease in business with no temporary sign and that she has to pick the months to have them. This is significant and something that can't be ignored by government. Ms. Enzler stated she owns another location in Zimmerman where there is no restrictions on signage and the months that we are allowed to have signs there that I can't have in St. Francis, Zimmerman always does better. It's a very similar community. With all the proposed changes coming to this town, the roundabouts and rumors of the water treatment needing some tweaks to it, the town needs tax dollars and the way the businesses can continue to pay the taxes, is for us to continue to get customers and if we can't advertise for those customers, it's just not going to happen. We have not seen a huge business growth in this town and I've heard from some people that have come here say part of the reason is because of the taxes, so we can't risk pushing the businesses out of here that are established, that are here, and that are consistently paying the taxes in the hopes that somebody else is going to come here and be able to pick up that slack. We need to be able to keep our business doors open and we need to have customers so that we can pay our taxes in this town because

vacancies do not do any of us good and we have got a few vacancies in this town. We do not have a great source of advertising in the City except temporary signs. I've been in business for ten years in this town and have done direct mailings, and have consistently placed ads in the Courier. The Courier is not a substitution for the temporary signs. We track all our advertising and we always have and while preparing for this discussion, I reviewed our tracking and not one person has ever said they came into her business because of an advertisement in the Courier. She won't quit advertising in the Courier because it supports the community, but I need to put my ad dollars somewhere I can see a return on my investment and black signs or the temporary signs is always there. She says temporary signs far outweigh any other form of advertising we have in this town. When the business committee actually got together, what we initially wanted was to go back to the 6 x 8 signs; we actually wanted 240 days permitted with an allowance of 60 days allowed for advertising special events.

Steinke interjected that the speaker has spoken for more than 5 minutes and her time was up.

Enzler said this issue is huge and this is about their businesses and whether or not they will be able to stay in this town. She has been working on this since last August and there have been a lot of meetings and they have done a lot together as a community and she has gone door to door to get the businesses support. It has taken over two weeks to get the petition to get 53 businesses in this town to support us and we need our government to listen to us. If you never ran a brick and mortar business then you need to listen to those of us who have this experience. I'm trying to be really quick and bulleted but it's not fair to us to say that your business and concerns are worth five minutes of our time. We listened to the previous agenda item for 20 minutes.

Tim Holen said from the audience that Enzler can have his 5 minutes and that he would not speak. Other unidentified speakers from the audience began speaking. Steinke said Enzler could continue.

Enzler said personally with 120 days of signage she can't take 10 days here and 10 days there, she needs to have a sign for 30 days so that means she has four signs and then corporate does two national sales so there's two more sales she doesn't get to advertise. If she continues to have a 30 or more percent decrease in business, how long can she stay in St. Francis. Anytime Fitness is a pretty big business and it matters to this community. She stated business if they are down or if all of a sudden they have some bad months, they will need to do some kind of promo to get customers in their doors. They don't necessarily plan for that with the four signs they are allowed to have per year. She stated she used to do two community event signs every year – a food drive and a clothing drive to donate to the people in our community. She can't do those signs anymore because she needs to drive business to her club.

Enzler said that it doesn't matter what other cities do. There was a comparison of other regulations from other cities done but asked if it was done in a holistic manner. Did they compare forms of advertising? Did they compare if it was strip center after strip center. Go to Elk River and you've got one strip after another on both sides of the street. Cambridge, Coon Rapids, all of these towns. We don't have that and are very divided in our town where our businesses are. How can the city be compared to a place like Apple Valley? Apple Valley has over 1,600 businesses. They have a four lane road and a population of over 50,000 and that was on the list of comparing St. Francis as to what our sign ordinance should be. They also have multiple forms of advertising and we don't

have that. Why can't we set the precedent and be business friendly instead of saying the words that we can walk the walk? Comparing us to a city like Bloomington or Apple Valley isn't realistic. We actually have minimal businesses in this town that use temporary signs and our strips are divided in such a way that it's not going to be comparable. We've got us on 47, which on the city center that she is in, there are five businesses that do signage. That area is big enough that we can have a substantial amount of space between each sign. North on 47, right now there is only one business that uses temporary signs. On Bridge Street, there are four businesses that use temporary signs. So it's not like you are going to see if you allow us to have these signs longer, think back before the ordinance, it wasn't sign after sign after sign. It just wasn't that way. Again, if you guys haven't owned a brick and mortar business, you don't know what we are struggling with here.

Please remember that St. Francis is a bedroom community, so that an awful lot of our residents are doing their shopping and stops prior to getting back home to St. Francis. It is a challenge to get business in town unless you are a destination business. I don't understand why we can't try it our way? We had no problems for decades with the sign ordinance, nothing until one supposed complaint about a banner on a van which by the way, this summer we allowed the school to have a bus in a parking lot with a banner advertising for drivers and that was the whole reason supposedly why this got changed. We don't have any citizens that are complaining about it. If we try it our way, it's not going to hurt anything, it's going to benefit the town. I'm not saying it should be like the wild west and be able to do whatever we want. We can still have the permit, still have where we have to change the messages and that the signs have to be in good repair. In a smaller strip like where Tasty's and physical therapy are maybe signage can't be 150 feet apart. I don't know about when the roundabouts are coming in, but they could still be far apart to get business. If you guys don't allow this change the way we need it to be, how are we going to recover business that is already lost? How are we going to consistently gain new customers? How are we going to grow our business in order to stay open and be able to pay you guys the taxes the city needs to be able to do all these things the city wants to do? I invite you to not just say no you can't have it, you should research other forms of advertising in this town. If you don't have the experience to tell us that, all of us right here that have been doing this for so long that know what it's like to try and drive business through our doors, we have the experience with this. Look at our track record. We had one business that had a complaint. Nobody can even provide that complaint to us. None of the rest of us who have signage have ever had a complaint because we changed them, we moved them, they are far enough apart. Honestly, to have 53 businesses want this change and if it gets ignored, I don't know what that says about our government and being business-friendly to this town. Again, no citizens here to say they are against us. I appreciate you giving me extra time. This really is a big deal. We are talking about a significant amount of business loss.

Steinke asked for additional comments. Steinke mentioned comments would now be limited to five minutes since Ms. Enzler spoke for other people in the audience.

Lindsay Johnson on behalf of Mark Netzing from St. Francis Physical Therapy at 3220 Bridge Street said they have six clinics in six different cities Isanti, North Branch, St. Francis, Ham Lake, Andover, and Zimmerman and that different ordinances have different impacts on each of these businesses in different cities. In St. Francis, we do see a significant increase in calls in patient interest and massage interest and increased appointments after we have a sign up. One of the interests that our business has for the future is improving community wellness and community events. This is something that

is hard for us to get successful in the community without being able to use a proven and successful way to advertise. The examples that Mark wanted me to bring up were two of the clients that we have are North Branch and Zimmerman. These two communities do not have very strict sign ordinances. These two clinics have grown significantly in the amount of time they have been open and they see the support with the community and how those businesses have succeeded. We have also seen communities that have not been supportive and then we move our business. We had a business in East Bethel and moved to Ham Lake. One of the most important reasons for the move was their sign ordinance. Just within the last year, this has happened and we already have had to double the staff at this clinic to meet the demands. Those are just the comments that I wanted to make applicable to our business.

Sam Schudi of Pillar Signs and Graphics said I do a lot of different signage and I have been working with someone who is not here tonight but they are opening two other locations in Zimmerman and up towards Princeton. One of the things they said and they are one of the largest tenants over here square footage wise said business drops 50% when there is not a temporary sign up and they are probably going to leave town.

Connie Tillman of St. Francis Collision at 23615 St. Francis Blvd said all signage is important to any business but if you are open to the public, you need more than just the sign on your building. You need to let people know what your hours are, what you are offering, and if you have any specials. The Courier is just once a month and just doesn't really do it around here. In the past, she had a business in Brooklyn Park with a pylon sign that attracted impulse buyers with weekly rotation and we could put up specials for our business. If I could have had that every week of the year, I could have quadrupled my business and then some because every time any business had something on that pylon for a week, it got attention and new customers came in along with the regulars. People are impulse buyers, they don't always go someplace and stop along the way, but if they see that they can get pizzas at two for \$10, they are sometimes going to make that detour. These signs make a difference in all of our businesses. The temporary signs are important to a small business in a small town and help keep business going. The permit form has an unnecessary paragraph on the bottom on page two.

Steinke said regarding the permit form and after his meeting with the Business Council and talking with the Building Inspector, that if the temporary sign is up longer than the permit has been requested for, and if he comes in and has to remove, that is where the cost comes in and any other fees.

Steinke said the Business Council presented their recommendations at the November Planning Commission meeting. Steinke and the Mayor met with the Chamber President Joe Raus, as the representative of the Business Council, to discuss the amendments afterwards. At this meeting, it was conveyed that the Planning Commission would be going forward with their recommendations and if this was unacceptable that the ordinance would stay the same. He pointed out that the amendments include the increase of time from 120 days to 180 and noted that a speaker mentioned 120 days.

Enzler made a comment from the audience stating she was unaware of the proposed amendment to increase time to 180 days. She applied for a permit in January and the form listed 120 days. Steinke mentioned that the ordinance being discussed at this meeting lists 180 days.

Steinke asked Sparks to clarify the 180 days in the ordinance. Sparks indicated the ordinance currently allows for 120 days per year to display signs. The public hearing tonight is on changing that along with other things and changing that to 180 days.

Skordahl asked if all was clear and that the proposed change at this public hearing is for 180 days and it will go to the Council with the Planning Commission recommendation.

An unidentified speaker from the audience asked about the size change in the ordinance and if it was going from six feet to nine feet and is that for the sign itself or does that include the stand on the bottom. Sparks clarified that it would be nine feet from grade elevation to the top of the sign.

Enzler spoke from the audience and mentioned there was talk about 180 days but didn't think that was being recommended because she was under the impression that it was still being discussed about the amount of time that the businesses wanted. Enzler mentioned the business committee wasn't invited to the meeting where the changes were being discussed and said they weren't a part of that. Enzler stated they are appreciative of the 180 days but that is not what they are asking for. They are asking for more because of all these points that we have brought to you guys and she really does hope that you take it to heart. Enzler said the size is great and she thinks they are all okay with 6 x 8.

Joe Raus, President of the St. Francis Chamber of Commerce, said that he wanted the meeting in November with the Mayor, acting City Administrator, the Building Inspector, Nate Sparks, and Planning Commission Chair to clear the air on the building code. At the November meeting before the Planning Commission, everything that we talked about tonight as far as the changes other than the length of time was basically okay that evening. When we reached the topic of length of time for displaying a temporary sign, advice from the Building Inspector was asked and he referenced a State Building Code section regarding temporary structures. It was our contention at that meeting temporary structures should not apply to temporary signs. Staff brought in the City Attorney and he agreed with the Building Inspector that he thought that temporary structures governed the same length of time as for temporary signage. Raus called people at the state and they agreed that the building code should not apply to signs. At a meeting in February, it was clarified that this part of the State Building Code and that he was subscribing to. Before that, that part of the Building Code had changed and on the 24<sup>th</sup> of January, the state removed the references to temporary structures from the new building code and moved them to the municipality itself. He said the building official could deviate from the 180 day standard. At this meeting, the length of time and enforcement issues were discussed. Also discussed were length of time temporary signs were really out there and that some sign businesses drop off the sign a week early or pick up a week late so in essence in his eyes, a 30 day sign was actually out there for 45 days and his rationale was that if you do that six times a year, all of a sudden you are at nine months of the year where you have temporary signage whether you are paying for a permit for that time or not. The 180 day limitation was brought up and nothing that was discussed here tonight and brought up by these folks wasn't anything that I didn't bring up at our meeting. It was the opinion of the Mayor and others at the meeting that 180 days was the magic number and that is what it is going to be and if we didn't like the 180 days, we were in jeopardy of having the sign ordinance just stay the way it was. Raus said he left the meeting agreeing and did say he was going to go back to the business council and get their input. I did do that and they did want a meeting with the same individuals and that was turned down and basically, said the City wants an answer and either you agree with what we've proposed with the 180 days or the city will not address any changes to the building code. He looked at it

from all different angles. Raus stated the Chamber represents all the businesses in the community and when he has businesses coming at him time and time again saying this is a real important thing, I will listen to them. If the business are saying the 180 days isn't adequate, this is why they are here. This is the only forum they have to address this issue. Raus said it was a very good meeting, a constructive meeting, but I left that meeting knowing that some were going to have an issue with this.

Steinke mentioned that at that meeting, there was a business owner there and he asked him a question about that Wednesday to Wednesday. Raus mentioned the Building Inspector had some input as far as the challenges he had with signs being put out in advance of when the permit was actually set up for and not being picked up after a week or sometimes two weeks later. Steinke mentioned the sign businesses are not following the schedule of when to place the signs and pick up the signs. Raus mentioned Anytime Fitness that was the only business that was using a sign company that was early in placement and late in pick up. Raus said Anytime Fitness has since changed sign companies. Raus mentioned again that he thought the City gave the Chamber an ultimatum about the 180 days and that it was that or nothing at all. Raus said you don't do business like that within a community.

Enzler made a comment from the audience and said she was at a council meeting and they were pleased with the Chamber having a Business Council so that all the businesses could get together and the Council would be willing to listen to what they have to say about temporary signage and bring a proposal to the City Council. Enzler said they did exactly that and they had a proposal and all of a sudden this meeting is called where none of us are there and this ultimatum is basically laid down and it went from being in support of having a Business Council to not involving them in the decision process at all. We took a lot of time and we are all busy business people.

Steinke said what came out of that meeting was to try 180 days and that 180 days is what had support.

Enzler made a comment from the audience that nobody is listening. No opportunity to speak.

Skordahl said that you are getting an opportunity to speak right now. This is a public hearing. Skordahl also mentioned the process for the City Council meeting where this item will be discussed. There were no ultimatums. At some point a decision had to be made. We were spinning our wheels.

Enzler made a comment from the audience about the petition and stated that nobody is listening to us. There are businesses in town that do not have a permanent sign. The town is not growing. Dollar General comes and another dollar store goes. Businesses are leaving.

An unidentified speaker from the audience stated the Planning Commission should accept the recommendation from the Business Council and not 180 days since this is the main issue.

Steinke said this discussion has been going on for close to a year.

Enzler commented from the audience that there is a documented loss of business. 53 signatures on a petition. No citizens showing up tonight saying they are against

temporary signs. The fact that they have documented loss of business without temporary signs. Enzler asked if anything they presented at this public hearing could sway the Planning Commission. Why can't the ordinance be for 240 days with two months of special event signs plus allowances for community event signs? What would convince you?

Steinke said special event signs are an outside item. Berndt said that would be an enforcement issue.

An unidentified member of the audience commented on the enforcement issue and the cost of enforcement.

Steinke mentioned that special event signs are not in the current ordinance being considered at this public hearing.

Enzler commented from the audience that the Business Council did not have a say what went into the ordinance.

Dan Masier from Beef O'Brady's at 23312 St. Francis Boulevard said the ordinance makes his business pick and choose between advertising promotions or community events. He stated size of the sign was a big issue because his company store isn't as large as his store in Andover and they rely on the lunch crowd and Hwy 47 is the best access for us. Signs on Hwy 47 can be too small at 55 mph to see them and he is in favor of the larger signs.

Tim Holen from the hardware store at 3645 Bridge Street said that we've got to change something. During the last eight years, things are going down. There are too many rules, regulations, ordinances, fines, taxes, and fees. Here's where it starts. St. Francis has been declared by the federal government to be a depressed area. It wasn't always that way. It costs more to get a building permit here than in Andover. Somebody's got to start to change things whether it is this committee and they say we really see this is a problem for a lot of people. Get rid of the whole temporary sign ordinance.

Multiple unidentified speakers from the audience spoke at once.

Steinke closed the public hearing at 8:26 pm.

Zutz said he was confused by the talk about closed door meetings and ultimatums. It's frustrating that this discussion keeps going on and on. He said this body can either pass this amendment or change it and I don't understand how this has dragged on for so long and we have discussed this too long. He is not interested in hearing anymore history because it just goes on and on. I think that somebody needs to speak up here and make a stand and I'm frustrated.

Murray said the advent of Menard's hurts the hardware store. It's a mobile society. Fails to see how longer temporary sign duration has any impact. Provide a good product at a good price. No more amount of temporary signage is going to drag more customers in.

Berndt said there were no closed door meetings and no ultimatums. With 240 days plus 60 for special event signs is 300 days and it might as well be all year. Other cities are more restrictive. 180 days is worth trying.

An unidentified speaker from the audience made a comment saying the Planning Commission should accept the Business Council recommendations.

Steinke said he fails to see how longer duration of temporary signs would bring people in.

Motion by Berndt, second by Steinke to recommend approval of the ordinance amendments as written. Zutz said he would support 210 days. Motion carried 3-1 (Zutz).

8. **Planning Commission Discussion**

Sparks said the City Clerk has requested the Planning Commission discuss the idea of having students on the Commissions. Berndt said she is familiar with other cities exploring this concept. Murray said he could possibly support a non-voting member. Zutz said students should only observe with no formal appointments as there are certain qualifications for serving in this capacity that would be difficult for a student to meet. Berndt said only well qualified students should be considered. Steinke said it was an interesting idea and would depend on the age of the student and if they would carry over into becoming a permanent member.

9. **Adjournment:** Motion by Zutz, second by Berndt to adjourn. Motion carried 4-0. Meeting adjourned at 8:50 pm.

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Nate Sparks, City Planner

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Date

**AGREEMENT FOR INTERIM  
FIRE CHIEF SERVICES  
FOR  
THE CITY OF ST. FRANCIS, MINNESOTA**

This agreement (this "Agreement") is made and entered into this \_\_\_\_ day of May, 2015 by and between the City of St. Francis, a Minnesota municipal corporation ("St. Francis") and Matt Kohout ("Mr. Kohout").

**WHEREAS**, Mr. Kohout is currently a District Chief of the Andover Fire Department and as such has acquired knowledge and expertise in the supervision and operation of a municipal fire department; and

**WHEREAS**, St. Francis has a fire department and is in immediate need of an interim fire chief to supervise and lead its fire department pending the hiring of a fire chief; and

**WHEREAS**, Mr. Kohout is willing to accept the position of interim St. Francis Fire Chief; and

**WHEREAS**, St. Francis is willing to allow Mr. Kohout to continue serving Andover as a firefighter;

**NOW THEREFORE**, in consideration of the premises and good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE.** The purpose of this Agreement is for St. Francis to retain the temporary services of Mr. Kohout to act as its interim fire chief.

2. **OBJECTIVES.** As interim St. Francis Fire Mr. Kohout's objective will be to:

- Keep stability within the St. Francis Fire Department (the "SFFD") both structurally and operationally;
- Provide interim leadership/management of all aspects of SFFD including its operations, officer placement/roles and responsibilities, and its budget calendar year;
- Conduct a management analysis of SFFD in comparison of community needs
- Review/analyze services provided by SFFD including code enforcement; and
- Create/implement a sustainable structure within the SFFD, including how the Fire Department interacts within the city structure.

3. **STRATEGY AND TACTICS.** Mr. Kohout will be expected to employ the following strategies and tactics as interim St. Francis Fire Chief:

- One on one periodic meetings with each member of the SFFD including those on administrative leave;

- Attend most/all internal meetings including officer meetings, general assembly, training, other miscellaneous fire department personnel meeting;
- Review/amend job descriptions for all levels of SFFD staff as needed;
- Respond to SFFD emergency incidents depending on severity of the incident; and
- Meet with a select group of business owners and the public to discuss the public's perception of the services provided by SFFD.

4. **TERM.** The term of this Agreement shall be from May \_\_\_\_, 2015 to and including May 31, 2017 unless earlier terminated or extended by law or according to the provisions herein.

5. **COMPENSATION.** The total compensation to be paid by St. Francis for Mr. Kohout's services as defined herein shall be \$2,000/month subject to normal state and federal withholding for the portion of the term above through May 31, 2016. The parties agree that the compensation and other benefits for the balance of the term from and after June 1, 2016 through the balance of the Agreement will be reviewed and agreed upon between the parties. Any change in compensation or benefits will be placed in writing and serve as an addendum to this Agreement. Compensation pursuant to this Agreement shall be pro-rated for any part of a month during which this Agreement is in effect.

6. **BENEFITS.** The parties recognize that Mr. Kohout will not be eligible for any payments, benefits (including insurance) or other stipends associated with his employment.

7. **EMPLOYMENT STATUS.** While attending to SFFD matters, Mr. Kohout shall be deemed an employee of St. Francis. St. Francis shall have control over the manner and services performed by Mr. Kohout under this Agreement, and shall be responsible for his wages, benefits, worker's compensation, disability and retirement benefits. St. Francis agrees that Mr. Kohout may continue to serve in the Andover fire department.

8. **INSURANCE AND LIABILITY.** While attending to SFFD matters, Mr. Kohout will be insured by St. Francis under its insurance coverages including commercial general liability, automobile liability, including owned, hired and non-owned automobiles. St. Francis agrees to carry worker's compensation insurance covering Mr. Kohout as required by State law.

9. **DISPUTE RESOLUTION.** The parties shall cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

- a. **Mediation.** Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Anoka County District Court Administrator and select a mediator by alternately striking names until one

remains. St. Francis shall strike the first name followed by Ramsey, and shall continue in that order until one names remains.

- b. **Litigation.** If the dispute is not resolved within 30 days after the end of mediation proceedings, the parties may litigate the matter.
- c. **Termination.** In addition to the remedies outlined in this Paragraph, an ongoing dispute may also be resolved by terminating the Agreement as outlined in Paragraph 9.

**10. TERMINATION/EXTENSION.** This Agreement may be terminated at any time by the party desiring that the Agreement be terminated providing thirty (30) days written prior notice to all other parties. This Agreement may be extended beyond May 31, 2017 by written agreement of all of the parties hereto which written agreement will contain any amendment of the existing terms of this Agreement.

**11. GENERAL PROVISIONS.**

- a. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the parties and contains the entire agreement.
- b. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by all parties.
- c. **Notice.** Any notice, statement or other written documents required to be given under this Agreement shall be considered served and received if delivered personally to the other party, or if deposited in the U.S. First Class mail, postage prepaid, as follows:
  - i. Notice to: City of St. Francis  
City Administrator  
23340 Cree Street NW  
St. Francis, MN 55070
  - ii. Notice to: Matt Kohout  

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Andover, MN 55433
- d. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- e. **Captions.** Captions or headings contained in this Agreement are included for convenience only and form no part of this Agreement between the parties.
- f. **Waivers.** The wavier by any party of any breach or failure to comply with any provision of this Agreement by another party shall not be construed as, or

constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

- g. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- h. **Savings Clause.** If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of this Agreement will remain in full force and effect.

**IN WITNESS WHEREOF**, the parties, by action of their respective governing bodies, caused this Agreement to be approved on the dates below.

**CITY OF ST. FRANCIS**

**INTERIM FIRE CHIEF**

By: \_\_\_\_\_  
Steve Kane, Mayor

By: \_\_\_\_\_  
Matt Kohout

Dated:

Dated:

ATTEST:

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

654670-v1

## **AGENDA REPORT**

**TO:** Joe Kohlmann, City Administrator  
**FROM:** Dean Kapler, Fire Chief  
**SUBJECT:** Fire Chief Replacement Process  
**DATE:** May 18, 2015

### **INTRODUCTION**

This report serves as a formal recommendation to council on the Fire Chiefs recommendation for a replacement for the position of Fire Chief.

### **BACKGROUND**

At the Council meeting of April 20, 2015, staff updated council on the internal search for the Fire Chief position and recommended and was directed to perform an external search. After consulting with area departments and a one-on-one interview with 3 prospective candidates, staff is recommending Matt Kohout to be named as the St Francis Fire Chief for a contract term of 2 years.

### **RECOMMENDATION**

Appoint Matt Kohout as the St Francis Fire Chief for a 2 year term contingent on legal approval and creation of a contract between the City of St Francis and Matt Kohout.

### **BUDGET IMPACT**

Budget impact will be determined by details of the contract. It should be noted that the current contract is included in the Fire Department budget.

Attachments: None