

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
**July 21, 2014**  
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)  
4115 Ambassador Blvd. NW  
6:00 pm

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
  - a. City Council Minutes – July 7, 2014
  - b. Receive and Acknowledge the URRWMO Minutes – May 6, 2014 and Unapproved July 8, 2014
  - c. Authorization to fill the Public Works Operator Position
  - d. Dance Permit for Patriot Lanes: June 5 & 6, 2015 during Pioneer Days
  - e. St. Francis Youth Hockey Association: Application for Exempt Gambling Permit at St. Francis Community Center on January 1, 2015
  - f. MN Waterfowl Assn. - Cedar Creek Chapter: Gambling Application for Exempt Permit for September 18, 2014 at St. Francis American Legion
  - 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 four minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
  - a.
7. Ordinances & Resolution
  - a. Ord. 196, Second Series: Amending Fee Schedule (2<sup>nd</sup> Reading)
  - b. Ord. 197, Second Series: Establishing Section 10-16-17 Entitled :Outdoor Wood-Burning Furnaces (2<sup>nd</sup> Rdg)
  - c. Resolution 2014- 23: Authorizing Summary Publication of Ordinance 197, Second Series
  - d. Ord. 198, Second Series: Amending Section 10-10 Regarding Planned Unit Developments (2<sup>nd</sup> Reading)
  - e. Resolution 2014-24: Authorizing Summary Publication of Ordinance 198, Second Series
8. Reports of Consultants & Staff Members
  - a. Engineer: Pederson Drive Pedestrian Crossing  
Point Source Implementation Grant Application
  - b. Attorney: Closed Meeting pursuant to Minn. Stat. Sec. 13D.5, Subd. 3(b) to discuss a pending civil legal action
  - c. Staff:
    - Fire Dept.:
    - Public Works: Authorization to Purchase a Mower
    - Liquor Store:
    - Police: Sergeant Appointment  
Chief Squad Discussion
    - City Administrator Report: Non-Union Negotiations
9. Reports from Council Members
10. Report from Mayor
11. Old Business
  - a. Capital Improvement Plan (CIP 2015-2019) Discussion
12. New Business
  - a. Council Salary Discussion
13. Adjournment

**Calendar of Event**

July 22-27: Anoka County Fair  
July 29: SFHS Fall Sports Roundup @ SFHS Performing Arts Center 6:30 pm  
Aug 4: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm  
Aug 5: Night to Unite @ Community Park 6:00 pm  
Aug 12: State Primary – Voting hours are 7 am to 8 pm  
Aug 18: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council  
FROM: Matthew L. Hylen, City Administrator

*Math* (BU)

RE: Agenda Memorandum – July 21, 2014 Meeting

**Agenda Items:**

**4. Consent Agenda:**

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

**7. Ordinances & Resolutions**

- a. *Ordinance 196, Second Series:* Attached is Ordinance 196, Second Series (second reading) amending the City Fee Schedule. The amendments reflect the recent changes in our animal control contract as well as our newly created rental housing regulations. A motion would be in order to approve the second reading of this ordinance with a roll call vote to follow.
- b. *Ordinance 197, Second Series:* Attached is Ordinance 197, Second Series (second reading) regarding new laws to regulate outdoor wood burning furnaces. City Planner Nate Sparks has an overview report attached. This is recommended by the Planning Commission. A motion would be in order to approve the second reading of this ordinance with a roll call vote to follow.
- c. *Resolution 2014-23:* Attached is Resolution 2014-23 authorizing summary publication of Ordinance 197, Second Series. A motion would be in order.
- d. *Ordinance 198, Second Series:* Attached is Ordinance 198, Second Series (second reading) regarding minor amendments to the city Planned Unit Development Ordinance. City Planner Nate Sparks has an overview report attached. This is recommended by the Planning Commission. A motion would be in order to approve the second reading of this ordinance with a roll call vote to follow.
- e. *Resolution 2014-24:* Attached is Resolution 2014-24 authorizing summary publication of Ordinance 198, Second Series. A motion would be in order.

**8. Reports:**

- a. **Engineer:** *Pederson Drive Pedestrian Crossing Follow-Up:* Attached is an agenda report from City Engineer Jared Voge regarding Council request to review a potential pedestrian crossing mid-block. Mr. Voge's memorandum gives Council some options and direction is requested (a motion if Council requests a formal study).  
*Point Source Implementation Grant application:* Attached is an agenda report from City Engineer Jared Voge regarding the Point Source Implementation Grant program. This is a 50/50 matching grant request of \$2,515,100 for the Wastewater Facility Plan. The grant program is open for application from July 1 to July 31 for projects starting construction prior to June 30, 2015. Resolution 2014-25 is authorizing the City of St. Francis to submit a Point Source Implementation Grant application to the Minnesota Public Facilities Authority (PFA) for the Wastewater Treatment Facility Improvement. A motion would be in order to approve Resolution 2014-25.
- b. **Attorney:**
- c. **Staff:**
  - Finance Director:**
  - Building Official:**
  - Fire:**
  - Public Works:** *Mower Purchase:* Attached is an Agenda Report from Public Works Director Paul Teicher regarding the purchase of a budgeted replacement zero turn mower. A motion to authorize the state bid purchase of this zero-turn mower is recommended.

**Liquor Store:**

**Police: *Sergeant Promotion:*** Attached is an Agenda Report from Acting Police Chief Jake Rehling on the promotion of an internal candidate to the position of Patrol Sergeant. A motion would be in order.

***Chief Squad Discussion:*** Attached is an Agenda Report from Acting Police Chief Jake Rehling on the consideration of authorizing the Police Department to trade the current chief squad in for a 2014 Dodge Charger off State Bid. A motion would be in order.

**City Administrator: *Non-Union Wage Negotiations:*** Last December, Council requested staff to work on non-union salary negotiations early. We are currently in the final year of two union contracts and one has begun negotiating already. I would like an opinion from Council if you would still like an early non-union negotiation or pause until our union negotiations are completed.

11. **Old Business: *Capital Improvement Plan:*** On August 4, 2014 we will be having our Charter required CIP Budget Hearing. This will be the last chance before this hearing to make any other suggested changes. Opinions are welcome.
12. **New Business: *Mayor & Council Salary:*** Attached is a survey of Mayor & Council salaries in the area as requested by a Councilmember.

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

CITY COUNCIL MINUTES

July 7, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, Amy Lazere, Tim Brown and Chris McClish. Also present were Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Fire Chief Dean Kapler, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** Move American Legion item to 6b. MOTION BY LAZERE SECOND KANE TO ADOPT THE JULY 7, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE JULY 7, 2014 CITY COUNCIL CONSENT AGENDA AS A – D AS FOLLOWS:
  - a. City Council Minutes – June 16, 2014
  - b. MN Deer Hunters Assn – Rum River Chapter: Acknowledge the Application for Exempt Gambling Permit at Beef O’Bradys on October 14, 2014 with no waiting period.
  - c. Authorization to Hire Building Inspections Assistant Phil Dahlheimer contingent on passing pre-employment background and testing.
  - d. Payment of Claims for \$243,491.05 (Check numbers 67479-67571)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
  - a. **Joint Powers Agreement between St. Francis and Anoka County for the Reconstruction Project on CSAH 24 (Bridge St) from CR 72 (Rum River Blvd/Poppy St) through Kerry St.:** Curt Kobilarcsik, Engineering Program Manager and Andrew Witter Assistant Anoka County Engineer of Anoka County Highway Department provided the City Council with the last version of the roundabout map. Since our last meeting, we took back what we heard from the City Council and staff. Some of the changes included the lighting cost, we also will be entering into an agreement with the school district on the school entrance and we will not need a box culvert. With those three changes, it dropped the City’s cost share from \$671,000 to \$497,000. Further discussion was on the road right of way needed for the roundabout. There was also discussion with comments made some time ago we would be transferring the parcel along CR 72 to the City. We may now also include the two parcels on Kerry Street. Anoka County will need some input from you regarding the trails in this area. Tveit said I have been mayor for six years and have had discussions with current and past County Commissioners. The property along CR72 was promised to us some years ago. I personally would like to see the trail on the south side of Bridge Street when funds become available. McClish said the first public hearing the public wanted the sidewalk on the south side

therefore; I would like to see that go in. What are you going to do with the signal lights? Kobilarcsik said they will go to the contractor. There are three trails proposed. The trail on the north side will be funded through the Federal Grant, south side would be a matching grant when funds become available and the one connecting to Kerry Street would be the responsibility of the City. Lazere asked where would the people cross coming from the apartments and further east. Kobilarcsik explained the trail would go along the north side of Bridge Street up to the apartment complex. Tveit asked maybe we could ask Oak Grove if they would do a cost share to connect the trails along County Road 9. It is probably only a couple hundred yards. Our Federal Project does not include that section. Tveit asked could this be just a separate project. Kobilarcsik said a separate project would be a good idea. Tveit said I like how the numbers came in lower. Kane said I think this separate project is worth exploring. Consensus of the Council was in favor of the North, South side trails, and the Kerry Street trail. The council was also in favor of staff contacting Oak Grove and Anoka County Parks for the connecting the trail along CR 9. Hylen said some of the funding would come from the Municipal State Aid for the street portion. Kane stated I thought you had mentioned grant money for the trail extension. Kobilarcsik said yes you would need to contact the Anoka County Parks Department and could be eligible for up to a 50% matching grant. McClish asked couldn't we keep the signal lights for another intersection? Kobilarcsik said not with a Federal project, the contractor takes ownership. Brown asked can we pay for this? Hylen said a portion is through MSA Funds, and some of these improvements are in our 2015 Capital Improvement Plan. So we may have to bond for a portion of this project. Brown asked if the infrastructure would be paid by the general fund. Hylen stated no, the utility improvements would be paid by the users. MOTION BY LAZERE SECOND McCLISH APPROVING THE JOINT POWERS AGREEMENT FOR THE RECONSTRUCTION PROJECT ON CSAH 24 (BRIDGE STREET) FROM CR 72 (RUM RIVER BLVD/POPPY STREET) THROUGH KERRY STREET SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0. Kobilarcsik thanked the City Council for their help with the public open houses.

b. **American Legion-Building Repair:** Tveit stated the American Legion still has not been notified that they have received a grant for the building repair. The question is are we going to waive the building permit fee. Tveit said there are churches and schools that have to pay for the building permits. Lazere said the American Legion does do amazing for our community but I think being it is building repair we have to draw a line somewhere. McClish agree with Tveit and Lazere. Consensus of the City Council was not to waive the building permit fee.

7. **Ordinances & Resolution:**

a. **Ordinance 196, Second Series: Amending Fee Schedule (First Reading):** MOTION BY KANE SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 196, SECOND SERIES AMENDING THE FEE SCHEDULE. Roll Call: Ayes: McClish, Brown, Lazere, Kane and Tveit. Motion carried 5-0.

b. **Ordinance 197, Second Series: Establishing Section 10-16-17 Entitled :Outdoor Wood-Burning Furnaces (1st Reading):** MOTION BY BROWN SECOND KANE TO APPROVE THE FIRST READING OF ORDINANCE 197, SECOND SERIES ESTABLISHING SECTION 10-16-17 ENTITLED "OUTDOOR WOOD-BURNING FURNACES. Lazere asked what happens to the people that already have them. Hylen said this

is for Urban Service area. We think there are none currently in the Urban Service area. Roll Call: Ayes: Brown, Kane, Lazere, McClish, and Tveit. Motion carried 5-0.

**c. Ordinance 198, Second Series: Amending Section 10-10 Regarding Planned Unit Developments (1st Reading):** MOTION BY KANE SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 198, SECOND SERIES AMENDING SECTION 10-10 REGARDING PLANNED UNIT DEVELOPMENT. ROLL CALL: Ayes: Lazere, Kane, Brown, McClish and Tveit. Motion carried 5-0.

**d. Resolution 2014-20: Resolution Declaring Surplus Property:** MOTION BY McCLISH SECOND BROWN ADOPTING RESOLUTION 2014-20 A RESOLUTION DECLARING SURPLUS PROPERTY. Motion carried 5-0.

**e. Resolution 2014-21: Appointing Election Judges for State Primary August 12 and General Election Nov 4:** MOTION BY LAZERE SECOND KANE ADOPTING RESOLUTION 2014-21 A RESOLUTION APPOINTING ELECTION JUDGES FOR STATE PRIMARY AUGUST 12 AND GENERAL ELECTION NOVEMBER 4, 2104. Motion carried 5-0.

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

**a. Engineer: Authorizing the Preparation of Plans and Specifications for the Bridge Street Improvements Project – Resolution 2014-22:** MOTION BY LAZERE SECOND McCLISH ADOPTING RESOLUTION 2014-22 A RESOLUTION AUTHORIZING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE BRIDGE STREET IMPROVEMENTS PROJECT. Motion carried 5-0.

**b. Attorney:**

**c. Staff:**

**Finance Dept.:**

**Fire Dept.: Fire Station Remodel: Authorization to Advertise for Bids:** Fire Chief Dean Kapler introduced Captain Barry McDonough who will be instrumental in this project. By advertising for bids, this does not tie our hands on this project. This project is in the 2014 CIP. MOTION BY TVEIT SECOND McCLISH AUTHORIZING THE FIRE DEPARTMENT TO ADVERTISE FOR BIDS FOR THE FIRE STATION REMODEL. Motion carried 5-0.

**Public Works:**

**Liquor Store:**

**Police Dept.:**

**City Administrator: CIP:** If any of you have questions on the Capital Improvement Plan (CIP) please ask myself or staff. Would you like a work session on this or we can just put it on the next agenda for discussion.

Joint Fire Group: Ramsey did approved on proceeding so now the four cities will move forward with Barna, Guzy & Steffen law firm drafting the joint powers agreement for a potential shared fire services program.

The City banner for behind the council table is complete but forgot to bring it with tonight.

**Closed Meeting to discuss the Consideration of the Purchase of Real Property. The Real Property(s) that is of subject of the closed meeting is described as, 32-34-24-34-0012, 32-34-24-34-0013, 32-34-24-34-0010, 32-34-24-34-0009, 32-34-24-33-0003 and 32-34-24- 34-**

**0035. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd. (c)(3):** MOTION BY TVEIT SECOND BROWN TO GO INTO A CLOSED SESSION AT 6:59 PM TO DISCUSS THE CONSIDERATION OF THE PURCHASE OF REAL PROPERTY AS STATED. Motion carried 5-0.

The City Council was back in session at 7:35 pm. Hylen stated the summary of the Closed Session is to have staff pursue acquisition on parcel 32-34-24-34-0035, 32-34-24-34-0012 and 32-34-24-34-0013. Three other parcels discussed will no longer be pursued for acquisition.

9. **Reports from Council Members:** Lazere reported she would not be at the August 18 City Council meeting and really likes how the community center and city hall look with the new paint.

10. **Report from Mayor:** Thanks to the fire department and the police department for all their work this past active weekend.

11. **Old Business:**

a. **American Legion – Building Repair:** Previously discussed.

12. **New Business:** Kane passed out pictures of Pederson Drive Trail by County Market's western driveway. You can see where the grass is worn is where the pedestrians cross the road. Could a cross walk be put in that area. Staff will look into what type would work in this area.

Kane asked for permission to pass out another document. I work with a person that is from Handan, China. Kane asked about the possibility of becoming a sister city. Kane stated I honestly do not know what is all involved. I think it could be a positive for our city. We could have staff come up with the pros and cons. City Council agreed to look into this further and what it would take and the cost. Kane stated he would like to get the school involved if this was something the city would pursue.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:44 pm.

---

Barbara I. Held, City Clerk

Upper Rum River Watershed Management Organization  
Meeting Minutes for May 6, 2014

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

Present: Dan Denno, Chair  
Richard Walstrom, Secretary  
Todd Miller  
John Wangenstein  
Kevin Armstrong  
Scott Heaton  
Malcolm Vinger II  
Heidi Moegerle

Absent: Lan Tornes, Vice Chair  
Calvin Bahr  
Ann Arcand

Audience: Dan Fabian, Metro Board Conservationist, MN Board of Water and Soil  
Resources (BWSR)  
Don Buckhout Performance Review and Assistance, MN Board of Water and Soil  
Resources (BWSR)

#### APPROVAL OF AGENDA

**Scott Heaton moved and Heidi Moegerle seconded to amend the agenda by adding New Business item D. Ham Lake boundary change request. All in favor, motion carried.**

#### APPROVAL OF MINUTES

**Scott Heaton moved and Todd Miller seconded to approve the March 4, 2014 minutes as presented. All in favor, motion carried.**

#### TREASURER'S REPORT

Secretary Walstrom reported a checking account balance of \$12,765.00 as of 4/30/14. **Scott Heaton moved and Kevin Armstrong seconded to approve the report as presented. All in favor, motion carried.**

#### SPECIAL ORDERS

A. Election of officers - **Richard Walstrom moved and Todd Miller seconded to nominate Dan Denno as Chair. Heidi Moegerle moved and Kevin Armstrong seconded to close the nominations. Motion carried with Heaton opposed.**

**Todd Miller moved and Scott Heaton seconded to nominate Lan Tornes as Vice Chair. Kevin Armstrong moved and Richard Walstrom seconded to close the nominations. All in favor, motion carried.**

**Scott Heaton moved and Richard Walstrom seconded to nominate Kevin Armstrong as Secretary. Heidi Moegerle moved and Richard Walstrom seconded to close the nominations. All in favor, motion carried.**

B. Confirm meeting dates - **John Wangenstein moved and Heidi Moegerle seconded to set the following meeting dates: July 8, Sept. 2, Nov. 11, 2014, Jan. 6, March 3, May 5, 2015. All in favor, motion carried.**

C. Hear recommended amendments to Joint Powers Agreement and/or Watershed Management Plan – Richard Walstrom asked if the JPA should state that an annual meeting is held at Oak Grove City Hall. Scott Heaton suggested making this amendment when there are other changes to be made.

#### UNFINISHED BUSINESS

A. 2015 Budget – Chair Denno noted that the 2015 DRAFT budget could be revisited if a member that voted yeah to approve the draft budget motioned to revisit same. Discussed using the budget reserves to cover the \$260 increase in costs (\$150 increase to the ACD 2015 Contract for Services and \$100 increase to 2014 insurance premium) above the approved draft budget. The consensus of the board was to use the reserves where needed. **Scott Heaton moved and Richard Walstrom seconded to approve the 2015 FINAL budget for \$13,005. All in favor, motion carried.** Board members were reminded that the Watershed Management Plan is due to be revised in 2017 and that will mean a considerable increase to the 2017 budget.

#### NEW BUSINESS

A. BWSR Performance Review and Assistance Program (PRAP) – Introductions were made. Dan Fabian shared his work background and what his new position is at BWSR. Don Buckhout shared his work background and that he has been hired to manage the PRAP. PRAP is designed to do routine performance reviews on government agencies, with the reviews being scheduled during the later half of a Plan cycle.

There are three elements to the PRAP: 1) What has been accomplished on the Plan, 2) How the watershed rates on performance standards, and 3) A two-part information gathering survey - one part is sent to board members and the other to partners that worked with the watershed. ACD's excellent annual report (namely the table laying out items accomplished) makes item #1 much easier. Buckhout was directed to contact ACD for a list of partnering contacts and for an updated list of accomplishments. BWSR will be on the July agenda to present the draft PRAP report. After the report is finalized, it will be sent to the legislature by February 2015. Since the board is aware of the need to redo the Watershed Management Plan in 2017, Buckhout suggested board members and member cities start thinking about possible changes to the Plan.

B. Motion to approve LMCIT insurance invoice when received in 2014 – **Scott Heaton moved and Todd Miller seconded to approve an authorized officer to pay the LMCIT insurance invoice, not to exceed \$3,000, when received. All in favor, motion carried.**

C. Approve directing Recording Secretary to send second half of 2014 budget invoices – **Scott Heaton moved and Heidi Moegerle seconded to direct the recording secretary to send the second half of 2014 budget invoices. All in favor, motion carried.**

D. Ham Lake boundary change request – Scott Heaton shared that the City of Ham Lake has asked for watershed boundary changes in an effort to be located solely in the Coon Creek Watershed District, and not in the Upper Rum River Watershed Management Organization nor the Sunrise River Watershed Management Organization. This is a result of having to adhere to three different sets of regulations.

#### MAIL

Koch letter informing WMO that it will be doing hydrotesting within the watershed boundary.

#### OTHER

Tony Bolander of Nowthen contacted Malcolm Vinger, II regarding a damaged culvert on his property which is causing his driveway and shore banks to be washed out and undermined. Richard Walstrom stated he talked with Bolander and suggested he contact Anoka County.

Chair Denno shared his proposed letter to Anoka County Commissioner Matt Look requesting help to fight eurasian water milfoil and curly leaf pond weed in Lake George. Heaton suggested being more explicit of what is being requested.

#### INVOICE APPROVAL

A. **Scott Heaton moved and Heidi Moegerle seconded to approve the ACD invoice #2014035 payment 1 of 3 for \$3,193.33. All in favor, motion carried.**

B. **Scott Heaton moved and Heidi Moegerle seconded to approve the recording secretary May invoice for \$150.00. All in favor, motion carried.**

#### ADJOURN

**Scott Heaton moved and Heidi Moegerle seconded to adjourn. All in favor, meeting adjourned at 8:25 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 5/6/14

Upper Rum River Watershed Management Organization  
Meeting Minutes for July 8, 2014

Chair Dan Denno called the meeting to order at 7:01 pm.

Present: Dan Denno, Chair  
Lan Tornes, Vice Chair  
Richard Walstrom, Secretary  
Todd Miller  
Kevin Armstrong  
Scott Heaton  
Calvin Bahr  
Malcolm Vinger II  
Heidi Moegerle

Absent: John Wangenstein  
Ann Arcand  
Steve Kane

Audience: Dan Fabian, Metro Board Conservationist, MN Board of Water and Soil  
Resources (BWSR)  
Don Buckhout Performance Review and Assistance, MN Board of Water and Soil  
Resources (BWSR)

#### APPROVAL OF AGENDA

**Lan Tornes moved and Todd Miller seconded to approve the agenda as presented. All in favor, motion carried.**

#### APPROVAL OF MINUTES

**Richard Walstrom moved and Kevin Armstrong seconded to approve the May 6, 2014 minutes as written. Lan Tornes abstained. Motion carried.**

#### TREASURER'S REPORT

Richard Walstrom reported a checking account balance of \$15,924.16 as of 6/30/14. **Calvin Bahr moved and Lan Tornes seconded to accept the report as presented. All in favor, motion carried.** The newly elected officials are working on getting new signatures for the checking account.

Dan Denno was reminded to look for a PIN number from Gallagher Insurance to use when reapplying for insurance.

#### UNFINISHED BUSINESS

A. BWSR Performance Review and Assistance Program (PRAP) – Don Buckhout distributed copies of the draft report summary. Buckhout reiterated that the purpose of the PRAP is to ensure the effective operation of local governmental units (LGU's).

BWSR's finding is that the URRWMO is underperforming. The URRWMO 3<sup>rd</sup> Generation Watershed Management Plan (Plan) is used as the standard for assessment; this WMO is not meeting the level of performance that has been set through the Plan.

Buckhout read aloud the Key Findings, Conclusions and proceeded to expand on the Recommendations.

Recommendations:

- Consider merger or start coordination now with neighboring organizations to learn from their successes.
- Conduct a survey of watershed residents and local officials regarding water resource problems in the watershed.
- Member cities must adopt ordinances required by the plan.
- Address Action Items.

Action Items:

- Prepare and submit annual audit and financial report on time
- Develop data practices policy
- Convene advisory committee.

Regarding survey results, Buckhout noted a 50% response from board members and a very low response of 19-20% from partners, this possibly being the result of limited partnering.

Malcom Vinger, II stated that as a representative of the city of Nowthen, his directive is to stop looking for ways to spend money. Dan Denno agreed with Vinger's statement and confirmed that it is this WMO's intent to stay low impact and not overload cities' budgets, and that that will be his intent when the new plan is written in 2017. Other board members were in agreement with the WMO's level of impact. Dan Fabian suggest board members start thinking about what they will want in the new plan.

Discussion on Recommendation #1: Some board members voiced that they have no interest in merging with another organization. Buckhout suggested inviting other organization members to the URRWMO's meetings as a starting point to get to know bordering organizations/WMO's.

Discussion on Recommendation #2: The only recent water concern voiced to this WMO was Lake George residents questioning the water quality of Lake George. No other concerns have been voiced. Denno stated that this WMO takes action when needed or if it perceives a need it will take action and spend money. Buckhout suggested inviting a DNR rep to talk with the Board regarding actions that can be taken to prevent invasive species or the spread of invasive species.

Discussion on Recommendation #3: The Board thought that the ordinances had been adopted by member cities, when the Plan itself was approved.

Discussion on Action Item #1: It was believed that an annual audit was covered by submitting an annual financial report to the State Auditor. Gail Gessner will contact Jamie Schurbon of Anoka Conservation District to find out if he has something in writing supporting this statement, and if so to forward a copy to Don Buckhout.

Discussion on Action Item #2: Clarification was requested as to why a data practices policy is necessary. It is a necessary document to guide WMO responses to requests from citizens, officials, and the media for information about the organization and its activities.

Discussion on Action Item #3: It was stated that since the WMO is considered as underperforming, that an advisory committee would probably be useless.

When asked what the penalties would be for non-compliance with the action items, Fabian stated that there are no monetary penalties. However, the WMO could be found as non-performing and be disbanded, which would be a very long process.

Buckhout stated BWSR will respond to written comments present by the URRWMO. Board members are to send their comments to Denno prior to the September meeting. Then at the September meeting, the board will finalize a letter to be sent to BWSR by September 15.

#### NEW BUSINESS

A. Heidi Moegerle noted her concern that the DNR and the Metropolitan Council are looking at Minneapolis/St. Paul tapping into northern metro aquifers with no means of replenishing them. Moegerle will forward meeting information to Gessner to forward on to Board members.

B. Ham Lake boundary change request – Scott Heaton has not heard anything more on this matter.

#### MAIL

#### OTHER

Gessner asked if a board member will prepare and send out the September agenda by August 25. Denno offered to take care of the agenda.

#### INVOICE APPROVAL

**A. Scott Heaton moved and Lan Tornes seconded to approve the ACD invoice #2014035 payment 2 of 3 for \$3,193.33, and the recording secretary July invoice for \$150.00. All in favor, motion carried.**

URRWMO meeting minutes for July 8, 2014  
Page 4 of 4

ADJOURN

**Scott Heaton moved and Heidi Moegerle seconded to adjourn. All in favor, meeting adjourned at 8:18 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 7/11/14



License # _____
Receipt _____
Date: _____
Fee Paid: _____

**PUBLIC DANCE LICENSE  
INCLUDES OUTDOOR MUSIC**

Applicant Name: Leo D. Zacher  
(First) (Middle) (Last)

Home address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Street, City, State, Zip Code)

Driver's License # \_\_\_\_\_ Contact Telephone # \_\_\_\_\_

I hereby make application for a Public Dance License including outdoor music for the following establishment:  
Patriot Lanes and Lounge 3085 Bridge St. St. Francis  
(Name of Establishment) (Address)

Located in the City of St. Francis, Anoka County, Minnesota.

On-site Manager Leo Zacher Location Telephone: 763-7534011

Dance Schedule (days and hours of event): June 5, 6 2015 9 to 1

Size of dance floor area: 30x40

I agree the dance/out door music shall be conducted in accordance with the provisions and regulations of the City of St. Francis pertaining thereto.

I (have) (have not) been convicted of a felony, gross misdemeanor or of violating any of the provisions of the Laws of Minnesota or of any ordinance regulating dances any place in the United States during the past five years. If so, please list the date, location and offense:

I have read the applicable ordinances and am familiar with the content. I will strictly comply with all of the provisions. I agree to waive my constitutional rights against search and seizure and will freely permit peace officers to inspect my premises and agree to the forfeiture of this license if found to have violated the provisions of the Ordinance for the granting of this license. I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge.

I have contacted the St. Francis Police Department at 763-753-1264 and arranged to have the required number of officers at the dance. (Officers Expense not included in Permit Fee)

July 1 - 2014  
(Date)

[Signature]  
(Signature)

- \* Certificate of Insurance attached
- \* Driver's License or State Issued ID attached

**License Fee: \$100.00 per year (or \$10.00 per dance)**  
**License Period: January 1 - December 31**

**LICENSE APPLICANT INFORMATION**

Under Minnesota Law (M.S. 270.72) the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act, we must advise you:

- § This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of Revenue delinquent taxes, penalties or interest.
- § The licensing agency will supply it only to the Minnesota Department of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service.
- § Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please print or type in the following information and return along with your application.

<u>Zacher</u>	<u>Leo</u>	<u>D</u>	<u>4M1 E</u>	
Applicant's Last	First	Middle Name	Social Sec.	Number
<u>3085 Bridge St.</u>		<u>ST. FRANCIS</u>	<u>MN</u>	<u>55070</u>
Street Address		City	State	Zip
<u>H 888</u>		<u>MN</u>		
Driver's License Number		State of Issue		
<u>Patriot Lanes &amp; Lounge</u>		<u>763-753-4011</u>		
Store Name		Store Phone Number		
<u>Leo Zacher</u>		<u>OWNER</u>		
Store Contact		Title		
<u>3085 Bridge St.</u>		<u>ST. FRANCIS</u>	<u>MN</u>	<u>55070</u>
Street Address		City	State	Zip

Minnesota Tax ID Number \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_

If a Minnesota tax identification number is not required, please explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Signature  
\_\_\_\_\_  
Title

**CERTIFICATION OF COMPLIANCE  
MINNESOTA WORKERS= COMPENSATION LAW**

**Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers= compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.**

**This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.**

Insurance Company Name: Wilson Mutual  
(NOT the insurance agent)

Policy Number: B2 234195 Dates of Coverage: 9/18/13 to 9/18/14  
(OR)

I am not required to have workers= compensation liability coverage because:

- \* I have no employees.
- \* I am self-insured (include permit to self insure).
- \* I have no employees who are covered by the worker=s compensation law (these include: Spouse, Parents, Children and certain farm employees).

\*\*\*\*\*

I certify that the information provided above is accurate and complete and that a valid workers= compensation policy will be kept in effect at all times as required by law.

Name: Leo D. Zacher  
(last, first, middle)

Doing Business As: Patriot Lanes and Lounge  
(business name if different than your name)

Business Address: 3085 Bridge St.

City, State, Zip: ST. FRANCIS, MN 55070 Phone: (763) 753-4011

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

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:  
 - conducts lawful gambling on five or fewer days, and  
 - awards less than \$50,000 in prizes during a calendar year.  
 If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

**Application fee (non refundable)**

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

**ORGANIZATION INFORMATION**

Organization name  
St. Francis Youth Hockey Association

Previous gambling permit number  
03126

Minnesota tax ID number, if any  
8193886

Federal employer ID number (FEIN), if any  
31-1650347

**Type of nonprofit organization. Check one.**

Fraternal  Religious  Veterans  Other nonprofit organization

Mailing address  
Po Box 79

City  
Cedar

State  
MN

Zip code  
55070

County  
Anoka

Name of chief executive officer [CEO]  
Jen Smith

Daytime phone number  
612.803.8683

E-mail address  
smithj17@live.com

**NONPROFIT STATUS****Attach a copy of ONE of the following for proof of nonprofit status.**

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
St. Francis Community Center

Address [do not use PO box]  
23340 Cree Street NW

City or township  
St. Francis

Zip code  
55070

County  
Anoka

Date[s] of activity. For raffles, indicate the date of the drawing.  
January 1-2015 1200 PM

Check each type of gambling activity that your organization will conduct.

Bingo\*  Raffle [total value of raffle prizes awarded for year \$ 12,000.00]  Paddlewheels\*  Pull-tabs\*  Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

\_\_\_The application is acknowledged with no waiting period.  
 \_\_\_The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].  
 \_\_\_The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

\_\_\_The application is acknowledged with no waiting period.  
 \_\_\_The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.  
 \_\_\_The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature \_\_\_\_\_ Date \_\_\_\_\_

Print name Jen Smith

**REQUIREMENTS**

**Complete a separate application for:**

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

**Send application with:**

\_\_\_ a copy of your proof of nonprofit status, and  
 \_\_\_ application fee (non refundable). Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be included with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that: - conducts lawful gambling on five or fewer days, and - awards less than \$50,000 in prizes during a calendar year. If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.	<p><b>Application fee (non refundable)</b></p> If application is postmarked or received 30 days or more before the event <b>\$50</b> ; otherwise <b>\$100</b> .
--	---

**ORGANIZATION INFORMATION**

Organization name <i>Minnesota Waterfowl Assoc. Culan Creek Chapter</i>	Previous gambling permit number <i>X 36658</i>
Minnesota tax ID number, if any	Federal employer ID number (FEIN), if any <i>01-0907758</i>

**Type of nonprofit organization. Check one.**

Fraternal   
  Religious   
  Veterans   
  Other nonprofit organization

Mailing address <i>P.O. Box 164</i>	City <i>St. Francis</i>	State <i>MN</i>	Zip code <i>55070</i>	County <i>Anoka</i>
--	----------------------------	--------------------	--------------------------	------------------------

Name of chief executive officer [CEO] <i>William Jansen</i>	Daytime phone number <i>763-753-3373</i>	E-mail address <i>jansen.rumloost@comcast.net</i>
--	---	--

**NONPROFIT STATUS**

Attach a copy of ONE of the following for proof of nonprofit status.

**Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**  
 Don't have a copy? This certificate must be obtained each year from:  
 Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103  
 Phone: 651-296-2803

**IRS income tax exemption [501(c)] letter in your organization's name.**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**  
 If your organization falls under a parent organization, attach copies of **both** of the following:  
 a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and  
 b. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.  
*St. Francis American Legion*

Address [do not use PO box] <i>3073 Bridge St NW</i>	City or township <i>St. Francis</i>	Zip code <i>55070</i>	County <i>Anoka</i>
---	--	--------------------------	------------------------

Date[s] of activity. For raffles, indicate the date of the drawing.  
*September 18, 2014*

Check each type of gambling activity that your organization will conduct.

Bingo\*   
  Raffle [total value of raffle prizes awarded for year \$\_\_\_\_\_]   
  Paddlewheels\*   
  Pull-tabs\*   
  Tipboards\*

**\*Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to [www.gcb.state.mn.us](http://www.gcb.state.mn.us) and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-539-1900.

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].  
 The application is denied.

Print city name \_\_\_\_\_

Signature of city personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Local unit of government must sign**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.  
 The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.  
 The application is denied.

Print county name \_\_\_\_\_

Signature of county personnel \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**TOWNSHIP. If required by the county.**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name \_\_\_\_\_

Signature of township officer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature *William A. Statten*

Date *2-15-14*

Print name *William A. Statten*

**REQUIREMENTS**

**Complete a separate application for:**

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

**Send application with:**

a copy of your proof of nonprofit status, and  
 application fee (non refundable). Make check payable to "State of Minnesota."

**To:** Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Financial report and recordkeeping required**

A financial report form and instructions will be included with your permit, or use the online fill-in form available at [www.gcb.state.mn.us](http://www.gcb.state.mn.us).

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



PAYMENT BATCH AP 07-21-14

**AIRGAS NORTH CENTRAL**

06/30/2014	9919878934	E 101-43100-217	Other Operating Supplies	CHEMICALS	5.05
06/30/2014	9919878934	E 101-43210-217	Other Operating Supplies	CHEMICALS	5.05
06/30/2014	9919878934	E 101-45200-217	Other Operating Supplies	CHEMICALS	5.05
06/30/2014	9919878934	E 601-49440-217	Other Operating Supplies	CHEMICALS	5.05
06/30/2014	9919878934	E 602-49490-217	Other Operating Supplies	CHEMICALS	5.05
					\$25.25

**ALLINA HEALTH**

07/03/2014	70000069	E 601-49440-441	Miscellaneous	DESHAYES	151.75
07/03/2014	70000069	E 602-49490-441	Miscellaneous	DESHAYES	151.75
					\$303.50

**ANCOM TECHNICAL CENTER**

06/13/2014	45929	E 101-42210-237	Small Equipment	CHARGER & BATTERY PACK	298.00
					\$298.00

**ANOKA COUNTY CENTRAL COMM.**

07/08/2014	2014-313	E 101-42110-321	Telephone	MOBILE DIGITAL TERMINAL CHA	180.00
07/09/2014	2014-323	E 101-42110-321	Telephone	JUNE 2014	210.06
					\$390.06

**ANOKA COUNTY HWY DEPT.**

04/18/2014	H140418A	E 101-43100-408	Ice& Snow Removal	BRINE	26.88
					\$26.88

**ANOKA COUNTY TREASURY DEPT.**

07/10/2014	B140710W	E 101-42110-321	Telephone	BROADBAND	37.50
07/10/2014	B140710W	E 101-42210-321	Telephone	BROADBAND	37.50
07/10/2014	B140710W	E 101-43100-321	Telephone	BROADBAND	37.50
07/10/2014	B140710W	E 101-45200-321	Telephone	BROADBAND	37.50
07/10/2014	B140710W	E 601-49440-321	Telephone	BROADBAND	37.50
07/10/2014	B140710W	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

**ASPEN MILLS**

06/30/2014	151637	E 101-42110-437	Uniform Allowance	GENNARO	30.00
					\$30.00

**BAYCOM, INC**

07/09/2014	87341	E 101-42110-580	C-O-L Other Equipment	CAMERAS	33,946.00
					\$33,946.00

**BEAVING, DANIEL**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT ACCT #3663	24.73
					\$24.73

**BELLBOY CORPORATION**

07/09/2014	43851900	E 609-49751-251	Liquor For Resale	LIQUOR	1,414.80
------------	----------	-----------------	-------------------	--------	----------

07/09/2014	90484400	E 609-49751-254	Miscellaneous Merchandise	MISCELLAENOUS	71.28
					\$1,486.08

**BERG, NICHOLAS**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3929	74.56
			\$74.56

**BGS (BARNA GUZY)**

06/30/2014	132948	E 101-41600-312	Criminal Legal Fees	PROSECUTION/MISC	4,950.00
06/30/2014	133172	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,850.00
06/30/2014	133173	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	598.00
06/30/2014	133174	E 101-41600-304	Civil Legal Fees	FOOD AND FUEL NUISANCE	104.00
06/30/2014	133175	E 101-41600-304	Civil Legal Fees	GARY REIMANN	104.00
06/30/2014	133176	E 101-41600-304	Civil Legal Fees	GARY SMITH	518.64
06/30/2014	133177	E 101-41600-304	Civil Legal Fees	MEADOWS OF ST FRANCIS PUF	520.00
06/30/2014	133200	E 101-41600-312	Criminal Legal Fees	MISC FORFEITURES	52.00
06/30/2014	133201	E 101-41600-312	Criminal Legal Fees	HANSON FORFEITURE	1,285.45
06/30/2014	133203	E 101-41600-312	Criminal Legal Fees	STRINGER FORFEITURE	78.00
06/30/2014	133296	E 101-41600-304	Civil Legal Fees	ABBEY FIELD	1,165.99
					\$11,226.08

**BOLTON & MENK, INC.**

06/13/2014	167238	E 420-43000-303	Engineering Fees	RUM RIVER BLUFFS	1,462.00
06/13/2014	167239	G 803-22105	O Reilly Escrow	OREILLY	405.00
06/13/2014	167299	E 101-43100-303	Engineering Fees	2015 BRIDGE IMPROVEMENTS	1,597.50
06/13/2014	167299	E 602-49490-229	Project Repair & Maintenance	2015 BRIDGE IMPROVEMENTS	1,597.50
06/13/2014	167300	E 101-41910-303	Engineering Fees	GENERAL ENGINEERING	607.50
06/13/2014	167300	E 101-43100-303	Engineering Fees	GENERAL ENGINEERING	2,481.48
06/13/2014	167300	E 101-43100-418	Storm Water Management	GENERAL ENGINEERING	405.00
06/13/2014	167300	E 101-45200-303	Engineering Fees	GENERAL ENGINEERING	332.46
06/13/2014	167300	E 601-49440-303	Engineering Fees	GENERAL ENGINEERING	804.98
06/13/2014	167300	E 602-49490-303	Engineering Fees	GENERAL ENGINEERING	1,097.48
06/13/2014	167303	E 101-43100-303	Engineering Fees	2014 STATE AID	695.00
06/13/2014	167309	E 415-43100-303	Engineering Fees	AZTEC	9,994.00
					\$21,479.90

**BUREAU OF CRIM APPREHENSION**

06/30/2014	161373	E 101-42110-311	Contract	3 MONTHS	270.00
					\$270.00

**CENTURY LINK**

07/07/2014	.0714	E 601-49440-321	Telephone	PHONE	57.96
07/07/2014	.0714	E 602-49490-321	Telephone	PHONE	57.95
					\$115.91

**CITROWSKI, RENAE & EDWARD**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2683	72.69
			\$72.69

**COUNTY MARKET - CITY ACCOUNT**

07/01/2014	227.0614	E 101-45200-212	Motor Fuels	FUEL	166.43
					\$166.43

**COURIER, THE**

06/07/2014	61574	E 101-43210-439	Recycling Days	AD	89.00
					\$89.00

**CRE8**

06/16/2014	CSF-003	E 101-41110-441	Miscellaneous	JULY	800.00
------------	---------	-----------------	---------------	------	--------

					\$800.00
<b>CRYSTAL SPRINGS ICE</b>					
07/01/2014	32683	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	95.04
07/04/2014	81113	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	270.08
07/05/2014	81129	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	55.92
07/08/2014	32806	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	83.36
07/12/2014	90606	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	115.60
					\$620.00
<b>DAHLHEIMER DIST. CO. INC.</b>					
07/02/2014	93674	E 609-49751-252	Beer For Resale	BEER	11,032.95
07/09/2014	1118332	E 609-49751-252	Beer For Resale	BEER	15,055.42
07/09/2014	1118332	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	84.00
					\$26,172.37
<b>DAY DISTRIBUTING CO.</b>					
07/03/2014	759256	E 609-49751-252	Beer For Resale	BEER	4,337.10
					\$4,337.10
<b>DE LAGE LANDEN</b>					
07/06/2014	41917875	E 101-41400-240	Office Equip	CITY HALL COPIER	244.50
07/06/2014	41919751	E 101-42110-200	Office Supplies	POLICE COPIER	237.00
					\$481.50
<b>DEAN, BECKY</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2015	28.31
					\$28.31
<b>DEBROBANDER, DENNIS</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1396	89.66
					\$89.66
<b>DEX MEDIA EAST LLC</b>					
07/05/2014	110097517.0705	E 609-49750-340	Advertising	ADVERTISING	74.00
					\$74.00
<b>ESKELSON, GINELL</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2968	51.46
					\$51.46
<b>EVERWOOD COMPANY LLC</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3824	60.97
					\$60.97
<b>FOX, ANGELA</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #4080	44.15
					\$44.15
<b>FREEDOM SERVICES, INC.-FD</b>					
07/08/2014	14387	G 101-21706	Flex Account	AUGUST	112.50
					\$112.50
<b>FREEDOM SERVICES, INC-MA</b>					
07/08/2014	14388	E 101-41540-301	Auditing and Acct g Services	AUGUST ADMIN FEE	86.00
					\$86.00
<b>FUSSY, CRAIG</b>					
		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1827	130.84

\$130.84

**G&K SERVICES, INC**

07/01/2014	1043745749	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/01/2014	1043745749	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/01/2014	1043745752	E 609-49750-219	Rug Maintenance	RUGS	11.23
07/01/2014	1043745760	E 101-42110-402	Janitorial Service	RUGS	8.52
07/01/2014	1043745760	E 101-43100-402	Janitorial Service	RUGS	8.52
07/01/2014	1043745760	E 101-45200-402	Janitorial Service	RUGS	8.52
07/01/2014	1043745760	E 601-49440-402	Janitorial Service	RUGS	8.52
07/01/2014	1043745760	E 602-49490-402	Janitorial Service	RUGS	8.52
07/01/2014	1043745761	E 601-49440-402	Janitorial Service	RUGS	25.33
07/08/2014	1042751051	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/08/2014	1042751051	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/15/2014	1043756351	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/15/2014	1043756351	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	3.50
07/15/2014	104375653	E 101-41940-219	Rug Maintenance	RUGS	16.96

\$117.12

**GERDIN AUTO SERVICE, INC.**

07/08/2014	72797	E 208-42110-436	Towing Charges	POLICE TOW	125.00
------------	-------	-----------------	----------------	------------	--------

\$125.00

**GRANITE CITY JOBBING CO.**

07/01/2014	818748	E 609-49750-210	Operating Supplies	OPERATING	132.54
07/01/2014	818748	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.59
07/01/2014	818748	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	91.21
07/01/2014	818748	E 609-49751-256	Tobacco Products For Resale	TOBACCO	683.02
07/01/2014	818748	G 101-20810	Sales Tax Payable	TAX	(0.88)
07/03/2014	819389	E 609-49750-210	Operating Supplies	OPERATING	(21.00)
07/03/2014	819389	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.44)
07/08/2014	819501	E 609-49750-210	Operating Supplies	OPERATING	131.22
07/08/2014	819501	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.57
07/08/2014	819501	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	14.76
07/08/2014	819501	E 609-49751-256	Tobacco Products For Resale	TOBACCO	293.51

\$1,338.10

**HOME BUYERS**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3957	56.38
--	--	-----------------	------------------------	---------------------	-------

\$56.38

**ISD #15**

07/08/2014	1537	E 101-43100-218	Equipment Repair & Maintenance	2010 SWEEPER	728.21
07/08/2014	1538	E 101-45200-218	Equipment Repair & Maintenance	2010 SKID STEER SNOWBLOWE	450.79
07/08/2014	1539	E 101-43100-218	Equipment Repair & Maintenance	2004 INTERNATIONAL	267.13
07/14/2014	1548	E 101-42110-221	Vehicle Repair & Maintenance	2013 DODGE CHARGER	73.98

\$1,520.11

**ISD #15 COMMUNITY EDUCATION**

07/08/2014	2013-181	E 101-41940-412	Building Rentals	FACILITY USE	1,234.50
------------	----------	-----------------	------------------	--------------	----------

\$1,234.50

**JJ TAYLOR DISTRIBUTING**

07/01/2014	2224780	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/01/2014	2224780	E 609-49751-252	Beer For Resale	BEER	514.65

\$517.65

**JOHNSON BROS WHLSE LIQUOR**

07/01/2014	1889513	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.46
07/01/2014	1889513	E 609-49751-251	Liquor For Resale	LIQUOR	1,267.19
07/01/2014	1889514	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
07/01/2014	1889514	E 609-49751-253	Wine For Resale	WINE	72.00
07/01/2014	1889515	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
07/01/2014	1889515	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	64.50
07/09/2014	1895819	E 609-49751-206	Freight and Fuel Charges	FREIGHT	58.80
07/09/2014	1895819	E 609-49751-251	Liquor For Resale	LIQUOR	4,547.93
07/09/2014	1895820	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
07/09/2014	1895820	E 609-49751-253	Wine For Resale	WINE	498.75
					\$6,559.15

**Kelly, Anthony**

G 101-22000	Deposits	REFUND DEPOSIT	75.00
			\$75.00

**KUHN, DARREN**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1451	62.24
			\$62.24

**MARTIN-MCALLISTER**

06/30/2014	9236	E 101-41400-441	Miscellaneous	EVALUATIONS	550.00
06/30/2014	9236	E 601-49440-441	Miscellaneous	EVALUATIONS	275.00
06/30/2014	9236	E 602-49490-441	Miscellaneous	EVALUATIONS	275.00
					\$1,100.00

**MCDONALD DIST CO.**

07/02/2014	111150	E 609-49751-252	Beer For Resale	BEER	11,162.50
07/02/2014	111150	E 609-49751-255	N/A Products	N/A	88.30
07/03/2014	109550	E 609-49751-252	Beer For Resale	BEER	1,881.60
07/10/2014	111285	E 609-49751-252	Beer For Resale	BEER	7,027.70
07/10/2014	111285	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
07/10/2014	111285	E 609-49751-255	N/A Products	N/A	70.00
					\$20,332.10

**MCNEELY, LUCAS**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #3809	3.29
			\$3.29

**MONSRUD, STEVEN**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2804	111.53
			\$111.53

**OLSON POWER AND EQUIPMENT, INC**

06/26/2014	111301	E 101-45200-218	Equipment Repair & Maintenance	PARTS	207.12
					\$207.12

**OPUS 21**

07/05/2014	140638	E 601-49440-382	Utility Billing	MONTHLY BILLING	1,477.38
07/05/2014	140638	E 602-49490-382	Utility Billing	MONTHLY BILLING	1,477.38
					\$2,954.76

**PACE ANALYTICAL SERVICES**

07/08/2014	141240828	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION	106.75
07/08/2014	141240829	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION	213.25
07/10/2014	141240887	E 601-49440-313	Sample Testing	TESTING	120.00
					\$440.00

**PHILLIPS WINE & SPIRITS CO.**

06/27/2014	3529864	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
06/27/2014	3529864	E 609-49751-251	Liquor For Resale	LIQUOR	(122.49)
07/01/2014	2629830	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
07/01/2014	2629830	E 609-49751-251	Liquor For Resale	LIQUOR	347.08
07/01/2014	2629831	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
07/01/2014	2629831	E 609-49751-253	Wine For Resale	WINE	600.00
07/09/2014	2633751	E 609-49751-206	Freight and Fuel Charges	FREIGHT	26.46
07/09/2014	2633751	E 609-49751-251	Liquor For Resale	LIQUOR	1,881.35
07/09/2014	2633752	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
07/09/2014	2633752	E 609-49751-253	Wine For Resale	WINE	128.00
07/09/2014	2633753	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
07/09/2014	2633753	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	41.95
					<hr/>
					\$2,918.52

**PRINTING UNLIMITED**

07/11/2014	7154	E 101-42400-200	Office Supplies	STS FORMS	40.35
					<hr/>
					\$40.35

**QUILL CORPORATION**

07/01/2014	4111802	E 101-41400-200	Office Supplies	NAME PLATE	13.99
					<hr/>
					\$13.99

**REEF, DENA**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2052	223.07
					<hr/>
					\$223.07

**ROSENBERG, ANTHONY**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #2819	65.66
					<hr/>
					\$65.66

**ROSEVILLE, CITY OF**

07/01/2014	218920	E 101-41110-310	Computer Consulting Fees	IT JULY 2014	192.03
07/01/2014	218920	E 101-41400-310	Computer Consulting Fees	IT JULY 2014	640.11
07/01/2014	218920	E 101-42110-310	Computer Consulting Fees	IT JULY 2014	864.16
07/01/2014	218920	E 101-42210-310	Computer Consulting Fees	IT JULY 2014	160.02
07/01/2014	218920	E 101-43100-310	Computer Consulting Fees	IT JULY 2014	160.02
07/01/2014	218920	E 101-45200-310	Computer Consulting Fees	IT JULY 2014	160.02
07/01/2014	218920	E 601-49440-310	Computer Consulting Fees	IT JULY 2014	160.02
07/01/2014	218920	E 602-49490-310	Computer Consulting Fees	IT JULY 2014	160.02
07/01/2014	218920	E 609-49750-310	Computer Consulting Fees	IT JULY 2014	192.10
07/01/2014	218968	E 101-41940-321	Telephone	PHONE	63.78
07/01/2014	218968	E 101-42110-321	Telephone	PHONE	63.78
07/01/2014	218968	E 101-42210-321	Telephone	PHONE	63.78
07/01/2014	218968	E 101-43100-321	Telephone	PHONE	63.78
07/01/2014	218968	E 101-45200-321	Telephone	PHONE	63.78
07/01/2014	218968	E 601-49440-321	Telephone	PHONE	63.78
07/01/2014	218968	E 602-49490-321	Telephone	PHONE	63.78
07/01/2014	218968	E 609-49750-321	Telephone	PHONE	63.79
					<hr/>
					\$3,198.75

**SIGN STATION**

07/09/2014	10354	E 101-42110-550	C-O-L Motor Vehicles	LETTERING NEW SQUAD	325.68
					<hr/>
					\$325.68

**SORENSEN, CATHERINE**

		E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1526	96.07
					<hr/>
					\$96.07

**SOUTHERN WINE & SPIRITS OF MN**

07/02/2014	1178198	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.25
07/02/2014	1178199	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.25
07/02/2014	1178199	E 609-49751-251	Liquor For Resale	LIQUOR	395.94
07/02/2014	1178200	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
07/02/2014	1178200	E 609-49751-253	Wine For Resale	WINE	506.00
07/10/2014	1180602	E 609-49751-206	Freight and Fuel Charges	FREIGHT	6.25
07/10/2014	1180602	E 609-49751-251	Liquor For Resale	LIQUOR	673.18
					\$1,598.87

**ST. FRANCIS TRUE VALUE HARDWAR**

06/06/2014	27762	E 101-45200-217	Other Operating Supplies	SUPPLIES	37.99
06/07/2014	28776	E 602-49490-217	Other Operating Supplies	SUPPLIES	23.74
06/16/2014	28839	E 602-49490-217	Other Operating Supplies	SUPPLIES	47.48
06/24/2014	28873	E 602-49490-217	Other Operating Supplies	SUPPLIES	14.24
07/07/2014	28778	E 101-42210-217	Other Operating Supplies	GARBAGE BAGS	18.99
					\$142.44

**THE AMERICAN BOTTLING COMPANY**

07/14/2014	2449809714	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	126.96
					\$126.96

**Thibodeaux, Ruth**

G 101-20200	Accounts Payable	REFUND DEPOSIT	50.00
			\$50.00

**TURTLE RIDGE TOWNHOMES**

E 250-49200-444	Refund & Reimbursement	1ST HALF PAYMENT 2014	6,419.73
			\$6,419.73

**UHL**

06/30/2014	27925	E 101-42110-401	Repairs/Maint Buildings	MAU DAMPERS	1,428.40
06/30/2014	27925	E 101-43100-401	Repairs/Maint Buildings	MAU DAMPERS	1,428.40
06/30/2014	27925	E 101-45200-401	Repairs/Maint Buildings	MAU DAMPERS	1,428.40
06/30/2014	27925	E 601-49440-401	Repairs/Maint Buildings	MAU DAMPERS	1,428.40
06/30/2014	27925	E 602-49490-401	Repairs/Maint Buildings	MAU DAMPERS	1,428.40
					\$7,142.00

**US DEPT OF EDUCATION**

G 101-21716	Other Deductions	WAGE LEVY 07-17-14	299.86
			\$299.86

**WAGNER, MICHAEL**

E 601-49440-444	Refund & Reimbursement	REFUND CREDIT #1187	81.69
			\$81.69

**WIRTZ BEVERAGE MN**

02/15/2013	208000331	E 609-49751-251	Liquor For Resale	LIQUOR	(14.40)
09/18/2013	2080017656.C	E 609-49751-251	Liquor For Resale	LIQUOR	(195.00)
09/18/2013	2080017662.C	E 609-49751-251	Liquor For Resale	LIQUOR	(105.00)
09/21/2013	2080018010	E 609-49751-251	Liquor For Resale	LIQUOR	(38.49)
10/14/2013	2080019911	E 609-49751-251	Liquor For Resale	LIQUOR	(281.06)
10/14/2013	2080019917	E 609-49751-251	Liquor For Resale	LIQUOR	(463.47)
10/14/2013	2080019928	E 609-49751-251	Liquor For Resale	LIQUOR	(130.00)
04/14/2014	2080038060	E 609-49751-251	Liquor For Resale	LIQUOR	(449.50)
04/17/2014	2080005157	E 609-49751-251	Liquor For Resale	LIQUOR	(107.96)
06/11/2014	2080046022	E 609-49751-251	Liquor For Resale	LIQUOR	(200.00)
06/11/2014	2080046029	E 609-49751-251	Liquor For Resale	LIQUOR	(39.00)

07/02/2014	1080199072	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.84
07/02/2014	1080199072	E 609-49751-251	Liquor For Resale	LIQUOR	964.63
07/10/2014	1080201636	E 609-49751-206	Freight and Fuel Charges	FREIGHT	81.79
07/10/2014	1080201636	E 609-49751-251	Liquor For Resale	LIQUOR	6,204.96
07/10/2014	1080201636	E 609-49751-253	Wine For Resale	WINE	520.00
09/18/2014	2080017659.C	E 609-49751-251	Liquor For Resale	LIQUOR	(144.00)
					<u>\$5,615.34</u>

\$168,451.96

FUND SUMMARY

101 GENERAL FUND	\$65,402.23
208 POLICE FORFEITURE	\$125.00
250 TURTLE RIDGE TIF	\$6,419.73
415 Aztec Street Improvements	\$9,994.00
420 RUM RIVER BLUFFS DEVELOPMENT	\$1,462.00
601 WATER FUND	\$5,903.47
602 SEWER FUND	\$6,776.29
609 MUNICIPAL LIQUOR FUND	\$71,964.24
803 ESCROW	\$405.00
Total	<u>168,451.96</u>

CITY OF ST. FRANCIS  
7/21/2014

Checks cut since last Council Meeting

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

Disbursements via Debits to 4M Account

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/31/2014	Northland Trust	2006 Bond Payment	21,060.00
7/31/2014	Northland Trust	2007 Bond Payment	67,180.00
7/31/2014	Northland Trust	2010 Bond Payment	21,460.63
7/31/2014	US Bank	2012 EDA Lease Revenue Payment	160,346.28
			<u>270,046.91</u>

Disbursements via Debits to Checking Account

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	Federal Tax	Payroll 06-05-14	16,998.94
	PERA	Payroll 06-05-14	13,073.70
	ING	Payroll 06-05-14	1,050.00
	ICMA	Payroll 06-05-14	730.00
	State Tax	Payroll 06-05-14	3,521.43
	MSRS	Payroll 06-05-14	688.04
	Federal Tax	Payroll 06-17-14	1,262.41
	PERA	Payroll 06-17-14	340.17
	State Tax	Payroll 06-17-14	142.08
	Dept of Revenue	Sales Tax	19,238.00
	Federal Tax	Payroll 06-19-14	17,004.14
	PERA	Payroll 06-19-14	12,434.89
	ING	Payroll 06-19-14	1,050.00
	ICMA	Payroll 06-19-14	730.00
	State Tax	Payroll 06-19-14	3,441.58
	MSRS	Payroll 06-19-14	673.04
	Federal Tax	Payroll 06-19-14	284.87
	State Tax	Payroll 06-19-14	9.70
	Federal Tax	Payroll 06-19-14	120.50
	Village Bank	NSF Check & Fee	754.00
	Village Bank	NSF Check & Fee	142.86
	Village Bank	NSF Check & Fee	531.69
	Village Bank	June Fees	99.55
	Visa	Credit Card Purchases	7,637.77
	TOTAL		<u>101,959.36</u>
	Total All		<u>372,006.27</u>

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

ORDINANCE 196, 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 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_<sup>th</sup>  
DAY OF \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

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

(seal)



---

**STREET DISRUPTION**

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

---

**DOCUMENT SERVICES**

Accident, Police & Fire Reports	\$.25/page; Over 100 pages TBD
Copies	\$.25 per page copied
CD's	\$15
Colored Copies of Photos	\$3/page
Certificate of Survey (non homeowner)	\$2
City Council Agenda & Minutes (mailed)	
Resident	\$25/year
Non-Resident	\$25/year + postage
Planning/Park Comm Agenda & Minutes (mailed)	
Resident	\$12/year
Non-Resident	\$12/year + postage

---

**GENERAL & MISCELLANEOUS**

Lockouts	\$25
Mileage Reimbursement for Personal Vehicle	Current IRS Rate
Notary	\$2/document
Public Nuisance Violation Admin Fee (assessable)	\$75/occurrence
Certify delinquent invoices (except utilities)	Lesser of 10% of delinquency or \$75
Certify delinquent utilities	10% of delinquency
Fire Department charges	See Ordinance 138
Returned Checks	\$30/check
Snowmobile permit	\$15.00
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/each

**EQUIPMENT AND STAFF USE**

1 Ton Truck w/Plow	\$55/hour
Belos w/Attachment	\$55/hour
Crane Truck	\$45/hour
Electric Generator	\$60/hour
Grader	\$90/hour
Kubota/Attachments Mower	\$50/hour
Pick Up Truck	\$40/hour
Single Axle Truck	\$65/hour
Single Axle Truck w/Plow	\$85/hour
Tool Cat/Skid Steer w/Attachments	\$60/hour
Tractor w/loader or Attachments	\$60/hour
Pay Loader	\$90/hour

Hourly equipment rates DO NOT include the cost of the operator or cost of fuel/gas.

Staff Time	2 x's Step 8 of their Pay Grade
------------	---------------------------------

---

**COUNCIL/COMMISSION PAY**

City Council Per Diems per day	\$35/4 hours or less; \$70/more than 4 hours
Special City Council Meetings	
Council Retreats/Work Sessions	
Economic Development Authority Meeting (EDA)	
League of MN Cities functions	Prior approval required
Labor negotiations	Prior approval required
Employee Interviews	Prior approval required
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.
School/County Liaison	
MN Mayor's Assn. functions	
Speaking Engagements at other Civic Organizations	
Closing of Property Acquisition	
Fire District Study Group Meetings	
Planning Commission	
Chairman	\$25/meeting-paid annually
Member	\$20/meeting-paid annually
Park Commission	
Chairman	\$25/meeting-paid annually
Member	\$20/meeting-paid annually
Economic Development Authority	\$20/meeting-paid annually
Upper Rum River Watershed - Resident Appointed by Council	\$20/meeting-paid annually

---

**PARKS AND RECREATION**

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$35/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$35/each
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.

---

**COMMUNITY CENTER**

Resident	\$30/event
Non-Resident	\$55/event
Damage Deposit	\$100
Late Key Return	\$25 if not returned within two business days of event
City Purposes	Free
City Benefit	Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed.
St. Francis Lions/Lioness	
St. Francis Senior Citizens Group	
St. Francis Area Jaycees	
St. Francis Youth Assn. (4-H, Scouts, Hockey, etc.)	
St. Francis Ambassador Program	
St. Francis Area Chamber of Commerce	
Other Governmental Agencies	
Local Church organizations	
Local Business/Non-Profit Organizations	
	Donations will be accepted for Use of Facility unless Council specifically determines that the fees should be imposed.
Priority for use in event of conflict	Based on earliest request if more than one applicant of the same class seeks conflicting dates.
City of St. Francis	
Non-Profit located within City limits	
Residents (individuals or groups)	
Non-Profit located outside City limits	
Non-Residents (individuals or groups)	

---

DIVISION AND USE OF PROPERTY	Fee	Escrow
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Dock Permit	\$50	\$100
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Fence- Under Six Feet in Height	\$50	
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
<b>Rental Housing Licensing</b>		
<b>Rental Housing License</b>	<b>\$150</b>	
<b>Rental Housing License Renewal</b>	<b>\$100</b>	
<b>Rental Housing License Renewal Multiple Family</b>	<b>\$75</b>	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Temporary Habitation Permit	\$200	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
<b>Vacant Building Registration Fee</b>		
<b>First Year</b>	<b>\$125</b>	
<b>Second Year Renewal</b>	<b>\$175</b>	
<b>Third Year Renewal</b>	<b>\$250</b>	
<b>Fourth Year Renewal</b>	<b>\$350</b>	
<b>Fifth Year Renewal and Beyond</b>	<b>\$500</b>	
<b>Vacant Building Administration Fee</b>	<b>\$100</b>	
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

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

---

**BUILDING PERMITS**

Basement Finishes Permit	\$140	**See Below
Building Demolition	\$95	**See Below
Building Demolition - Commercial	By Valuation	
Contractor Verification Fee	\$10	
Fence- Residential	\$40	
· Over Six Feet in Height	By Valuation	
Commercial	By Valuation	
Fireplace	\$95	**See Below
Fuel Tank Removal	\$95	**See Below
Engineers Grading Review of Building Permit	\$130	
Water Heater	\$75	**See Below
HVAC	\$95/heating installations	**See Below
	\$55/air conditioning	**See Below
Inspections-After Hours	\$70/hr, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation	\$50 back flow preventer	**See Below
Mobile Home Setup	By Valuation	
On-Site Septic		
Type I - IV	\$275	**See Below
Type V	By cost incurred	
Operating Permit	\$125/year	**See Below
Plumbing	\$95	
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.	
Pools - Inground	By Valuation	
Re-Inspection Fee	Not to exceed \$75/trip	
Roofing		
Residential	\$95	**See Below
Commercial	By Valuation	
Septic System Pumping Verification	\$20	
Siding		
Residential	\$95	**See Below
Commercial	By Valuation	
Signs	By Valuation	
Water Softener Permit		
Residential	\$15 by State Statute	**See Below
Commercial	By Valuation	
Windows/Exterior Doors	\$95	**See Below
Commercial Buildings (Plbg, Mech, 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 \$5.00 per permit.**

---

**ESCROW DEPOSITS**

Urban	
Curb Box & Meter	\$1,500
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod	\$2,000
Seeding/Sprinkler	\$2,000
3" Black Dirt	\$500
Erosion Control in Place	\$300
Street Cleaned	\$200
Driveway Installed	\$1,500
Rural	
Final Grading	\$500 - \$1,000
Litter/Debris Cleanup	\$100 - \$300
2" Caliper Tree (new)	\$300
Sod/Seeding	\$300 - \$2,000
Erosion Control in Place	\$300
Culvert	\$1,500
Driveway Installed	\$1,500

---

**UTILITY FEES**

Access Charge	
Sewer Equivalent Connection Charge	\$4,200
Water Equivalent Connection Charge	\$3,000
Tapping & Connection Permits	
Tapping & Water Connection	\$125
Tapping & Sewer Connection	\$125
Water Connection	\$50
Sewer Connection	\$50
Meter Deposit	
¾"	Cost
1" and larger	Cost + 10%
Water Shut Off (7:00 am to 3:30 pm)	\$35
Water Reconnect (7:00 am to 3:30 pm)	\$35
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 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.	
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum
Curbstop Locate	
Summer	\$25 minimum
Winter	\$50 minimum
Curbstop Driveway Cover	Cost
Curbstop Repair	Time & material w/ \$50 minimum
Curbstop Box	Cost
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum
Hydrant Meter Deposit	\$800
Non-response to Tagging Notice	\$250 per month until resolved
Un-Metered Use of City Water	\$200

---

**WATER RATES**

Monthly Base Fee	\$13.75
State Test Fee	\$0.53
Charge per 1,000 Gallons Used per Equivalent Connection	
0-14,999	\$4.25/equivalent connection
15,000-29,999	\$4.45/equivalent connection
30,000-44,999	\$5.15/equivalent connection
>=45,000	\$6.15/equivalent connection
Bulk Water	
System Access Charge	\$50
Charge per 1,000 Gallons Used	\$4

---

**SEWER RATES**

Monthly Base Fee	\$12.50
Charge per 1,000 Gallons Used	\$4.90/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 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 3,000 gallons will be billed actual usage up to the maximum average calculated.

\*\*Note: Consumption amounts are not billed greater than actual usage.



**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  
Matt Hylen, City Administrator

FROM: Nate Sparks

MEETING DATE: July 7, 2014 & July 21, 2014

DATE: June 26, 2014

RE: Outdoor Wood Boiler Ordinance

**BACKGROUND**

Outdoor boilers or furnaces are devices that are placed outside of a building that burn wood, corn, or other fuel to heat or provide energy to the building or pool. This activity has been found to produce smoke, soot, and emissions that may become a public nuisance, especially in an urban environment. Also, of concern are when devices are used improperly and substances are used as fuel that create foul smelling and/or thick smoke. The Planning Commission reviewed a draft ordinance and held a public hearing and has recommended approval of an ordinance that prohibits outdoor wood-burning furnaces in the urban services area and sets minimum standards of operation.

**REQUESTED ACTION**

The Planning Commission recommended approval of the following ordinance.

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

ORDINANCE 197, SECOND SERIES

AN ORDINANCE ESTABLISHING SECTION 10-16-17  
ENTITLED "OUTDOOR WOOD-BURNING FURNACES"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 10-2-2, Definitions shall be amended to include the following definition:

**OUTDOOR WOOD-BURNING FURNACE:** Any accessory structure or appliance designed to be located outside living space ordinarily used for human habitation and designed to transfer or provide heat, via liquid or other means, through the burning of wood or other fuel, for heating spaces other than where such structure or appliance is located, any other structure or appliance on the premises, or for heating domestic, swimming pool, hot tub or Jacuzzi water. Outdoor wood-burning furnace does not include an outdoor fireplace, fire pit, wood-fired barbecue, or chiminea. An outdoor wood-burning furnace may also be referred to as an outdoor wood boiler or outdoor hydronic heaters.

Section 2. Code Adopted. That Section 10-16-17 entitled "Outdoor Wood-Burning Furnaces" shall be adopted to read as follows:

**10-16-17: OUTDOOR WOOD-BURNING FURNACES.**

- A. Outdoor wood-burning furnaces are prohibited in the Urban Services Area of the City.
- B. All outdoor wood-burning furnaces require a permit from the City of St. Francis prior to installation.
- C. Outdoor wood-burning furnaces shall be required to use clean wood or other clean burning product as fuel. Clean wood is defined as natural wood which has not been painted, varnished, or coated with a similar material, has not been pressure-treated with preservatives, and does not contain resins or glues as in plywood or other composite wood products. The use of the following materials as fuel is strictly prohibited:
  1. Rubbish or garbage including but not limited to food wastes, food wraps, packaging, animal carcasses, paint or painted materials, furniture, composite shingles, construction or demolition debris, or other household or business wastes.
  2. Kerosene, gasoline, or petroleum products.
  3. Asphalt and products containing asphalt.

4. Wood or wood products, other than clean wood.
5. Any plastic material including but not limited to nylon, PVC, ABS, polystyrene or urethane foam, and synthetic fabrics, plastic film, and plastic containers.
6. Rubber, including tires and synthetic rubber-like products.
7. Newspaper, corrugated cardboard, container board, and office paper.

Section 3. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

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

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

**RESOLUTION 2014-23**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF  
ORDINANCE 197, SECOND SERIES ADDING SECTION 10-16-17 OF THE ZONING  
ORDINANCE REGARDING OUTDOOR FURNACES**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance No. 197 will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 197, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 197, SECOND SERIES**

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

The City of St. Francis added Section 10-16-17 of the Zoning Ordinance regarding Outdoor Furnaces. The ordinance prohibits placing of outdoor furnaces in the Urban Services Area of the City and establishes standards for operation.

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

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED

Attest:

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

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



## **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  
Matt Hylen, City Administrator

FROM: Nate Sparks

MEETING DATE: July 7, 2014 & July 21, 2014

DATE: June 26, 2014

RE: PUD Ordinance Amendment

### **BACKGROUND**

The Planning Commission conducted a review of the City's Planned Unit Development Ordinance and recommends some minor amendments.

### **DRAFT ORDINANCE AMENDMENT**

Attached is a draft ordinance amendment. Included are amendments intended for granting additional flexibility for commercial and industrial PUDs. The term "PUD Permit" is found throughout the ordinance which is being removed to avoid confusion with a Conditional Use Permit provision. The primary proposed revisions are:

#### *Part 1: Section 10-10-1*

The purpose statement is proposed for revision to include the use of the CUP for certain PUDs.

#### *Part 2: Section 10-10-2-M*

The perimeter setbacks and building separation are proposed to be slightly revised to allow for greater flexibility for commercial and industrial PUDs and to lessen building separation requirements.

#### *Part 3: Section 10-10-6*

An allowance for minor revisions to a PUD that can be approved via resolution than by ordinance amendment is proposed in this section.

#### *Part 4: Section 10-10-8*

This section simply states the allowance for procession commercial and industrial PUDs by CUP in limited cases.

### **RECOMMENDED ACTION**

The Planning Commission recommended approval of the following ordinance.

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

ORDINANCE 198, SECOND SERIES

AN ORDINANCE AMENDING SECTION 10-10  
REGARDING PLANNED UNIT DEVELOPMENTS

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-10 shall be amended to read as follows:

**10-10-1: PURPOSE:** The Section is established to provide comprehensive procedures and standards to allow for the mixing of uses and flexibility from the general performance standards to allow for more innovative and efficient design for the development of neighborhoods or areas. The PUD process by allowing flexibility from the strict provisions of this Ordinance related to setbacks, heights, lot area, width, depth, yards, and other equivalent performance standards by rezoning to a PUD District (or as a conditional use when applicable) is intended to encourage:

- A. Innovations in development to the end that the growing demands for all styles of economic expansion may be met by greater variety in type, design, and sighting of structures and by the conservation and more efficient use of land in such developments.
- B. Higher standards of site and building design through the use of trained and experienced land planners, architects and landscape architects.
- C. More convenience in location and design of development and service facilities.
- D. The preservation and enhancement of desirable site characteristics such as existing vegetation, natural topography and geologic features and the prevention of soil erosion.
- E. A creative use of land and related physical development which allows a phased and orderly transition of land from activity to another.
- F. An efficient use of land resulting in smaller networks of utilities and streets thereby lowering development costs and public investments.
- G. A development pattern in harmony with the objectives of the Comprehensive Plan. (PUD is not intended as a means to vary applicable planning and zoning principals.)
- H. A more desirable and creative environment than might be possible through the strict application on zoning and subdivision regulations of the City.
- I. That the flexibilities granted through the PUD process for the development produce a clear and identified benefit to the City that would not have been achievable following the standard zoning procedure.

**10-10-2: GENERAL REQUIREMENTS AND STANDARDS:**

- A. Ownership. An application for PUD must be filed by the landowner or jointly by all landowners of the property included in a project. The application and all submissions must be directed to the development of the property as a unified whole. In the case of multiple ownership, the approved final plan shall be binding on all owners.
- B. Comprehensive Plan Consistency. The proposed PUD shall be consistent with the City Comprehensive Plan.
- C. Compatibility. The proposed PUD shall be compatible with the adjacent land uses.
- D. Common Open Space. Common open space at least sufficient to meet the minimum requirements established in the Comprehensive Plan and such complementary structures and improvements as are necessary and appropriate for the benefit and enjoyment of the residents/users of the PUD shall be provided within the area of the PUD development.
- E. Operating and Maintenance Requirements for PUD Common Open Space/Facilities. Whenever common open space or service facilities are provided within the PUD, the PUD Plan shall contain provisions to assure the continued operation and maintenance of such open space and service facilities to a pre-determined reasonable standard. Common open space and service facilities within a PUD may be placed under the ownership of one or more of the following, as approved by the City:
  - 1. Dedicated to public, where a community-wide use is anticipated and the City agrees to accept the dedication.
  - 2. Landlord control, where only use by tenants is anticipated.
  - 3. Property Owners Association, provided all of the following conditions are met:
    - a. Prior to the use or occupancy or sale or the execution of contracts for sale of an individual building unit, parcel, tracts or common area, a declaration of covenants, conditions and restrictions or an equivalent document or document such as specified by Laws 1963, Section 457, Section 11 and a set of floor plans such as specified by Laws 1963, Section 457, Section 13 shall be filed with the City, said filing with the City to be made prior to the filings of said declaration or document or floor plans with the recording officers of the County.
    - b. The declaration of covenants, conditions and restrictions or equivalent document shall specify that deeds, leases or documents of conveyance affecting buildings, units, parcels, tracts, townhouses or apartments shall subject said properties to the terms of said declaration.
    - c. The declaration of covenants, conditions and restrictions shall provide that an owner's association or corporation shall be formed and that all owners

shall be members of said association or corporation which shall maintain all properties and common areas in good repair and which shall assess individual property owners proportionate shares of joint or common costs. This declaration shall be subject to the review and approval of the City Attorney. The intent of this requirement is to protect the property values of the individual owner through establishing private control.

- d. The declaration shall additionally, amongst other things, provide that in the event the association or corporation fails to maintain properties in accordance with the applicable rules and regulations of the City or fails to pay taxes or assessments on properties as they become due and in the event the City incurs any expenses in enforcing its rules and regulations, which said expenses are not immediately reimbursed by the association or corporation, then the City shall have the right to assess each property its prorated share of said expenses. Such assessments, together with interest thereon and costs of collection, shall be a lien on each property against which such assessment is made.
  - e. Membership must be mandatory for each owner and all successors or assigns.
  - f. The open space restrictions must be permanent and not for a given period of years.
  - g. The Association must be responsible for liability insurance, local taxes, and the maintenance of the open space facilities to be deeded to it.
  - h. Property owners must pay a prorated share of the cost of the Association by means of an assessment to be levied by the Association which meets the requirements for becoming a lien on the property in accordance with Minnesota Statutes.
  - i. The Association must be able to adjust the assessment to meet changed needs.
  - j. The by-laws and rules of the Association and all covenants and restrictions to be recorded must be approved by the City Council prior to the approval of the final PUD plan.
- F. Staging of Public and Common Open Space. When a PUD provides for common or public open space, and is planned as a staged development over a period of time, the total area of common or public open space or land escrow security in any stage of development shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.
- G. Density. The maximum allowable density in a PUD zoning district shall be determined by standards negotiated and agreed upon between the applicant and the City. In all cases,

the negotiated standards shall be consistent with the development policies as contained in the Comprehensive Plan. Whenever a PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred (100) percent of the proposed residential density of the entire PUD. A PUD by conditional use permit must comply with the applicable base zoning district.

- H. Utilities. In any PUD, all utilities, including telephone, electricity, gas and cable shall be installed underground, unless approved specifically by the City Council.
- I. Utility Connections. The following requirements must be met with regards to utility connections.
  - 1. Water Connections. Where more than one (1) property is served from the same service line, individual unit shut off valves shall be provided as required by the City.
  - 2. Sewer Connections. Where more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.
- J. Roadways. All streets shall conform to the design standards contained in the Subdivision Chapter of the City Code, unless otherwise approved by the City.
- K. Landscaping. In any PUD, landscaping shall be provided according to a plan approved by the City, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the PUD plan.
- L. Urban/Rural Servicing Requirements. All development shall be carefully phased so as to ensure that all developable land will be accorded a present vested right to develop at such time as services and facilities are available. Lands which have the necessary available municipal facilities and services may be granted approval in accordance with existing City Code provisions and development techniques. Lands which lack the available public facilities and services may be granted approval for development, provided that all applicable provisions of this Chapter, the City Code, and State Regulations are complied with.
- M. Setbacks.
  - 1. Site Perimeter Setbacks:
    - a. For commercial and industrial development, the perimeter setback shall be 30 feet to property zoned for single family residential uses. To all other uses the perimeter setback shall be determined as deemed appropriate by the City based on the nature of the proposed use and the adjacent uses.

- b. For all other uses, the perimeter setback shall be the same as the setback on adjacent property.
  - 2. No building shall be located less than fifteen (15) feet from the back of the curb line along those roadways which are part of the internal street system.
  - 3. No building within the project shall be nearer to another building than 12 feet.
- N. Minimum Lot Size. The minimum lot size for a Planned Unit Development is one (1) acre.

**10-10-3: SUBMISSION REQUIREMENTS.** Five (5) large scale copies and thirteen (13) reduced scale (not less than 11" x 17") copies of the following exhibits, analysis and plans shall be submitted to the City during the PUD process, at the times specified in Sections 3 or 4 of this Chapter, as applicable. If, in the opinion of the Zoning Administrator, reduced scale drawings (11" x 17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.

A. General Concept Stage:

- 1. General Information:
  - a. The landowner's name and address and their interest in the subject property.
  - b. The applicant's name and address if different from the landowner.
  - c. The names and addresses of all professional consultants who have contributed to the development of the PUD plan being submitted, including attorney, land planner, engineer, and surveyor.
  - d. Evidence that the applicant has sufficient control over the subject property to effectuate the proposed PUD, including a statement of all legal, beneficial, tenancy and contractual interests held in or affecting the subject property and including an up-to-date certified abstract of title or registered property report, and such other evidences as the City Attorney may require to show the status of title or control of the subject property.
- 2. Present Status:
  - a. The address and legal description of the subject property.
  - b. The existing zoning classification and present use of the subject property and all lands within one thousand (1,000) feet of the subject property.
  - c. A map depicting the existing development of the subject property and all land within one thousand (1,000) feet thereof and indicating the location

of existing streets, property lines, easements, water mains and storm and sanitary sewers, with invert elevations on and within one hundred (100) feet of the subject property.

3. A written statement generally describing the proposed PUD and the market which it is intended to serve and its demand showing its relationship to the Comprehensive Plan and how the proposed PUD is to be designed, arranged and operated in order to permit the development and use of neighboring property in accordance with the applicable regulations of the City.
4. Site Conditions. Graphic reproductions of the existing site conditions at a scale of one hundred (100) feet.
  - a. Contours - minimum one-half ( $\frac{1}{2}$ ) foot intervals.
  - b. Location, type and extent of tree cover.
  - c. Slope analysis.
  - d. Location and extent of water bodies, wetlands and streams and floodplains within three hundred (300) feet of the subject property.
  - e. Significant rock outcroppings.
  - f. Existing drainage patterns.
  - g. Vistas and significant views.
  - h. Soil conditions as they affect development.

All of the graphics should be the same scale as the final plan to allow easy cross reference. The use of overlays is recommended for clear reference.

5. Schematic drawing of the proposed development concept including but not limited to the general location of major circulation elements, public and common open space, and internal and surrounding land uses.
6. Schematic drawing of resubdivision plans for the proposed development, if any, in the event of sanitary sewer availability.
7. A statement of the estimated density/intensity of use proposed for the PUD and a tabulation of the proposed approximate allocations of land use expressed in acres and as a percent of the total project area, which shall include at least the following:
  - a. Area devoted to uses.
  - b. Area devoted to use by building type.
  - c. Area devoted to common open space.
  - d. Area devoted to public open space.
  - e. Approximate area devoted to streets.
  - f. Approximate area devoted to, and number of, off-street parking and loading spaces and related access.
8. When the PUD is to be constructed in stages during a period of time extending beyond a single construction season, a schedule for the development of such

stages or units shall be submitted stating the approximate beginning and completion date for each such stage or unit and the proportion of the total PUD public or common open space and dwelling units to be provided or constructed during each such stage, and the overall chronology of development to be followed from stage to stage.

9. When the proposed PUD includes provisions for public or common open space or service facilities, a statement describing the provision that is to be made for the care and maintenance of such open space or service facilities.
  10. General intents of any restrictive covenants that are to be recorded with respect to property included in the proposed PUD.
  11. Schematic utilities plans indicating placement of water, sanitary and storm sewers.
  12. The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this stage, which is determined to be unnecessary to the consideration of the specific proposal for PUD approval.
  13. The Zoning Administrator may require the submission of any additional information or documentation which is determined to be necessary or appropriate for full consideration of the proposed PUD or any aspect or stage thereof.
- B. Development Stage. Development stage submissions should depict and outline the proposed implementation of the general concept stage for the PUD. Information from the general concept stage may be included for background and to provide a basis for the submitted plan. The development stage submissions shall include but not be limited to:
1. Zoning classification required for development stage submission and any other public decisions necessary for implementation of the proposed plan.
  2. Five (5) sets of preliminary plans, drawn to a scale of not less than one inch equals one hundred (100) feet or scale requested by the City and thirteen (13) reduced scale (not less than 11" x 17") copies containing at least the information specified in this section. If, in the opinion of the Zoning Administrator, reduced scale drawings (11" x 17") are determined to be illegible, the submission of larger scale materials shall be required. The scale of such materials shall be the minimum necessary to ensure legibility.
    - a. Proposed name of the development (which shall not duplicate nor be similar in pronunciation to the name of any plat theretofore recorded in the County).
    - b. Property boundary lines and dimensions of the property and any significant topographical or physical features of the property.

- c. The location, size, use and arrangement including height in stories and feet and total square feet of ground area coverage and floor area, of proposed buildings, and existing buildings which will remain, if any.
  - d. Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and all other circulation elements including bike and pedestrian; and the total site coverage of all elements.
  - e. Location, designation and total area of all common open space.
  - f. Location, designation and total area proposed to be conveyed or dedicated for public open space, including parks, playgrounds, school sites and recreational facilities.
  - g. Proposed lots and blocks, if any, and numbering system.
  - h. Proposed resubdivision plan, if any, upon availability of sanitary sewer service.
  - i. The location, use and size of structures and other land uses on adjacent properties.
  - j. Detailed sketches and provisions of proposed landscaping.
  - k. General grading and drainage plans for the developed PUD.
  - l. Any other information that may have been required by the City in conjunction with the approval of the general concept plan.
3. An accurate legal description of the entire area within the PUD for which final development plan approval is sought.
  4. A tabulation indicating the number of residential dwelling units and expected population.
  5. A tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity (e.g. drug store, dry cleaning, supermarket).
  6. Preliminary architectural "typical" plans indicating use, floor plan, elevations and exterior wall finishes of proposed buildings, including mobile homes.
  7. A detailed site plan, suitable for recording, showing the physical layout, design and purpose of all streets, easements, rights-of-way, utility lines and facilities, lots, blocks, public and common open space, general landscaping plan, structure, including mobile homes and uses.

8. Preliminary grading and site alteration plan illustrating changes to existing topography and natural site vegetation. The plan shall clearly reflect the site treatment and its conformance with the approved concept plan.
  9. A preliminary plat prepared in accordance with the Subdivision Section of the City Code.
  10. A Soil Erosion Control Plan acceptable to watershed districts, Department of Natural Resources, Soil Conservation Service, or any other agency with review authority clearly illustrating erosion control measures to be used during construction and as permanent measures.
  11. A statement summarizing all changes which have been made in any document, plan, data or information previously submitted, together with revised copies of any such document, plan or data.
  12. Such other and further information as the Zoning Administrator shall find necessary to a full consideration of the entire proposed PUD or any stage thereof.
  13. The Zoning Administrator may excuse an applicant from submitting any specific item of information or document required in this Section if it is found to be unnecessary to the consideration of the specific proposal for PUD approval.
- C. Final Plan Stage. After approval of a general concept plan for the PUD and approval of a development stage plan for a section of the proposed PUD, the applicant shall submit the following material for review by the City prior to issuance of a building permit.
1. Proof of recording any easements and restrictive covenants prior to the sale of any land or dwelling unit within the PUD and of the establishment and activation of any entity that is to be responsible for the management and maintenance of any public or common open space or service facility.
  2. All certificates, seals and signatures required for the dedication of land and recording of documents.
  3. Final architectural working drawings of all structures.
  4. A final plat and final engineering plans and specifications for streets, utilities and other public improvements, together with a City/Applicant Agreement for the installation of such improvements and financial guarantees for the completion of such improvements.
  5. Resubdivision plan, if any, upon availability of sanitary sewer service.
  6. Any other plan, agreements, or specifications necessary for the City to review the proposed construction. All work must be in conformance with the Minnesota State Uniform Building Code.

**10-10-4: PROCEDURE FOR PROCESSING A PLANNED UNIT DEVELOPMENT:**

- A. Reserved.
- B. Application Conference. Prior to filing of an application for PUD, the applicant of the proposed PUD is encouraged to arrange for and attend a conference with the Zoning Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of the proposal for the area for which it is proposed and its conformity to the provisions of this Section before incurring substantial expense in the preparation of plans, surveys and other data.
- C. General Concept Plan.
  - 1. Purpose. The General Concept Plan provides an opportunity for the applicant to submit a plan to the City showing the basic intent and the general nature of the entire development without incurring substantial cost. The following elements of the proposed general concept plan represents the immediately significant elements for City review and comment.
    - a. Overall maximum PUD density/intensity range.
    - b. General location of major streets and pedestrian ways.
    - c. General location and extent of public and common open space.
    - d. General location of residential and non-residential land uses with approximate type and intensities of development.
    - e. Staging and time schedule of development.
    - f. Other special criteria for development.
  - 2. Schedule:
    - a. The applicant shall file the concept stage application, together with all supporting data and filing fee as established by City Council resolution.
    - b. Within fifteen (15) working days after verification by the City that the application and required supportive material is completed and adequate, the request shall be processed in accordance with the applicable procedures and schedule as defined by Section 3 or Section 4 of this Ordinance.
  - 3. Optional Submission of Development Stage Plan. In the case of single stage PUDs or where the first stage of a multiple stage PUD is to begin immediately, the applicant may initially submit development stage plans and supportive

material. In such case, the City shall consider and act upon such plans according to the applicable provision of this Section.

4. Effect of Concept Plan Approval. Unless the applicant shall fail to meet time schedules for filing Development Stage and Final Plans or shall fail to proceed with development in accordance with the plans as approved or shall in any other manner fail to comply with any condition of this Chapter or of any approval granted pursuant to it, a General Concept Plan which has been approved shall not be modified, revoked or otherwise impaired pending the application of Development Stage and Final Plans by any action of the City without the consent of the applicant.
5. Limitation on General Concept Plan Approval. Unless a Development Stage Plan covering at least ten (10) dwelling units or the area designated in the General Concept Plan as the first stage of the PUD, whichever is greater, has been filed within six (6) months from the date City grants General Concept Plan approval, or in any case where the applicant fails to file Development Stage and Final Plans and to proceed with development in accordance with the provisions of this Chapter and of an approved General Concept Plan, the approval shall be null and void and shall lapse. Upon request by the applicant, the Council at its discretion may extend for additional periods not in excess of six (6) months each the filing deadline for any Development Stage Plan, when, for good cause shown, such extension is necessary.

D. Development Stage:

1. Purpose. The purpose of the Development Stage Plan is to provide a specific and particular plan upon which the Planning Commission will base its recommendation to the Council and with which substantial compliance is necessary for the preparation of the Final Plan.
2. Submission of Development Stage. Upon approval of the General Concept Plan, and within the time established in Section 10-10-4-C-5 of this Ordinance, the applicant shall file with the City a Development Stage Plan consisting of the information and submissions required by Section 10-10-4-B of this Ordinance for the entire PUD or for one or more stages thereof in accordance with a staging plan approved as part of the General Concept Plan. The Development Stage Plan shall refine, implement, and be in substantial conformity with the approved General Concept Plan.
3. Review and Action by City Staff and Planning Commission. Immediately upon receipt of a completed Development Stage Plan, said plan shall be referred to the following City staff and/or official bodies for the indicated action.
  - a. The City Attorney for legal review of all documents.
  - b. The City Engineer for review of all engineering data and the City/Developer Agreement.

- c. The Building Official for review of all building plans.
  - d. The Zoning Administrator or designated agent for review of all plans for compliance with the intent, purpose and requirements of this Chapter and conformity with the General Concept Plan and Comprehensive Plan.
  - e. The Planning Commission for review and recommendation to the Council.
  - f. When appropriate, as determined by the Zoning Administrator to other special review agencies and governmental jurisdictions.
4. PUD Enactment. Final approval of a PUD conditional use permit or PUD zoning district map amendment shall be considered granted only at the time of Development Stage Plan approval by the City Council.
  5. Limitation on Development Stage Plan Approval. Unless a Final Plan covering the area designated in the Development Stage Plan as the first stage of the PUD has been filed within six (6) months from the date City Council grants Development Stage Plan approval, or in any case where the applicant fails to file Final Plans and to proceed with development in accordance with the provisions of this Chapter and/or an approved Development Stage Plan, the approval shall be null and void and shall expire. Upon application by the applicant, the City Council, at its discretion, may extend for not more than six (6) months, the filing deadline for any Final Plan when, for good cause shown, such extension is necessary.
  7. Site Improvements. At any time following the approval of a Development Stage Plan by the City Council, and completion and execution of a PUD agreement governing the project, the applicant may, pursuant to the applicable City Code provisions apply for, and the City may issue, grading permits for the area within the PUD for which Development Stage Plan approval has been given. Securities as appropriate may be required of the applicant.

E. Final Plan:

1. Purpose. The Final Plan is to serve as a complete, thorough and permanent public record of the PUD and the manner in which it is to be developed. It shall incorporate all prior approved plans and all approved modifications thereof resulting from the PUD process. It shall serve in conjunction with other City Code provisions as the land use regulation application to the PUD. The Final Plan is intended only to add detail to, and to put in final form, the information contained in the Development Stage Plan and shall conform to the Development Stage Plan in all respects.
2. Schedule:

- a. Upon approval of the Development Stage Plan, and within the time established in Section 10-10-4-D-5 of this Section, the applicant shall file with the City a Final Plan consisting of the information and submissions required in Subdivision D of this Section for the entire PUD or for one or more stages. This plan will be reviewed and approved or denied by City staff, subject to appeal.
  - b. Within thirty (30) days of its approval, the applicant shall cause the Final Plan, or such portions thereof as are appropriate, to be recorded with the County Recorder. The applicant shall provide the City with a signed copy verifying County recording within forty (40) days of the date of approval or the approval shall be null and void.
3. Building and Other Permits. Except as otherwise expressly provided herein, upon receiving notice from the City that the approved Final Plan has been recorded and upon application of the applicant pursuant to the applicable City Code provisions, the City may issue building and other permits to the applicant for development, construction and other work in the area encompassed by the approved Final Plan provided, however, that no such permit shall be issued unless the City is first satisfied that the requirements of all codes and City Code provisions in which are applicable to the permit sought, have been met.
4. Limitation of Final Plan Approval. Within one year after the approval of a Final Plan for PUD, or such shorter time as may be established by the approved development schedule, construction shall commence in accordance with such approved plan. Failure to commence construction within such period shall, unless an extension shall have been granted as hereinafter provided, automatically render void the PUD and all approvals of the PUD plan and the area encompassed within the PUD shall thereafter be subject to those provisions of this Chapter, and other City Code provisions, applicable in the district in which it is located. In such cases, the Council shall forthwith adopt an ordinance repealing the PUD and all PUD approvals and re-establishing the zoning and other City Code provisions that would otherwise be applicable. The time limit established may, at the discretion of the Council, be extended for not more than one year.
5. Inspections During Development:
  - a. Compliance with Overall Plan. Following Final Plan approval of a PUD, or a stage thereof, the City shall, at least annually until the completion of the development, review all permits issued and construction undertaken and compare actual development with the approved development schedule.
  - b. If the City finds that development is not proceeding in accordance with the approved schedule, or that it fails in any other respect to comply with the PUD plans as finally approved, the City shall either by ordinance revoke

the PUD, and the land shall thereafter be governed by the regulations applicable in the district in which it is located; or shall take such steps as it shall deem necessary to compel compliance with the Final Plans as approved; or shall require the landowner or applicant to seek an amendment to the Final Plan.

**10-10-5: PUD PROGRESS EVALUATION:** If periodic review of a PUD project is included as a condition to the approval of a PUD, such a project shall be reviewed by the City Council. The Council may, at its discretion, call a public hearing as part of its review. Notice of such hearing shall be given in the same manner as outlined in Section 10-10-4 of this Ordinance.

**10-10-6: AMENDMENT OF A PUD:**

- A. Application Procedures. Any deviation or modification from the terms or conditions of an approved PUD permit or any alteration in a project for which a PUD has been approved shall require an amendment of the original development stage plan. The same application and hearing procedure for an amendment of a PUD shall be followed as was followed with respect to the applicant's initial request, as outlined in Section 10-10-4 of this Ordinance.
- B. Action by the Planning Commission and City Council.
  - 1. The same review procedure by the Planning Commission and City Council shall be followed for an amendment of a PUD permit as was followed with respect to the applicant's initial request, outlined in Section 10-10-4 of this Ordinance. The affirmative vote of four-fifths (4/5) of the full Council shall be required for approval of an amendment of a PUD.
  - 2. Amendments which are minor in nature and do not require amendments in the terms of a PUD Ordinance may be approved by resolution and approved by a simple majority of the Council.

**10-10-7: GENERAL REQUIREMENTS:**

- A. Records. The Zoning Administrator shall maintain a record of all PUDs including information on a project's permitted uses, all pertinent project plans, any conditions imposed on a project by the City Council, and such other information as the Zoning Administrator may deem appropriate.
- B. Withdrawal of an Application. Any application under this Section may be withdrawn by an applicant without prejudice at any time prior to final City Council action thereon.
- C. Financial Security to Assure Compliance. In order to insure that all improvements contained in a PUD are completed in accordance with said plan and to insure that an applicant fully complies with all conditions of a PUD permit, the applicant may be

required to post a letter of credit guaranteeing the faithful performance of such work and compliance with such conditions. Such security shall be in a form satisfactory to the City, shall be in an amount established by the City Council, and shall cover each segment or each phase of a PUD project. The amount of said security may be reduced or a portion of said bond may be released as specific segments of each phase of development have been completed, upon approval by the City Council.

- D. Conveyance of Property Within a PUD Project. In the event that any real property within an approved PUD project is conveyed in total or in part, the buyer(s) thereof shall be bound by all provisions of the PUD permit and the plan of development for that project. However, nothing in this Chapter shall be construed as to make such conveyed property non-conforming with regard to normal zoning standards as long as the conveyed property conforms with the approved PUD permit and the plan of development for a project.

**10-10-8: PUD BY CONDITIONAL USE.** Commercial and Industrial Planned Unit Developments may be approved as a Conditional Use Permit in all Commercial and Industrial Zoning Districts provided the only flexibilities being granted are from performance standards applicable in the underlying zoning district or to allow for the placement of more than one principal structure on a lot.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED:

\_\_\_\_\_  
Jerry Tveit  
Mayor of St. Francis

ATTEST:

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

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

**RESOLUTION 2014-24**

**A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF  
ORDINANCE 198, SECOND SERIES AMENDING SECTION 10-10 OF THE  
ZONING ORDINANCE REGARDING  
PLANNED UNIT DEVELOPMENTS**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 198, Second Series will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 198, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 198, SECOND SERIES**

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

The City of St. Francis amended Section 10-10 of the Zoning Ordinance regarding Planned Unit Developments. The ordinance allows for certain commercial and industrial planned unit developments to be processed with a conditional use permit and modifies perimeter setbacks and building separation standards.

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

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

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

and the following voted against the same:

and the following abstained:

and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2014.

APPROVED

\_\_\_\_\_  
Jerry Tveit, Mayor of St. Francis

Attest:

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



# BOLTON & MENK, INC.<sup>®</sup>

Consulting Engineers & Surveyors

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

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

www.bolton-menk.com

## MEMORANDUM

**Date:** July 15, 2014  
**To:** Honorable Mayor Tveit and Members of the City Council  
City of St. Francis  
**From:**  Jared Voge, P.E.  
City Engineer  
**Subject:** Pederson Drive Pedestrian Crossing and Speed Limit  
St. Francis, Minnesota  
BMI Project No: R18.107704

### INTRODUCTION:

City staff was asked to evaluate a pedestrian crossing on Pederson Drive just west of the County Market westernmost access to Pederson Drive. In addition, a concern has been raised regarding the posted speed of Pederson Drive which is 50 mph.

### BACKGROUND:

Pedestrians are currently crossing Pederson Drive west of the County Market westernmost access in a location where a crosswalk is not designated. The location is considered a mid-block crossing. Mid-block crossings are undesirable for a number of reasons. The pedestrian activity coupled with Pederson Drive's posted speed of 50 mph raises a safety concern. Currently a short trail segment dead ends west of the County Market western access. In 2012, the Pederson Path was installed on the south side of Pederson Drive and was located on the southside of Pederson Drive because of the population density being greater on the southside than the north side.

In 2010, Anoka County turned back Pederson Drive to the city. Prior to that time and since, Pederson Drive has been posted as a 50 mph roadway. Since the roadway jurisdiction has changed, a question regarding the posted speed limit has been brought up as to whether or not that speed limit can be reduced. Legislation passed by the State in the 1970's established guidelines for the uniform distribution of speed limits throughout the state based on the characteristics of the area through which a roadway passes. The most common classifications within city limits are rural residential and urban designations. The legislation indicates that rural residential speed limits should be 35 mph, speed limits within urban areas are 30 mph, and the legislation identifies specific driveway and neighborhood access spacing guidelines. Based on a quick review, the area between Trunk Highway 47 and Fox Street does not fall within the rural residential designation. The area between Fox Street and Lipan Street may however meet the rural designation. The rural residential classification requires that a minimum of one driveway or roadway access must exist every 300 feet. The above mentioned section of Pederson Drive may qualify for the rural residential designation and reduced speed. Another way to establish speed limits is to conduct a speed study. Based on preliminary investigations, it appears that should a speed study be conducted, the posted speed of Pederson Drive between Trunk Highway 47 and Fox Street would likely be increased to 55 mph which is the statutory speed limit for that area designation.

Since the dynamics associated with Pederson Drive consist of both pedestrian and vehicle volume and speed concerns, a Pedestrian Study is warranted. The Pedestrian Study will investigate traffic volumes and pedestrian volumes as well as access spacings along the Pederson Drive Corridor. This information will determine whether or not a crosswalk should be striped, located in a different area, or if nothing should be done at all in the area where pedestrians are currently crossing Pederson Drive near County Market. In addition, it will provide additional information regarding potential adjustments to the posted speed limit along the corridor.

**RECOMMENDATION:**

We recommend that the City Council authorize the preparation of a Pedestrian Study to evaluate the potential for a pedestrian crossing midblock on Pederson Drive and further recommend that it include an investigation regarding the posted speed limit of Pederson Drive. Council may do so by passing a motion.

**BUDGET IMPACT:**

The estimated cost associated with the Pedestrian Study which incorporates the speed limit analysis is \$2,500. This is currently not a budgeted item.

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

JAV/kg



# 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:** July 15, 2014  
**To:** Honorable Mayor Tveit and Members of the City Council  
City of St. Francis  
**From:** AV Jared Voge, P.E.  
City Engineer  
**Subject:** Point Source Implementation Grant Application  
Wastewater Treatment Facility Improvements  
St. Francis, Minnesota  
BMI Project No: R21.106660

### INTRODUCTION:

The Point Source Implementation Grant program is open for applications from July 1 to July 31 for projects starting construction prior to June 30, 2015.

### BACKGROUND:

March 2014 the City Council heard and approved submittal of the Wastewater Facility Plan as prepared by Bolton & Menk. The Facility Plan is under review by the MPCA for certification and scoring. The Point Source Implementation Grant is a 50/50 matching program for eligible project costs. Costs must be related to achieving effluent standards beyond typical limits within the state.

The City of St. Francis is pursuing the construction of a conventional activated sludge process with nutrient removal and filtration. In addition, provisions for wastewater reuse through irrigation are proposed. The costs for the nutrient removal, chemical addition, tertiary filters, and reuse are directly related to the low discharge limit and lowering the impact of St. Francis on the Seelye Brook and the Rum River. Other costs such as electrical, piping, engineering and mobilization are eligible as a percentage of the phosphorus costs over the total cost of the project. The St. Francis Wastewater Treatment Facility has 29% of the total costs associated with phosphorus removal.

The entire project is estimated at \$16,940,000 including contingencies. Contingencies are not eligible for grant reimbursement. The project is estimated to have \$5,030,200 of eligible costs. The 50/50 match makes the grant request \$2,515,100.

### RECOMMENDATION:

We recommend that the City Council authorize the submittal of the grant application and approve the enclosed resolution.

### BUDGET IMPACT:

There is no fee for application and potential grant dollars are in excess of \$2.5 million.

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

**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 21<sup>st</sup> day of July, 2014, 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.

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

**RESOLUTION 2014-25**

**RESOLUTION AUTHORIZING THE CITY OF ST. FRANCIS TO SUBMIT A  
POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE  
MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) AND TO AUTHORIZE  
CITY OFFICIALS TO EXECUTE A GRANT AGREEMENT ON BEHALF OF  
THE CITY OF ST. FRANCIS FOR THE WASTEWATER TREATMENT  
FACILITY IMPROVEMENTS.**

**WHEREAS**, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, as amended provides funds for construction projects; and

**WHEREAS**, the City of St. Francis is hereby applying to the Minnesota Public Facilities Authority for funds to be used for eligible costs for the Wastewater Treatment Facility Improvements Project.

**BE IT RESOLVED**, that the City of St. Francis has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

**BE IT FURTHER RESOLVED**, that upon approval of its application by the PFA, the City of St. Francis may enter into an agreement with the PFA for the above referenced project, and that the City of St. Francis certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

Adopted by the council the 21<sup>st</sup> day of July, 2014.

\_\_\_\_\_  
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 Facility Plan and the calling of a public hearing on proposed Facility Plan of said City.

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

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

(SEAL)

MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 4 – Compliance with Laws, Rules and Regulations

Point Source Implementation grantees are required to comply and ensure their contractor(s) comply with certain state laws, rules and regulations including but not limited to those described below which will be invoked as a condition of the grant.

1. Minnesota Statutes, Section 16B.31, subdivision 2 requires that all project funding be in place prior to execution of grant agreement.
2. Minnesota Statutes, Section 181.59, discrimination on account of race, creed, or color prohibited in contracts. Minnesota Statutes, Section 363A.08 prohibits unfair discrimination practices related to employment or unfair employment practices.
3. Minnesota Statutes, Section 471.345 Uniform Municipal Contracting Law.
4. Minnesota Statutes Chapter 363 Minnesota Human Rights Act. Requires that all public services be operated in such a manner that does not discriminate against any person in the access to, admission to, full utilization of or benefit from such public service.
5. Minnesota Statutes, Sections 176.181 - 176.182. Requires recipients and subcontractors to have worker's compensation insurance coverage.
6. Minnesota Statutes, Sections 177.41-177.43, prevailing wage rate law. Requires contractors to pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects.
7. Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
8. Laws of Minnesota 2014 Chapter 253. Responsible Contractor Requirements. Solicitation documents must include the specified language for all contracts advertised after January 1, 2015  
(<https://www.revisor.mn.gov/laws/?id=253&doctype=Chapter&year=2014&type=0>).
9. Laws of Minnesota 2010 Chapter 361, article 3, section 5(b). Clean Water Fund sign posting requirements.

The City of St. Francis certifies that it has or will comply with the above requirements.  
(Name of Grantee)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
Date

## AGENDA REPORT

**TO:** Matt Hylan, City Administrator  
**FROM:** Paul Teicher, Public Works Director   
**SUBJECT:** Routine CIP Purchase of Zero Turn Mower  
**DATE:** 7-21-2014

**INTRODUCTION:** Our 5 year old Kubota zero turn mower is starting to show its age and needs to be replaced as a primary mower.

**BACKGROUND:** Our Kubota zero turn mower was purchased in spring of 2009, it currently has 950 hours on it. While this mower is still an efficient machine, we are questioning its reliability because we have started to see more frequent breakdowns. We do not have a backup mower for the smaller city properties when this machine breaks down. The Public Works Department has researched and found a similar, improved version of our zero turn.

**RECOMMENDATION:** Staff recommends that the Council approves the purchase a 2014 Hustler Super Z Zero turn mower with grass catcher attachment for \$14,433.00 (this is State Bid pricing).

**BUDGET IMPACT:** This is a 2014 budgeted CIP purchase.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. Estimate from Elite Lift Truck



7575 Hwy 10 NW  
Ramsey, MN 55303

# Estimate

Date	Estimate No.
6/18/2014	24157

### Name/Address

City of St. Francis  
Jeremy Shook  
4058 St. Francis Blvd.  
St. Francis, MN 55070

Rep	FOB
JER	Ramsey, MN

Item	Description	Qty	Rate	Total
932160	Super Z HD, 35HP, FX1000 Kawasaki/60" deck, Grammer Suspension Seat	1	10,955.00	10,955.00
932103	Super Z - Catcher - Bac Vac - Push Button Dump from the seat Clam Shell	1	2,879.00	2,879.00
113903	VX4 Adapter Kit, 60" Super Z	1	599.00	599.00
Note: Price Based Hustler Turf State Bid Assist Program				

<b>Total</b>	\$14,433.00
--------------	-------------

<b>Phone #</b>	<b>Fax #</b>
763-421-9081	763-433-8387
info@elitelift.com	
www.elitelift.com	

Signature \_\_\_\_\_

Please sign and date above if you approve this proposal. Customer cancellations may be subject to restocking charges, as well as, inbound and outbound freight charges.



**HUSTLER**

# SUPER Z HYPERDRIVE

**5** YEAR | **3000** HOUR | **PUMPS AND MOTORS**

**LIMITED WARRANTY**

**3** YEAR | **NO** HOUR LIMIT | **OR 5** YEAR | **500** HOUR

- ▶ HyperDrive™ Hydro System - Industrial Grade Pumps and Motors
- ▶ VX4® Deck Technology provides the best finished appearance period!
- ▶ 26" Drive Tires
- ▶ SmoothTrak™ Steering - responsive precise control
- ▶ Kawasaki FX Premium Commercial Duty Engines w/ 3 yr warranty
- ▶ 16 MPH

AVAILABLE AT CERTIFIED DEALERS

**LIMITED**

**LIFETIME WARRANTY**

FRAME & LEADING EDGE  
OF THE DECK





# SUPER Z

## HYPERDRIVE

### ENGINE

MANUFACTURER	Kawasaki
HP	60" deck: 27HP - FX850 60", 72" deck: 35HP - FX1000 60", 72" deck: 37HP - FX1000DFI * Per SAE J1995
DISPLACEMENT	FX850: 852cc FX1000: 999cc FX1000 DFI: 999cc
COOLING	Air Cooled
AIR CLEANER	Heavy Duty Canister
ENGINE WARRANTY	3 year

### DRIVE SYSTEM

TYPE	Dual Hydrostatic
PUMPS	Danfoss DDC-20
WHEEL MOTORS	Parker TG280
HYDRAULIC LINES	Stainless Steel Parker Seal Loc Technology
HYDRAULIC COOLING	Oil cooler w/ 9" fan
RESERVOIR CAPACITY	3 gal.
SPEED	16 mph
PARKING BRAKES	Patented automatic

### DECKS

CUTTING WIDTH	Side: 60", 72" Rear: 60", 72"
CUTTING HEIGHTS	1" - 5.5"
DECK LIFT	Foot Operated
DEPTH	5.5"
BLADES	3
BLADE LENGTH	60" deck: 3 - 20.5" x 3.0" x .25" 72" deck: 3 - 24.5" x 3.0" x .25"
SPINDLES	Ductile cast iron w/ steel shafts and sealed ball bearings
DECK BELTS	1
DRIVE	Electric PTO Clutch

### CONSTRUCTION

CONSTRUCTION	11ga. +11ga.+7ga. welded steel
SPINDLE MOUNTS	Reinforced 11ga. doubler +7ga. tripler, steel
IMPACT/TRIM AREAS	1.5" x .375" steel bar protector

### CONSTRUCTION

FRAME	1.5" x 3.0" x .187" steel
FRONT CASTER WHEELS	Mounted w/ sealed ball bearings
FRONT CASTER FORKS	Fabricated 1/2" steel

### GENERAL

SEAT	Premium susp. seat, molded vinyl
FUEL CAPACITY	12 gal.
CUP HOLDER	Yes
FRONT TIRE	13 x 6.5 - 6
DRIVE TIRE	60", 72" deck: 26 x 12 - 12

### DIMENSIONS

WEIGHT	60": 1515 lbs 72": 1600 lbs
HEIGHT W/ ROPS UP	71.5"
HEIGHT W/ ROPS FOLDED	54"
LENGTH	60" deck: 84.5" 72" deck: 86.7"
WIDTH	60" deck: 66" w/ chute up 72" deck: 78" w/ chute up
TIRE WIDTH	60" deck: 57" 72" deck: 60"

### PRODUCTIVITY\*

ACRES PER HOUR	60": 7.76 72": 9.31
----------------	------------------------

\* Number based on 80% efficiency. This rating is to account for actual mowing conditions including overlapping, turning and terrain.

Optional Accessories: 3 Bag Grass Catcher (12 bu.), BacVac Grass Catcher (10 bu.) electric actuated dump, Mulch Kit, Lights, Semi Pneumatic front tires, FlexForks, Steering Extension Kit, Sand Kit, Deck Rear Anti-scalp wheels, Deck Stripe Kit, Gator Blades, Wavy Blades, Hydraulic Deck Lift



www.hustlerturf.com

## AGENDA REPORT

**TO:** City Administrator Matt Hylan  
**FROM:** Acting Chief Jake Rehling  
**SUBJECT:** **Sergeant Promotion**  
**DATE:** 07/21/14

### **INTRODUCTION**

Prior to the Chiefs leave of absence, Chief Harapat and I have discussed adding a second Sergeant. Currently I have been taking on duties of not only Acting Chief but Sergeant as well. Staff feels that it is time to back fill this position to maintain quality supervision within the Department.

### **BACKGROUND**

Recently Chief Harapat and I had this discussion again. Chief Harapat supports this recommendation of promoting an additional officer to Patrol Sergeant. This would then give the Department supervision on multiple shifts.

### **RECOMMENDATION**

Staff recommends that the council make a motion to post an open Sergeant position with the intent to promote an internal candidate to the position of Patrol Sergeant.

### **BUDGET IMPACT**

As this is a non-union position the budget impact would be minimal, if not a cost savings because of the reduction of overtime.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

## AGENDA REPORT

**TO:** City Administrator Matt Hulen  
**FROM:** Acting Chief Jake Rehling  
**SUBJECT:** Chief Squad Discussion  
**DATE:** 07/21/14

### INTRODUCTION

In reviewing our current squad car rotation after preparing our CIP and the 2015 Police budget. Staff realized that our Chief squad is not included in our rotation or budgeted for a replacement in the coming years of CIP. With this in mind, I would like to discuss possible solutions to resolve this.

### BACKGROUND

In July of 2011, the Police Department purchased the current 2008 Chief squad from the Lino Lakes Police Department for \$16,500. At the time, it was equipped with emergency lights as well as a siren and it had a little over 60,000 miles on it. This vehicle currently now has approximately 90,000 miles and is 6 model years old. It is recommended by Dodge not to keep them in use beyond 100,000 miles. Dodge of Burnsville has estimated the trade value between \$11,000 and \$12,000.

### RECOMMENDATION

Staff is recommending that the council discuss and consider authorizing the Police Department to trade the current chief squad in for a 2014 Dodge Charger off of state bid. The deadline to order 2014 model vehicles is 07/23/2014. If this vehicle is ordered now, it will be delivered in approximately 3 weeks. If we wait, we will be forced to order a 2015 model that can take up to 3 months to receive. The 2015 models will have a cost increase of approximately \$1,000 dollars inflating the overall cost to the city. This vehicle purchase will not affect the two budgeted squad cars in 2015.

### BUDGET IMPACT

This is not a budgeted item. Budget impact would be the trade difference of approximately \$13,000 that could be funded by our liquor store fund if the council decides to move forward. The squad set up of lights, siren, and equipment could come out of forfeiture funds. This is estimated at \$3,500.

S:\FORMS\AGENDA REPORT.doc

Attachments:

1. None

## **AGENDA REPORT**

**TO:** Matt Hylan, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** CIP 2015-2019  
**DATE:** July 17, 2014

### **INTRODUCTION**

Each year the city must approve the CIP for the next 5 years by August 15<sup>th</sup>.

### **BACKGROUND**

The proposed CIP was put out on the website back in June. Since then there has been one change which is to add a building inspection vehicle. This will need to be on the August 4<sup>th</sup> Council meeting to hold the hearing and approved the plan. The plan has been updated on the website. This can be found under depts.-finance. It is 2015-2019 Capital Improvement Plan-Proposed 7-21-14.

### **RECOMMENDATION**

This is just for council review before the August 4<sup>th</sup>, 2014 meeting. If anyone has any questions or comments, they can contact me.

### **BUDGET IMPACT**

This is just a guide and council will have to approve the actually purchases or construction in the year. Items will be put in the budget as funds are available.

S:\FORMS\AGENDA REPORT.doc

Attachments:

None

## 2012 Salary Survey

	Mayor		Council		Special Meeting Reimbursements
	Monthly	Yearly	Monthly	Yearly	
Cambridge		\$5,000		\$4,100	--
East Bethel	\$525		\$475		--
Ramsey	\$667		\$500		--
Circle Pines		\$4,500		\$3,900	--
Zimmerman	\$300		\$200		\$75 per special meeting
Lino Lakes	\$418		\$523		\$40 per special meeting
Nowthen	\$400		\$300		\$50 per special meeting
Oak Grove		\$4,700		\$4,100	\$107.50/\$95.00 per month for EDA meetings
St. Francis	\$375		\$325		\$35/4 hours or less; \$70/more than 4 hours

## 2014 Salary Survey

	Mayor		Council		Special Meeting Reimbursements
	Monthly	Yearly	Monthly	Yearly	
Cambridge		\$5,000		\$4,100	\$35/EDA meeting, Planning Commission, Park Board
East Bethel	\$525		\$475		--
Ramsey	\$667	\$8,000	\$500	\$6,000	--
Circle Pines		\$4,500		\$3,900	--
Zimmerman	\$300		\$200		\$50/special meeting
Lino Lakes	\$523	\$6,272	\$418	\$5,018	\$40/special meeting; \$35/EDA meeting; \$50/EDA chairman
Nowthen	\$400		\$300		\$50/special meeting; \$20 as liaison for Commission/Committee Meetings
Oak Grove	\$392		\$342		Council: \$95/month EDA; Mayor: \$107.50/month EDA; Commissioners: \$69.59/month if there are meetings
Isanti		\$3,925		\$2,838	\$40/special meeting (EDA, Planning Commission, Parks & Rec)
St. Francis	\$375		\$325		\$35/4 hours or less; \$70/more than 4 hours -- *last approved 10-8-2008, effective 1-1-2009