

CITY OF ST. FRANCIS CITY
COUNCIL AGENDA

August 3, 2015

ISD #15 CENTRAL SERVICES CENTER (DISTRICT
OFFICES)

4115 Ambassador Blvd. NW

6:00 pm

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes – July 20, 2015
 - b. St. Francis Physical Therapy: 5k Permit for October 10, 2015
 - c. Payment of Claims
5. Meeting Open to the Public - *Open Forum is an opportunity for citizens to sign up before the Council meeting and present an issue or concern to City Council. Each presentation should be limited to no more than three minutes unless City Council grants more time.*
6. Petitions, Requests, Applications
 - a. Commercial Horse Stable CUP – 23525 Variolite – Cheryl Kilpela – Resolution 2015-35
 - b. Auto Sales CUP – 23405 St. Francis Blvd – WJM Enterprises – Resolution 2015-36
7. Ordinances & Resolution
 - a. Resolution 2015-37: Declaring Surplus Property and Authorizing the Disposal of said Property
8. Reports of Consultants & Staff Members
 - a. Engineer: Kerry Street, 232nd & Ivywood Street Improvement: Bid Results and Resolution 2015-38
 - b. Attorney:
 - c. Staff:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator:
9. Reports from Council Members
10. Report from Mayor
11. Old Business
12. New Business
13. Adjournment

Calendar of Events

- Aug 4: Night to Unite @ Community Park 6-8:00 pm
Aug 17: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Aug 19: Planning Comm. Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Aug 21: Movies in the Park @ Community Park starting at dusk “Mr. Peabody and Sherman”
Sept 7: Labor Day – City office Closed
Sept 8: School starts for ISD #15
Sept 8: (Tues) City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

MEMO

TO: Mayor & City Council

FROM: Joe Kohlmann, City Administrator

RE: Agenda Memorandum – August 3rd, 2015 Meeting

Agenda Items:

4. Consent Agenda:

- a. City Council Minutes – July 20th, 2015
- b. St. Francis Physical Therapy: 5K Permit for October 10th, 2015 – 5K walk/run starting at St. Francis High School then using the Rum River Park. 5K will end at St. Francis High School. *Map and liability insurance attached.*
- c. Payment of Claims –

6. Petitions, Requests, Applications:

- a. Commercial Horse Stable CUP – Application for CUP to allow a commercial horse stable at 23525 Variolite Street. Proposal is to keep up to five horses for clients. The site is zoned A2, Rural Estate Agriculture- commercial horse stables are permitted by CUP. Planning Commission found that the application meets criteria in the ordinance and recommended approval of the request. Consider *Adopting Attached Resolution Approving A Conditional Use Permit for a Commercial Horse Stable for Cheryl Kilpela at 23525 Variolite St. NW.*
- b. Auto Sales CUP – Application for CUP to allow for auto sales at the site of a former retail store located at 23405 St. Francis Blvd. The building was recently an auto parts store. The applicant wishes to use a portion of the former retail store parking lot and one section of the building for auto sales. The site is zoned B2, General commercial- Auto Sales are permitted with a CUP. The Planning Commission found that this proposal is generally consistent with the City's CUP criteria. Approval of the request with conditions noted in the *attached Resolution*. Consider *Adopting Attached Resolution Approving a Conditional Use Permit for an Auto Sales Business for WJM Enterprises at 23405 St. Francis Blvd. NW.*

7. Ordinances & Resolutions:

- a. Resolution declaring surplus property and authorizing disposal of said property – This contains additional items from the “180 acres” site. Specifically listed equipment includes “Line Shaft Turbine Pump”. Consider *Adopting Attached Resolution Declaring Surplus Property and Authorizing the Disposal of Said Property.*

8. Reports:

- a. Engineer:

1) Kerry Street, 232nd, and Ivywood Street Improvements – The agenda report is seeking to accept bids received for the improvement project. The low bid came in at \$209,085.35 and the high bid was \$239,749.53. This will be paid in a through General Obligation Bonds for the 2016 Budget.

b. **Attorney:**

c. **Staff:**

Building Official:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator:

11. **Old Business:**

12. **New Business:**

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

CITY COUNCIL MINUTES

JULY 20, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Rich Skordahl, Tim Brown and Chris McClish. Excused Richard Orpen. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Matt Kohout, Finance Director Darcy Mulvihill, City Administrator Joe Kohlmann, and City Clerk Barb Held.
3. **Adopt Agenda:** 4E off consent agenda and discuss following motion. MOTION BY McCLISH SECOND BROWN TO ADOPT THE JULY 20, 2015 CITY COUNCIL AGENDA AS AMENDED. Motion carried 4-0.
4. **Consent Agenda:** Kane asked that item 4 e. be pulled from the consent agenda and be addressed immediately following the consent agenda items. MOTION BY BROWN SECOND McCLISH TO APPROVE THE JULY 20, 2015, CITY COUNCIL CONSENT AGENDA AS A-F AS AMENDED::
 - a. City Council Minutes – July 6, 2015
 - b. Acknowledge the Upper Rum River Watershed (URRWMO) Minutes: Approved May 5, 2015 & Unapproved July 6, 2015
 - c. Approved the Contract between ISD #15 and the City of St. Francis for School Resource Officers 2015-2016
 - d. Approved the Amendment No. 1 to Connectivity Services Agreement with Community Anchor Institution(s) for Broadband Services at Co-Location Service Site(s)
 - e. ~~Patriot Lanes: Outdoor Dance Permit for 2016 Pioneer Days~~
 - f. Approve the Payment of Claims for \$233,350.40 (Checks 69239-69325)Motion carried 4-0.
 - e. **Patriot Lanes: Outdoor Dance Permit for 2016 Pioneer Days:** Kane stated every year when we have an outdoor dance we get complaints. I would like to shorten the hours and not run as late as 1:00 am. McClish said I would like to see how many police calls. After some discussion the council agreed to have staff look into the number of complaints and time frame of the complaints and staff's recommendation. MOTION BY BROWN SECOND SKORDAHL TO TABLE THE DANCE PERMIT FOR PATRIOT LANES. Motion carried 4-0.
5. **Meeting Open to the Public:**

Walt Hiller, 3503 Bridge Street, for those of you who aren't familiar with the city, it's across from Casey's. I'm a little concerned here. I came back in 1974, after spending 20 years in the Air Force, pilot, and the only thing I gave up in the Air Force was a little agent orange and my hearing. I'm not infiltrating with the engineer over here, I just couldn't hear back there and that's why I came forward. Your PA system isn't the best. I want to talk to you about this. We have – when I came back, I brought back a horse trailer and four horses and couldn't get in my yard, had to have a bobcat pull me through the sewer system so I could get up in the yard with the horses. I got things straightened away and unfortunately was selected to the Council that fall and served for 8 years. I've got to say it was enjoyable and hell on wheels, we was going through the sewer problem you folks are going through now, but we expressed to the people we're planning 30 years down the road without 3,000 people in town. They said we've been between 650 and 780 for the last 12-15 years. Forget that 3,000 figure. Well, anyway, we had an engineer, that insisted we do it, but we did it. We plotted everything out for 3,000. Now, what you're going through is the same thing 35 years later and you're going to get the INAUDIBLE just like we are. People won't accept the fact that we're going to grow and the systems got to grow with it. Now, there's a couple ways you can approach.. I came back from the turkey farm up 7th Avenue the other night and from the turkey farm to our lagoons is 8 ½ miles. The money we spend on expansion and things like that, would lay down a beautiful line right up 7th Avenue, tie into our system, tie into the Met Council and we wouldn't have to worry about future expansion, INAUDIBLE go down there, we'd pick up city expenses, or city tuition. I know you're fighting Met Council. There's ways of dealing with them. We have probably one of the most active politicians in the area, right here at Crown, if you guys aren't getting together with Kurt Daudt and getting some of this stuff taken care of at the Met Council level, you're missing the boat. You should have him out of your pocket with you, letting him know where and what he can do and what he can't do. I'd appreciate it if you'd try to contact him and get him up here. The second thing I have a concern with is the fact that the taxes and costs and everything going up. We have a number of senior citizens in this town, when we put out assessments we had to cut down because there's a number of people, Mrs. INAUDIBLE, Mrs. Steinke, a few of those could not afford the fees of their assessments and things like that. We had to make modifications to cut down to level it. Right now, the people from 70-80 and over are having problems. A lot of them are living on their Social Security, which can't go up or down 1% and they're not able to INAUDIBLE. I heard a comment here that the INAUDIBLE about \$65 and that's taking my wife out to dinner once. Those people don't think about INAUDIBLE. They don't think 30 years down the road either because they know as well as I do, we're not going to be here in 30 years. I would like to see consideration given to freezing the taxes for the 70+ until the properties change hands. At that time, INAUDIBLE. I'd like consideration given to that. And I'd like to have the finance director go to the county and find out how many people we've have up here that are living like that that they INAUDIBLE. You people should be the ones out meeting those people and know which ones they are and say we'll do what we can to help. Not just sit in your glass house here, saying this is the way it's going to be. It don't have to be that way. We've gone through INAUDIBLE and it can be adjusted. That's all I have except for one more thing. Like I mentioned, I have trouble hearing. Back when I was up there, we had an Anoka Union reporter sitting in here recording everything we said. Sometimes it wasn't pleasant, but INAUDIBLE, but it was in

there. People in the city, got to read what happened at the Council meeting without being up here. I think that's important. I think it has to be put back in. If you have to hire a reporter from them, get them up here, get those minutes and get what's going on here in the paper and out to the people so that they can keep up with INAUDIBLE. Thank you very much.

Leroy Schaffer, Hi gentleman. You know who I am. Kane stated LeRoy, please state it for the record so it goes on the record.

Leroy T. Schaffer, 4526 234th Avenue NW, St. Francis, MN. What I really want to do is I am astounded, I can't believe my eyes. INAUDIBLE and I know you're trying to build your reputation up, this is a good way to do it. This is smart. This is smart politics, it's good public relations. You're asking for a survey. How many people in the household, own or rent your home, what is your total gross household income. Now these things I think you took upon yourself, I'm a little bit—I have doubts that the rest of the people had to do with this. congratulate, keep it up, Joe, because I appreciate it. And what you did here the other day, you commended some young fellow helping out an elderly citizens with his car, this is also commendable because senior citizens do have difficulties. These are the proactive things that we must do, gentleman. We have to communicate with our constituents—I'm saying that like I'm still on Council, I'm not—but you have to communicate with your constituents. Let them know that you care. This will do it, this will not things like that, you will not have 200 people crying for your blood. A lot of people care because they know you care. So keep up the good work, Steve, INAUDIBLE. And look into the where things save some money, you represent us. He doesn't. He just works for us. He is an employee. You represent the people. Thank you very much.

Steve Feldman, 22766 Poppy Street NW, I just want to go on record stating that, you know, I've been coming to these meetings since May 18 about the (waste)water project. I was told during the process, I found out about 160 acres in Isanti County that we bought, paid for by about \$2 million out of the wastewater fund that you're now going to try to sell I hope you can get the \$2 million back. I wish that were put in place before you did the water treatment plant. According to what that gentleman said about Met Council, I don't think that's going to do you any good now because you've already started the project on the wastewater facility. You know, between that and the water treatment plant that was built in '08, '09, that I don't think—from what I gather hasn't paid for itself since it's inception, the police station that came in over budget from what I understand and now you're refinancing it, I think that's a good idea, to a wastewater treatment facility that started out at \$16-19 million in the brochure and now it's \$21.8, I don't even know if that includes engineer fees or legal fees after I talked to Becky Saby over at the MPFA. She says that usually get added on later on in the construction part and then as I came to the last meeting here and I thought well, things will settle down a little bit maybe now that we're going to get this median household income survey out, try to help that 20-year term to a 30-year term, and then all of a sudden I hear about a community center. I want to go on record, I'm not against a community center, I think when this town gets to a point where it needs a community center, that's one thing, timing is everything. But I was blown away that all of a sudden that we're talking about a community center now when we just had a \$22 million bill put on 1500 core residents for 20 years. Do you have a tree where

money falls out of it because I'd like to know where it is because it just seems to me that every meeting I've been to, that between \$40,000 for researching a road that needs to be paved, spending \$35,000 for a space needs study that I understand that the YMCA did need for you to pursue that, that'd be a little bit expensive for me but I guess if it has to be to know where the space could be and if they could be involved in it, and I talked to the YMCA, they may or may not be involved in it, but the point is, it's like, and I think I'm speaking for St. Francis Concerned Citizens, we don't have problems with this thing, but timing's everything. Get your house in order. Get that land sold, I wish that again that \$2 million would have been in the fund, I wish the rates could have been gradually increased over the years so that we didn't get a 20/40 two times in two years, that's a lot of money to ask from 1500 core residents. We figured out, over 20 years we'll be spending \$11,000 approximately out of our pockets just to survive this wastewater treatment facility. And you know what, another thing I want to say on record, a wastewater treatment facility doesn't promote growth, it allows for growth. There's a big difference there. Allowing and promoting. What are you doing to promote this city? I don't think this is a business user friendly city as I'd like to see, got a population of 7300, I hope it grows as big as you do. But I don't think it will. But if I'm right and you're wrong and this wastewater treatment facility was the right thing to do. I'll be the first one to say it 20 years from now. If I'm still here and I still can afford to be here. I just wish you would have put in your due diligence a little better, INAUDIBLE, grant money out there, I wish you would have talked about that INAUDIBLE, we weren't aware of it. There was other ways to do this but you just didn't take the time. At least it appears to us and the group that I represent. Thank you for your time.

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

a. **Capital Improvement Plan 2016-2020: Public Hearing:** Per City Charter the City Council must hold a public hearing on the Capital Improvement Plan (CIP) by August 15 each year. The proposed CIP can be found on the City's website under Finance Department. Finance Director Darcy Mulvihill stated the plan has been changed to show a comprehensive list showing the years of 2021 to 2025 for informational purposes only. By adding the additional years, it should allow staff to plan for future equipment needs. Mulvihill is recommending the fire truck fund and the capital equipment fund be combined. The dollar amounts will still be designated for the replacement of fire trucks and other fire equipment. By doing this, we are hoping to level out the amount needed each year going into this fund and monies not spent would be left in the fund to build up reserves. The plan also calls for a transfer from the General Fund to the Capital Equipment Fund in the amount of \$347,700. The plan also calls for a transfer from the General Fund of \$347,700 which would give the equipment fund a healthy starting balance. The plan also calls for \$10,000 per year from each of the water and sewer funds to the equipment fund along with a starting levy amount of \$180,000 which is a slight increase over last years. The park fund calls for a transfer of \$20,000 from the liquor store per year along with a levy of \$25,000 starting in 2017. This a guide/plan items still need to come before the council for actual purchases or construction in the year budgeted. Mayor Kane opened the public hearing at 6:19 pm. Kane asked three times if there was anyone in the audience that wanted to speak during the public hearing on the Capital Improvement Plan 2016-2020. With no public comment Kane closed the public

hearing at 6:20 pm. MOTION BY McCLISH SECOND BROWN TO ACCEPT THE CAPITAL IMPROVEMENT PLAN 2016-2020 ALONG WITH THE COMBINING THE FIRE TRUCK FUND AND THE CAPITAL EQUIPMENT FUND AND THE TRANSFERS FROM THE GENERAL FUND AND THE LIQUOR STORE FUND. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. **Resolution 2015-34: Declaring Surplus Property and Authorizing the Disposal of said Property:** This resolution includes the irrigation equipment that is associated with the 183 acres the City owns in Isanti County. MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2015-34 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

b. **Ordinance 203, Second Series: Approving the Sale of City Owned Real Estate (Second Reading):** Brown asked if we have interested party in this property. Kohlmann said he . McClish said when we sell the property the funds will go back into the MOTION BY McCLISH SECOND BROWN APPROVING THE SECOND READING OF ORDINANCE 203, SECOND SERIES APPROVING THE SALE OF CITY OWNED REAL ESTATE. (183.55 acres in Isanti County) Roll Call: Ayes: McClish, Skordahl, Brown and Kane. Nays: None. Motion carried 4-0.

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

a. **Engineer: Fire Station Renovation, Concrete & Drainage Improvements:** City Engineer Jared Voge reported since 2013, the City has been considering making improvements to the Fire Station and property surrounding it. The City Council held a public hearing on May 4, 2015, which provided preliminary approval of the bond issuance for the improvements. There is a memorandum on this topic and a description of the work to be included in your packet. The next step in the process is to prepare plans and specifications for the improvements. The costs associated with the improvements will be financed through G.O. Capital Improvement Bonds. City Staff estimated the financing impact for the project at 10 years and 15 years. Kane asked how much of this needs to be done structurally to the building. Voge said we have not put a lot of time into this as of yet. Kane asked if the concrete and drainage needed to be done at this time. Drainage is an issue long term. Kane said given what we have to do with our wastewater treatment what could we do to hold off on some of these improvements. What could be done to put off some of the extra projects? Skordahl what is the long-term plan for the building. What do we have to do for the time being? McClish I would agree and see what our long-term plan is with the building. Brown said he would be willing to put it off for a time but not ignore it. Consensus would like to see what the long-range plan for the building and what fixes need to be done for the next 5 to 10 years.

b. **Attorney:**

c. **Staff:**

Bldg. Official:

Fire Dept.: New Tanker-Pumper Change Orders: Fire Chief Matt Kohout asked for authorization add/or change some of the items from the new tanker-pumper. Kohout said after reviewing the truck specifications and plan, he is recommending some changes. Some were safety items for the truck and firefighters and other items are operational changes. It is a 20 year truck and need to do it right the first time. MOTION BY BROWN SECOND McCLISH

TO APPROVE THE CHANGES ORDER AS RECOMMENDED BY CHIEF KOHOUT TO THE NEW TANKER-PUMPER. Motion carried 4-0.

Public Works:

Liquor Store:

Police Dept:

City Administrator:

9. **Reports from Council Members:** Skordahl would like to deliver a better product to our residents than what we currently use for our video taping and sound system. Kane said it is the school's system that we are using.

Brown attended the fire department last week. They did have a concern with the cleaning or lack of cleaning at the station.

10. **Report from Mayor:** Kane said the city is not driving the rec center. The rec center committee is a grass roots group looking into a community center. The YMCA will not look at a market study unless the city is supporting them. They are still looking for another strong supporter or partner. If this moves forward it is a YMCA project.

11. **Old Business:** None.

12. **New Business:** Brown was approached via email about holding a town hall meeting. We have had them in the past and were not well attended by the residents. I would like to know what the rest of the council thinks. Maybe we should try it again. It is expensive for the staff to attend and put these on. Maybe we should leave it to the citizen group. Right now if we have one it could be a lynch mob instead of a productive meeting but maybe we try it again being it has been a couple years. I would like the citizens take charge.

Skordahl asked what happens at a citizen town hall meetings. Being it is not a meeting setting so no official business can be conducted, correct?. Brown said the last one we had; our streets/parks did a demonstration with trucks and have council and staff there to answer questions. Designed to be more of a friendly conversation and one on one setting. It is nothing formal. We have not had many residents show up at the meetings before. Again maybe to have the citizens organize it.

13. **Adjournment:** Mayor Kane adjourned at 6:38 pm

Barbara I. Held, City Clerk



PARADE / BIKE-SNOWMOBILE RIDE / TRIATHLON PERMIT / 5K
APPLICATION

Please complete the following form for: (Circle one) Parade-Bike/Snowmobile Ride-Triathlon-**5K**

Name of Organization Physical Therapy Consultants, Inc.

Contact Person Kayla Groess Date of Event 10/10/15

Address 139 Main St. P.O. Box 136 Bethel MN 55005
(Street) (City) (State & Zip)

Phone (763) 269-8051 Email address kgroessa@physicaltherapypctc.com

Number of Estimated Participants 250 Starting/Ending Time of Event 7:30am - 2:00pm

*****Provide a map of the route and description of the event:**

5k walk/run starting at St. Francis High School then using
The Run River Park. 5k will end at St. Francis High School

(ORGANIZATION MUST PROVIDE CERTIFICATE OF INSURANCE WITH THE CITY OF ST. FRANCIS NAMED AS THE CERTIFICATE HOLDER)

Please contact the St. Francis Police Department at 763-753-1264 regarding number of officers needed for this event.

CITY OF ST. FRANCIS
23340 Cree Street NW
ST. FRANCIS, MN 55070
Fax 763-753-9881
city@stfrancismn.org



DISTANCE
3.06 MI



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2015

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

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

PRODUCER Cambridge - Isanti Insurance Services 23847 Johnson St NE East Bethel, MN 55005	CONTACT NAME: Dave Tollefson
	PHONE (A/C, No, Ext): 763-444-4544 FAX (A/C, No): 763-444-1666 E-MAIL ADDRESS: Kimm@PrincetonIns.com
INSURED 763-269-8052 Physical Therapy Consultants, Inc. 139 Main St. Bethel, MN 55005	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Hanover Insurance
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			OBX A259232 01	03/16/2015	03/16/2016	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
A	AUTOMOBILE LIABILITY			AWX-A259213-01	03/16/2015	03/16/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
	Owned Private Pa... Owned Autos O/T P...						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WBX A259221 01	03/16/2015	03/16/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER
 City of St Francis
 23340 Cree Street NW
 St Francis, MN 55070
CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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PAYMENT BATCH AP 08-03-15

ALICE TRAINING INSTITUTE

07/23/2015	7383	E 101-42110-208	Training and Instruction	LARSON TRAINING	595.00
					<u>\$595.00</u>

ANCOM TECHNICAL CENTER

07/14/2015	24719-00	E 403-42210-580	C-O-L Other Equipment	VEHICLE CHARGER	719.00
					<u>\$719.00</u>

ANOKA COUNTY CENTRAL COMM.

07/15/2015	2015-315	E 101-42110-321	Telephone	CJDN	180.00
07/15/2015	2015-325	E 101-42110-321	Telephone	4G INTERNET ACCESS	245.07
					<u>\$425.07</u>

ASPEN MILLS

07/16/2015	167737	E 101-42110-437	Uniform Allowance	KNAUTZ UNIFORMS	111.55
07/24/2015	168070	E 101-42210-437	Uniform Allowance	HERBST-UNIFORMS	194.50
07/24/2015	168071	E 101-42210-437	Uniform Allowance	MCDONOUGH-UNIFORMS	166.25
					<u>\$472.30</u>

ASSURANT EMPLOYEE BENEFITS

07/22/2015	5447229.0815	E 101-41400-130	Employer Paid Insurance	AUGUST INSURANCE	176.72
07/22/2015	5447229.0815	E 101-41500-130	Employer Paid Insurance	AUGUST INSURANCE	69.22
07/22/2015	5447229.0815	E 101-42110-130	Employer Paid Insurance	AUGUST INSURANCE	873.51
07/22/2015	5447229.0815	E 101-42400-130	Employer Paid Insurance	AUGUST INSURANCE	103.12
07/22/2015	5447229.0815	E 101-43100-130	Employer Paid Insurance	AUGUST INSURANCE	141.77
07/22/2015	5447229.0815	E 101-43210-130	Employer Paid Insurance	AUGUST INSURANCE	31.51
07/22/2015	5447229.0815	E 101-45200-130	Employer Paid Insurance	AUGUST INSURANCE	141.77
07/22/2015	5447229.0815	E 601-49440-130	Employer Paid Insurance	AUGUST INSURANCE	52.65
07/22/2015	5447229.0815	E 602-49490-130	Employer Paid Insurance	AUGUST INSURANCE	52.64
07/22/2015	5447229.0815	E 609-49750-130	Employer Paid Insurance	AUGUST INSURANCE	113.85
					<u>\$1,756.76</u>

BANYON DATA SYSTEMS, INC

07/21/2015	153122	E 101-41540-301	Auditing and Acct g Services	INVOICE AND POS	170.00
07/21/2015	153122	E 601-49440-301	Auditing and Acct g Services	INVOICE AND POS	170.00
07/21/2015	153122	E 602-49490-301	Auditing and Acct g Services	INVOICE AND POS	170.00
07/21/2015	153122	E 609-49750-301	Auditing and Acct g Services	INVOICE AND POS	170.00
					<u>\$680.00</u>

BAUER BUILT INC.

07/22/2015	940031246	E 101-42110-221	Vehicle Repair & Maintenance	TIRES	730.74
					<u>\$730.74</u>

BERNICK COMPANIES, THE

07/13/2015	231809.07	E 609-49751-252	Beer For Resale	BEER	(35.10)
					<u>\$(35.10)</u>

CENTERPOINT ENERGY

07/18/2015	5944643-5.0715	E 609-49750-383	Gas Utilities	LIQUOR	22.49
07/18/2015	5945449-6.0715	E 101-42210-383	Gas Utilities	FIRE	51.43
07/18/2015	5963820-5.0715	E 101-45200-383	Gas Utilities	WARMING HOUSE	21.00
07/18/2015	6002544-2.0715	E 601-49440-383	Gas Utilities	PUBLIC WORKS	10.50
07/18/2015	6002544-2.0715	E 602-49490-383	Gas Utilities	PUBLIC WORKS	10.50
07/18/2015	6002548-3.0715	E 602-49490-383	Gas Utilities	WWTP	21.00

07/18/2015	6885468-5.0715	E 101-41940-383	Gas Utilities	CITY HALL	15.00
07/18/2015	6886465-1.0715	E 101-41940-383	Gas Utilities	CITY HALL	15.00
07/18/2015	6886472-7.0715	E 101-41940-383	Gas Utilities	CITY HALL	15.00
07/18/2015	6886475-0.0715	E 101-41940-383	Gas Utilities	CITY HALL	16.07
07/18/2015	6980285-5.0715	E 101-45200-383	Gas Utilities	POLICE/PW	31.45
07/18/2015	7900331-5.0715	E 601-49440-383	Gas Utilities	WATER	306.66
07/18/2015	8964221-9.0715	E 602-49490-383	Gas Utilities	LIFT STATION	18.38
07/18/2015	9680285-5.0715	E 101-42110-383	Gas Utilities	POLICE/PW	125.79
07/18/2015	9680285-5.0715	E 101-43100-383	Gas Utilities	POLICE/PW	31.45
07/18/2015	9680285-5.0715	E 601-49440-383	Gas Utilities	POLICE/PW	31.45
07/18/2015	9680285-5.0715	E 602-49490-383	Gas Utilities	POLICE/PW	31.43
07/18/2015	9878416-8.0715	E 101-42210-383	Gas Utilities	FIRE-GENERATOR	26.06
					<hr/>
					\$800.66

CENTRAL WOOD PRODUCTS

07/08/2015	64373	E 101-45200-229	Project Repair & Maintenance	PLAYGOURND	862.50
					<hr/>
					\$862.50

CITY EMPLOYEES UNION, LOCAL #3

07/22/2015	072215	G 101-21707	Union Dues	AUGUST DUES	120.00
					<hr/>
					\$120.00

COCA COLA REFRESHMENTS

07/21/2015	118332124	E 609-49751-254	Miscellaneous Merchandise	MISC	389.80
					<hr/>
					\$389.80

COLONIAL INSURANCE

07/25/2015	7129661-0805803	G 101-21712	Colonial Insurance	AUGUST INSURANCE	322.70
					<hr/>
					\$322.70

CONNEXUS ENERGY

07/21/2015	298392.0715	E 101-41940-381	Electric Utilities	CITY HALL	407.36
07/21/2015	298392.0715	E 101-41940-381	Electric Utilities	SIGN	98.96
07/21/2015	298392.0715	E 101-42110-381	Electric Utilities	POLICE/PW	762.75
07/21/2015	298392.0715	E 101-43100-381	Electric Utilities	POLICE/PW	190.68
07/21/2015	298392.0715	E 601-49440-381	Electric Utilities	POLICE/PW	190.68
07/21/2015	298392.0715	E 602-49490-381	Electric Utilities	POLICE/PW	190.68
07/21/2015	298393.0715	E 602-49490-381	Electric Utilities	LIFT STATIONS	6,238.61
07/21/2015	298394.0715	E 101-45200-381	Electric Utilities	PARK	301.13
07/21/2015	298395.0715	E 601-49440-380	Electric-System	WATER	5,216.71
07/21/2015	298396.0715	E 101-43100-386	Street Lighting	STREET LIGHTS	3,423.90
07/21/2015	300505.0715	E 101-45230-217	Other Operating Supplies	CARNIVAL	13.39
07/21/2015	302965.0715	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.00
07/21/2015	302965.0715	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.00
07/21/2015	302965.0715	E 101-42210-381	Electric Utilities	FIRE	503.59
07/21/2015	302965.0715	E 609-49750-381	Electric Utilities	LIQUOR	1,456.38
07/21/2015	398392.0715	E 101-45200-381	Electric Utilities	POLICE/PW	190.68
					<hr/>
					\$19,195.50

CRYSTAL SPRINGS ICE

07/14/2015	117081	E 609-49751-254	Miscellaneous Merchandise	MISC	67.90
07/18/2015	117168	E 609-49751-254	Miscellaneous Merchandise	MISC	205.80
07/21/2015	81479	E 609-49751-254	Miscellaneous Merchandise	MISC	106.48
07/25/2015	90648	E 609-49751-254	Miscellaneous Merchandise	MISC	151.88
					<hr/>
					\$532.06

DAHLHEIMER DIST. CO. INC.

07/07/2015	70715	E 609-49751-252	Beer For Resale	BEER	(156.00)
07/15/2015	1160956	E 609-49751-252	Beer For Resale	BEER	6,368.01
07/15/2015	1160956	E 609-49751-254	Miscellaneous Merchandise	MISC	132.00
07/21/2015	112442	E 609-49751-252	Beer For Resale	BEER	(99.00)
07/22/2015	112388	E 609-49751-252	Beer For Resale	BEER	8,375.50
					<hr/>
					\$14,620.51

DAY DISTRIBUTING CO.

07/20/2005	812026	E 609-49751-252	Beer For Resale	BEER	635.05
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07/14/2015	811407	E 609-49751-252	Beer For Resale	BEER	252.00
					<u>\$887.05</u>
DELTA DENTAL					
07/15/2015	6099285	G 101-21711	Dental Insurance	AUGUST INSURANCE	504.10
					<u>\$504.10</u>
E.H. RENNER					
06/30/2015	144330000	E 601-49440-233	Water Treatment Plant Maint	WELL #3 WTP	2,472.00
					<u>\$2,472.00</u>
ERICKSON, MARK					
		G 601-22200	Deferred Revenues	REF ACCT #2556	20.80
					<u>\$20.80</u>
FROH, JOYCE					
		G 803-22000	Deposits	REFUND ESCROW	4,100.00
					<u>\$4,100.00</u>
G&K SERVICES, INC					
07/21/2015	1043241737	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/21/2015	1043241737	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS	4.90
07/28/2015	1043247172	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.96
					<u>\$26.76</u>
GANZER, JAYSOHN					
		G 601-22200	Deferred Revenues	REF ACCT #1447	149.26
					<u>\$149.26</u>
GOOD ASS BEER					
07/20/2015	133	E 609-49751-252	Beer For Resale	BEER	612.50
					<u>\$612.50</u>
GRANITE CITY JOBBING CO.					
07/14/2015	863936	E 609-49750-210	Operating Supplies	OPERATING	34.94
07/14/2015	863936	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/14/2015	863936	E 609-49751-254	Miscellaneous Merchandise	MISC	35.34
07/14/2015	863936	E 609-49751-256	Tobacco Products For Resale	TOBACCO	362.88
07/14/2015	863936	G 101-20810	Sales Tax Payable	TAX	(0.44)
07/21/2015	864793	E 609-49750-210	Operating Supplies	OPERATING	101.88
07/21/2015	864793	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
07/21/2015	864793	E 609-49751-254	Miscellaneous Merchandise	MISC	49.76
07/21/2015	864793	E 609-49751-256	Tobacco Products For Resale	TOBACCO	516.66
					<u>\$1,109.52</u>
Hanson, Kristie					
		G 601-22200	Deferred Revenues	REF ACCT #4373	149.46
					<u>\$149.46</u>
HD SUPPLY WATERWORKS, LTD					
07/14/2015	E160836	E 601-49440-229	Project Repair & Maintenance	PARTS	799.27
					<u>\$799.27</u>
HORBUL, WILLIAM					
		G 601-22200	Deferred Revenues	REF ACCT #2820	117.50
					<u>\$117.50</u>
IKES PLUMBING					
07/15/2015	7741.461	R 101-36200	Miscellaneous Revenues	REFUND	(4.00)
					<u>\$(4.00)</u>
INNOVATIVE OFFICE SOLUTIONS, L					
07/08/2015	835946	E 101-42110-200	Office Supplies	SUPPLIES	48.14
07/17/2015	IN0846347	E 101-42110-200	Office Supplies	SUPPLIES	80.04

\$128.18

INTERNAT L INST OF MUNI CLERKS

06/24/2015	062415	E 101-41400-433	Dues and Subscriptions	ANNUAL MEMBERSHIP FEE	155.00
					<u>\$155.00</u>

INTOXIMETERS, INC.

07/08/2015	503376	E 101-42110-218	Equipment Repair & Maintenance	REPAIRS	100.85
					<u>\$100.85</u>

ISD #15

07/08/2015	2086	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODE CHARGER	52.24
07/13/2015	2087	E 101-42110-221	Vehicle Repair & Maintenance	2015 CHARGER	58.22
07/20/2015	2088	E 101-42110-221	Vehicle Repair & Maintenance	2013 CHARGER	246.05
07/20/2015	2089	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE	112.24
07/23/2015	2091	E 101-42110-221	Vehicle Repair & Maintenance	2015 CHARGER	52.24
07/23/2015	2092	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE	568.45
					<u>\$1,089.44</u>

JJ TAYLOR DISTRIBUTING

07/15/2015	2368494	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
07/15/2015	2368494	E 609-49751-252	Beer For Resale	BEER	747.55
					<u>\$750.55</u>

JOHNSON BROS WHLSE LIQUOR

07/22/2015	5216141	E 609-49751-206	Freight and Fuel Charges	FREIGHT	33.44
07/22/2015	5216141	E 609-49751-253	Wine For Resale	WINE	980.35
07/10/2015	533927	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.52)
07/10/2015	533927	E 609-49751-251	Liquor For Resale	LIQUOR	(126.85)
07/15/2015	5210761	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.60
07/15/2015	5210761	E 609-49751-251	Liquor For Resale	LIQUOR	2,753.79
07/15/2015	5210762	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.48
07/15/2015	5210762	E 609-49751-253	Wine For Resale	WINE	1,141.30
07/15/2015	5210763	E 609-49751-252	Beer For Resale	BEER	541.00
07/15/2015	5210764	E 609-49751-206	Freight and Fuel Charges	FREIGHT	21.28
07/15/2015	5210764	E 609-49751-254	Miscellaneous Merchandise	MISC	353.86
07/22/2015	5216140	E 609-49751-206	Freight and Fuel Charges	FREIGHT	23.06
07/22/2015	5216140	E 609-49751-251	Liquor For Resale	LIQUOR	1,578.43
07/22/2015	5216142	E 609-49751-252	Beer For Resale	BEER	238.50
					<u>\$7,618.72</u>

JOHNSON, MARK

		G 601-22200	Deferred Revenues	REF ACCT #1476	143.47
					<u>\$143.47</u>

KIMS KLEANING

07/27/2015	3413	E 101-41940-402	Janitorial Service	CITY HALL	120.00
07/27/2015	3414	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	100.00
07/27/2015	3415	E 101-43100-402	Janitorial Service	PUBLIC WORKS	181.25
07/27/2015	3415	E 101-45200-402	Janitorial Service	PUBLIC WORKS	181.25
07/27/2015	3415	E 601-49440-402	Janitorial Service	PUBLIC WORKS	181.25
07/27/2015	3415	E 602-49490-402	Janitorial Service	PUBLIC WORKS	181.25
07/27/2015	3416	E 601-49440-402	Janitorial Service	WATER TREATMENT PLANT	160.00
07/27/2015	3417	E 101-42110-402	Janitorial Service	POLICE DEPT	900.00
07/27/2015	3418	E 101-42210-402	Janitorial Service	FIRE DEPT	300.00
					<u>\$2,305.00</u>

LAW ENFORCEMENT LABOR SVCS.

07/22/2015	072215	G 101-21707	Union Dues	AUGUST DUES	329.00
					<u>\$329.00</u>

LOFFLER

07/06/2015	2018181	E 101-42110-218	Equipment Repair & Maintenance	DIGITAL RECORDER	458.00
					<u>\$458.00</u>

LOSO, SCOTT

R 101-32245	Rental Licensing	REFUND PARTIAL RENTAL	43.75
			<u>\$43.75</u>

MCDONALD DIST CO.

07/16/2015	194229	E 609-49751-252	Beer For Resale	BEER	14,184.60
07/16/2015	194229	E 609-49751-254	Miscellaneous Merchandise	MISC	34.00
07/23/2015	195904	E 609-49751-252	Beer For Resale	BEER	3,669.75
07/23/2015	195904	E 609-49751-254	Miscellaneous Merchandise	MISC	68.00
07/23/2015	195904	E 609-49751-255	N/A Products	N/A	18.55
					<u>\$17,974.90</u>

METRO SALES, INC.

07/22/2015	3113303	E 101-41400-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 101-42110-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 101-42400-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 101-43100-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 101-45200-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 601-49440-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 602-49490-200	Office Supplies	COPIES	39.80
07/22/2015	3113303	E 609-49750-200	Office Supplies	COPIES	39.80
					<u>\$318.40</u>

MN MUNICIPAL BEVERAGE ASSN.

07/21/2015	072115	E 609-49750-433	Dues and Subscriptions	DUES	1,585.00
					<u>\$1,585.00</u>

MN NCPERS LIFE INSURANCE

07/22/2015	7334815	G 101-21713	MN Life	AUGUST INSURANCE	16.00
					<u>\$16.00</u>

MY ALARM CENTER

07/22/2015	5857274	E 609-49750-445	Security	AUGUST	31.28
					<u>\$31.28</u>

PACE ANALYTICAL SERVICES

07/13/2015	151251994	E 601-49440-313	Sample Testing	TESTING	120.00
07/21/2015	151252284	E 602-49490-313	Sample Testing	TESTING	125.60
					<u>\$245.60</u>

PAUSTIS & SONS

07/20/2015	8507704-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	5.25
07/20/2015	8507704-IN	E 609-49751-253	Wine For Resale	WINE	298.31
					<u>\$303.56</u>

PHILLIPS WINE & SPIRITS CO.

07/15/2015	2819956	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.56
07/15/2015	2819956	E 609-49751-251	Liquor For Resale	LIQUOR	1,402.79
07/17/2015	217021	E 609-49751-206	Freight and Fuel Charges	LIQUOR	(3.04)
07/17/2015	217021	E 609-49751-251	Liquor For Resale	LIQUOR	(216.00)
07/22/2015	2823520	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.58
07/22/2015	2823520	E 609-49751-251	Liquor For Resale	LIQUOR	3,309.20
07/22/2015	2823521	E 609-49751-206	Freight and Fuel Charges	FREIGHT	51.68
07/22/2015	2823521	E 609-49751-253	Wine For Resale	WINE	1,600.00
07/22/2015	2823522	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.04
07/22/2015	2823522	E 609-49751-254	Miscellaneous Merchandise	MISC	83.90
					<u>\$6,301.71</u>

POSTMASTER - ST. FRANCIS

07/20/2015	072015	E 101-41400-322	Postage	PERMIT	225.00
					<u>\$225.00</u>

PROFESSIONAL ID CARDS, INC.

06/29/2015	8555	E 101-42110-237	Small Equipment	SUPPLIES	31.60
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					\$31.60
SANDAGER, DAN					
	G 601-22200	Deferred Revenues	REF ACCT #1475		168.32
					<u>\$168.32</u>
SCHUSTER, LAURA					
	G 601-22200	Deferred Revenues	REF ACCT #1927		54.49
					<u>\$54.49</u>
SOUTHERN WINE & SPIRITS OF MN					
07/16/2015	1306752	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.75
07/16/2015	1306752	E 609-49751-251	Liquor For Resale	LIQUOR	545.22
07/16/2015	1306752 C	E 609-49751-251	Liquor For Resale	LIQUOR	(222.00)
07/23/2015	1309098	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.35
07/23/2015	1309098	E 609-49751-251	Liquor For Resale	LIQUOR	1,055.21
					<u>\$1,393.53</u>
STREICHER S					
07/06/2015	1159422	E 101-42110-237	Small Equipment	BADGE	247.97
					<u>\$247.97</u>
T.H. CONSTRUCTION					
07/27/2015	072715	G 101-20820	Surcharge Payable	REFUNDS PERMITS	16.00
07/27/2015	072715	R 101-34104	Plan Check Fee	REFUNDS PERMITS	1,027.96
					<u>\$1,043.96</u>
THE AMERICAN BOTTLING COMPANY					
07/16/2015	5449839226	E 609-49751-254	Miscellaneous Merchandise	MISC	195.72
					<u>\$195.72</u>
THORPE DISTRIBUTING COMPANY					
07/24/2015	908698	E 609-49751-252	Beer For Resale	BEER	223.50
					<u>\$223.50</u>
VINOCOPIA, INC.					
07/24/2015	129408-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.50
07/24/2015	129408-IN	E 609-49751-253	Wine For Resale	WINE	104.00
					<u>\$107.50</u>
WIRTZ BEVERAGE MN					
07/07/2015	2080094535	E 609-49751-251	Liquor For Resale	LIQUOR	(154.99)
07/16/2015	1080348292	E 609-49751-206	Freight and Fuel Charges	FREIGHT	32.14
07/16/2015	1080348292	E 609-49751-251	Liquor For Resale	LIQUOR	1,407.00
07/16/2015	1080348292	E 609-49751-253	Wine For Resale	WINE	1,260.00
07/23/2015	1080351285	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.70
07/23/2015	1080351285	E 609-49751-251	Liquor For Resale	LIQUOR	485.53
07/23/2015	1080351285	E 609-49751-254	Miscellaneous Merchandise	MISC	63.09
					<u>\$3,101.47</u>
					<u>\$99,823.19</u>

FUND SUMMARY

101 GENERAL FUND	\$17,853.49
403 FIRE TRUCK REPLACEMENT FUND	\$719.00
601 WATER FUND	\$10,559.17
602 SEWER FUND	\$7,084.79
609 MUNICIPAL LIQUOR FUND	\$59,506.74
803 ESCROW	\$4,100.00
Total	<u>99,823.19</u>

CITY OF ST. FRANCIS
8/3/2015

Checks cut since last Council Meeting

<u>Check Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/29/2015	69387	US Dept of Education	Wage Levy	262.67

TOTAL 262.67

Disbursements via Debits to 4M Account

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
MN PFA	Water Treatment Plant	410,921.57

TOTAL 410,921.57

Disbursements via Debits to Checking Account

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

PLANNING MEMO

TO: St. Francis City Council

FROM: Nate Sparks, Consulting Planner

DATE: July 30, 2015

RE: Cheryl Kilpela – 23525 Variolite St NW
CUP: Commercial Horse Stable

BACKGROUND

Cheryl Kilpela has made an application for a conditional use permit (CUP) to allow for a commercial horse stable at 23525 Variolite Street. The applicant proposes to keep up to five horses for clients.

GENERAL REQUIREMENTS

The site is zoned A2, Rural Estate Agriculture. In this zoning district, commercial horse stables are permitted with a conditional use permit. The ordinance requires that commercial horse stables be located on an arterial or collector road, must be an accessory use to a residence, and comply with the criteria in the animal, home occupation, and conditional use permit ordinance. Variolite Street is listed in the City's transportation plan as a collector road. The applicant is setting the maximum number of horses on site at seven: currently two for personal use, up to five for clients. The property is allowed up to seven horses total in the City's animal ordinance.

When considering a conditional use, the following criteria are required by ordinance to be met:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

HOME OCCUPATION STANDARDS

The A2 District standards require that commercial horse stables meet the standards for home occupations. Home extended businesses are home based businesses that are based in buildings other than the principal structure (house). In this case, the business would be located in the horse

barn on the property. Home extended businesses may be approved if meeting the following standards:

General Home Occupation Standards (10-21-4)

- A. No home occupation shall produce light, glare, noise, odor or vibration that will in any way have an objectionable effect upon adjacent or nearby property.
- B. No equipment shall be used in the home occupation which will create electrical interference to surrounding properties.
- C. The home occupation shall be clearly incidental and secondary to the residential use of the premises, shall not change the residential character thereof, and shall not result in an incompatibility or disturbance to surrounding residential uses.
- D. No home occupation shall require internal or external alterations or involve construction features not customarily found in dwellings except where required to comply with local and State fire and police recommendations.
- E. There shall be no exterior storage of equipment or materials used in the home occupation, except that personal automobiles used in the home occupation may be parked on the site, provided the parking is in conformance with all outdoor storage and parking requirements found in Sections 10-16-15 and 10-19.
- F. The home occupation shall meet all applicable building and fire codes.
- G. No home occupation shall be conducted between the hours of ten o'clock in the evening (10:00 PM) and seven o'clock in the morning (7:00 AM) in a manner where business activity is detectable outside of the residence.
- H. All home occupations shall comply with the provisions of City Nuisance Ordinances, including noise, outdoor storage, parking, and other such standards.

Specific Home Extended Business Standards (10-21-7)

- A. All general home occupation standards shall be satisfied.
- B. No more than two (2) persons other than those who customarily reside on the premises shall be employed.
- C. All activity on the premises associated with the home extended business shall not cause any adverse changes to the residential character of the neighborhood.

- E. Any exterior changes necessary to conduct the home extended business are sufficiently screened, properly designed, or separated by distance so as to be consistent with the existing adjacent residential uses and compatible with the residential occupancy.
- F. Any interior changes necessary to conduct the home extended business shall comply with all building, electrical, mechanical and fire codes governing the use of the use in a residential occupancy.
- G. Traffic generated by the home extended business shall involve vehicles types and volumes that typically associated with single family residences and that such traffic does not constitute a nuisance or safety hazard.
- H. Signs associated with the interim home occupation shall be in accordance with Chapter 42 of this Ordinance.

APPLICATION REVIEW

The applicant has provided a plan for operating the business. There are no employees proposed and the volume of customers visiting the site will be low meaning there will be limited traffic impacts. There is adequate parking available. It appears as if the applicant will be meeting the criteria for home occupations and conditional use permits. The applicant has provided sufficient information stating that they are qualified to operate such a facility. The manure is proposed to be kept in a bunker in a manner consistent with all requisite regulations.

This application came to be after it was found that this facility was operating without the required conditional use permit. There was unpermitted building activity on the site which has still not been completely resolved with the City's Building Department. This CUP process is not the proper forum for addressing building code and zoning violations as it merely grants the ability for the applicant to operate the horse stable. Any other violations will still need to be addressed and the applicant will need to continue to work with the City's Building Official on these matters.

PLANNING COMMISSION RECOMMENDED ACTION

The Planning Commission found that the CUP application meets the criteria in the ordinance and recommended approval of the request with the conditions noted within the attached resolution.

Attached:
Resolution
Applicant's Submission
Aerial Photo

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

RESOLUTION 2015-35

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A COMMERCIAL
HORSE STABLE FOR CHERYL KILPELA AT 23525 VARIOLITE ST NW**

WHEREAS, Gregg & Cheryl Kilpela (“the Applicant”) has made an application to the City of St. Francis (“the City”) for a conditional use permit to operate a commercial horse stable at 23525 Variolite St. NW; and

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

Lot 4, Block 1, Teds Farm; and

WHEREAS, the Property is identified in Anoka County records with the property identification number of 33-34-25-12-0005; and

WHEREAS, the Property is zoned A2, Rural Estate-Agriculture; and

WHEREAS, the Applicant is proposing to operate a commercial horse stable with no employees and up to five boarded horses; and

WHEREAS, commercial horse stables are permitted in the A2 District as a conditional use provided the use meets district standards and is conforming with the City’s animal, home occupation, and conditional use permit ordinances; and

WHEREAS, the principal use of the Property will remain as a single family residence; and

WHEREAS, the St. Francis Planning Commission reviewed the application at the July 15, 2015 meeting, held a duly noticed public hearing, and recommended approval of the request; and

WHEREAS, the St. Francis City Council reviewed the application and the Planning Commission recommendation at the August 3, 2015 meeting; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use use permit based on the following findings of fact:

- A. The proposed use has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance as conditioned.
- D. The proposed use will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the Conditional Use Permit based on the most current plans and information received to date subject to the following conditions:

1. The Property shall be brought into compliance with the City's Ordinances and all zoning and code issues related to the buildings on site shall be addressed to the satisfaction of the City's Building Official within 60 days unless otherwise extended.
2. The applicant shall keep a minimum of five parking stalls available for clients.
3. Any expansion of the use shall require an amendment to this CUP.
4. Insurance information shall be kept on file with the application materials.
5. Animal waste kept on site shall be done so in a manner consistent with all relevant regulations and shall not be stored in such a fashion to constitute a public nuisance.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY OF AUGUST, 2015.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

DESCRIPTION OF REQUEST: (attach additional information if needed)			
Project Name: <u>Mare-e Green Pastures LLC</u>			
Nature of Proposed Use: <u>Land use permit</u>			
Reason(s) to Approve Request: <u>Be allowed to keep current infrastructure so we can continue to provide safe and healthy environment for the number of horses property allows</u>			
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE: (attach additional information if needed)			
Project Name:		Date of Application:	
Nature of Request:			
PROPERTY INFORMATION:			
Street Address: <u>23525 Variolite St NW</u> <u>Elk River MN 55330</u>		Property Identification Number (PIN#):	
Legal Description (Attach if necessary):	Lot(s): <u>4</u>	Block: <u>1</u>	Subdivision: <u>Teds Farm</u>
OWNER INFORMATION:			
Name: <u>Gregg and Cheryl Kilpela</u>		Business Name: <u>Mare-e Green Pastures LLC</u>	
Address: <u>23525 Variolite St NW</u>			
City: <u>Elk River</u>		State: <u>MN</u>	Zip Code: <u>55330</u>
Telephone: <u>612 889 2291</u>		Fax:	E-mail: <u>Cheryl.kilpela@gmail.com</u>
Contact: <u>Cheryl Kilpela or Gregg Kilpela</u>		Title: <u>Owners</u>	
APPLICANT INFORMATION: (if different from owner)			
Name:		Business Name:	
Address:			
City:		State:	Zip Code:
Telephone:		Fax:	E-mail:
Contact:		Title:	

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

- Application
- Business and site plans
- Pictures
- LLC and Insurance
- References (Character)
- References (Articles)

History

I Cheryl have owned 8 horses and worked at 4 boarding facilities since I was a young adult. My husband Gregg has done engine repair, welding and wood work while working in all of these fields since he was a young adult. As a married couple prior to 2001 we had to keep our horses at boarding stables. They were often poorly managed and cut corners at the expense of the horses. Our horses suffered preventable diseases such as colic, heaves, founder, rain rot, strep and thrush. They also suffered preventable injuries. Their confinements were cramped and poorly maintained causing injuries, rain rot and thrush. While the hay was weedy and moldy causing colic, heaves and founder. Since 2001 when we moved to St. Francis we have devoted our time and money to creating a safe and healthy environment for our horses.

Purpose

In 2013 the environment we created impressed 2 adults with horses that also desired safe and healthy boarding. Upon agreeing to accommodate these adults and their horses we had to become an LLC, purchase the required insurance, make additional health and safety implements and continue to research requirements for operation. These realities have put business finances into the red; realizing this we would like to accommodate 3 more horses in order to operate in the black.

Goals

Be allowed to keep our current infrastructure so we can continue to provide a safe and healthy environment for the number of horses our property allows. Also to continue responsible land use practices of manure management, pasture rotation and hayfield productivity.

Objectives

Maintain the health and safety of all the horses we care for and the people that come in contact with them. Hence, our operations and implements for containment, shelter, exercise, feeding and storage are designed to meet our objective.

Operations

Hours

- 1) Weekdays 4pm to sundown.
- 2) Weekends 8am to sundown.

Customers

- 1) Currently 2 female adults with one horse each.

Daily

Feeding

- 1) In winter (Oct-April) hay flakes and grain at 6am and 4pm.
- 2) In summer (May- Sept) Pasture 5-7am and 4-6pm. Protein and sugar content regulated with grain and hay for weaning on and off pastures while round bales are never fed. (both preventing founder and colic)

Water

In paddocks, one heated tank for each, filled daily from convenient water hydrant just inside barn. In stalls heated buckets filled if horses are stalled.

Daily as needed

- 1) Winter – Blanketing horses and removing snowball in hooves
- 2) Summer – Cleaning bug zapper and applying bug treatment to horses. During peak heat spraying horses with water and using fans.

Manure

- 1) Cleaning up from paddocks, stalls, arena, and tie areas.

Every 2 weeks

- 1) Water tanks- cleaned
- 2) Pastures – cleaned in summer of manure and weeded after horses rotate onto new pasture.

Every 8 weeks

- 1) Farrier – cares for hooves
- 2) Worming- horses treated for parasites.

Every spring

- 1) Vet- examination, vaccinations, teeth care

Every summer

- 1) Power washing- interior of barn walls and ceiling power washed to remove dust and cobwebs.

Summer and fall

Haying

- 1) Harvest our own good quality hay (a result of pasture management classes) Baled dry and weed free.

Preventing

- 1) Colic from toxic weeds.
- 2) Heaves from wet hay that gets moldy.
- 3) Possible hay fires from wet bales heating up and combusting.

Fall

Hay purchasing

- 1) Buying hay for any remaining winter supply needs.
- 2) Insuring enough supply until pastures are grown and ready to feed.

Before any boarders arrive

- 1) Boarders must sign boarding agreement containing all information needed on the owner and his or her horse.
- 2) All rules of payment and conduct are gone over and paperwork signed.
- 3) Health requirements of horse and releases of liability forms are gone over and signed.

Upon Arrival

- 1) All horses are quarantined for 10 days before any contact with other horses on premises.

Implements

Driveway – gravel with ample parking for cars, trucks, and trailers.

- 1) Always clear and maintained to insure access. (Safety)
- 2) Timely snow removal with our tractor. (Safety)

Fence – Cemented 6X6 corners with three 14 gauge electric wires.

- 1) Electric fencer outside building (per ins. Company) (fire safety)
- 2) Metal T-post with protective caps, wires with viability flags. (Safety)
- 3) Two padlocks allow for separation of horses: making smaller groups which mean less injuries for horses and safer for people to catch and feed. (Safety)
- 4) Horses enter pasture directly from paddock (No escape). (Safety)
- 5) Horses only exit paddock through barn and then gated arena to outside (preventing accidental escapes when taking a horse out) (Safety)
- 6) Gates auto latch when pushed shut (No escape in 14 years). (Safety)
- 7) Tie rings secured to 6X6 cemented posts for grooming and bathing outside. (Safety)

Stalls – Indoor wood with rubber floors, feeders, and heated water buckets.

- 1) Provide safe indoor environment for quarantine of new, sick, or injured horses. (Health)
- 2) Heated water buckets make water more desirable and keep it from freezing (preventing colic from impaction) (Health)

Shelters – Run in horse shelter for each paddock providing adequate space for the number of horses allowed on property.

- 1) Provide escape from; cold rain and snow (preventing hypothermia) continuous rain exposure (leading to rain rot), continuous sun exposure (leading to heat exposure), and lightning strikes. (Health and safety)
- 2) Provide a dry place to stand and eat escaping spring mud. (Helping to prevent thrush in hooves from moisture) (Health)
- 3) Walls of shelter and exposed barn in horses paddocks lined with 1 1/2 inch thick wood planks. (Preventing horses from kicking through metal and cutting legs) (Safety)

Inside exercise and groom areas – Adequate indoor space for one horse to lunge or ride in a circle and enough space for indoor grooming.

- 1) Indoor exercise is needed when ice prevents safe movement of horses outdoors (movement in winter keeps horses in shape preventing spring tie up colic, winter impaction colic and edema (swelling, in legs). (Health)
- 2) Inside lunging space is necessary for exercising; quarantine horses, sick horses, and when it is necessary to lunge at night or in bad weather. (If a horse colic's often they need lunging at these times.) (Health)
- 3) Indoor grooming areas insure horses can be groomed regardless of weather conditions. (Regular grooming helps prevent skin diseases like rain rot, scratches and mange.) (Health)

Hay storage – Portable shelters for dry hay storage only.

- 1) Provide enough space to store entire winter hay supply; so hay does not need purchasing when supplies are unreliable and more costly during winter. (Assuring adequate feed for number of horse's property allows.) (Health)
- 2) Provides a separate area away from barn, people, and animals. (Preventing injury from fire in case of hay combustion.)(Safety)
- 3) Keeps air in barn cleaner and healthier for breathing and exercise because dust from hay is not in barn. (This helps prevent heaves in horses and farmers lungs in people.) (Health)

Manure storage and removal – Manure storage bunker with removal services.

- 1) Bunker provides an environmentally safe place to store manure from daily clean up. (Helping to control flies and parasites.) (Health)
- 2) Removal service provides an environmentally safe off-site disposal. (Preventing onsite pollution and fires.) (Health and Safety)

Miscellaneous Safety Implements

- 1) Large barn fire extinguisher
- 2) Helmet use required
- 3) Emergency phone and phone numbers
- 4) Safe reliable horse transportation (2013 truck and 2014 horse trailer)

Convenient Implements

- 1) Large outdoor riding area away from road. (Safety)
- 2) Wash area covered with rubber mats and good ties. (Health and Safety)

Expense per horse

\$1,000	Hay (200 bales at \$5 each)
\$109	Grain (1 lbs./day at \$15/50 lbs)
\$36	Wormer (6 tubes/year average \$6 each)
\$170	Manure removal (Approximately ½ load per year)
\$1,319	Labor (30 min/day – 10min feeding, 20min cleaning at \$7.25 per hour)
<hr/>	
\$2,634 per year	

Operating costs

\$1,200	(\$100 per month) Insurance
\$180	Electricity (\$15 per month) All year fencer and lights, winter water tanks, Summer bug zappers and fans)
\$180	Repairs and maintenance
<hr/>	
\$1,560 per year	

Income $1 \times 3,000 = 3,000$ per year
Expenses $1 \times 2,634 = \underline{2,634}$ per year
366
Operating Cost $\underline{1,560}$ per year
-1,194 Net

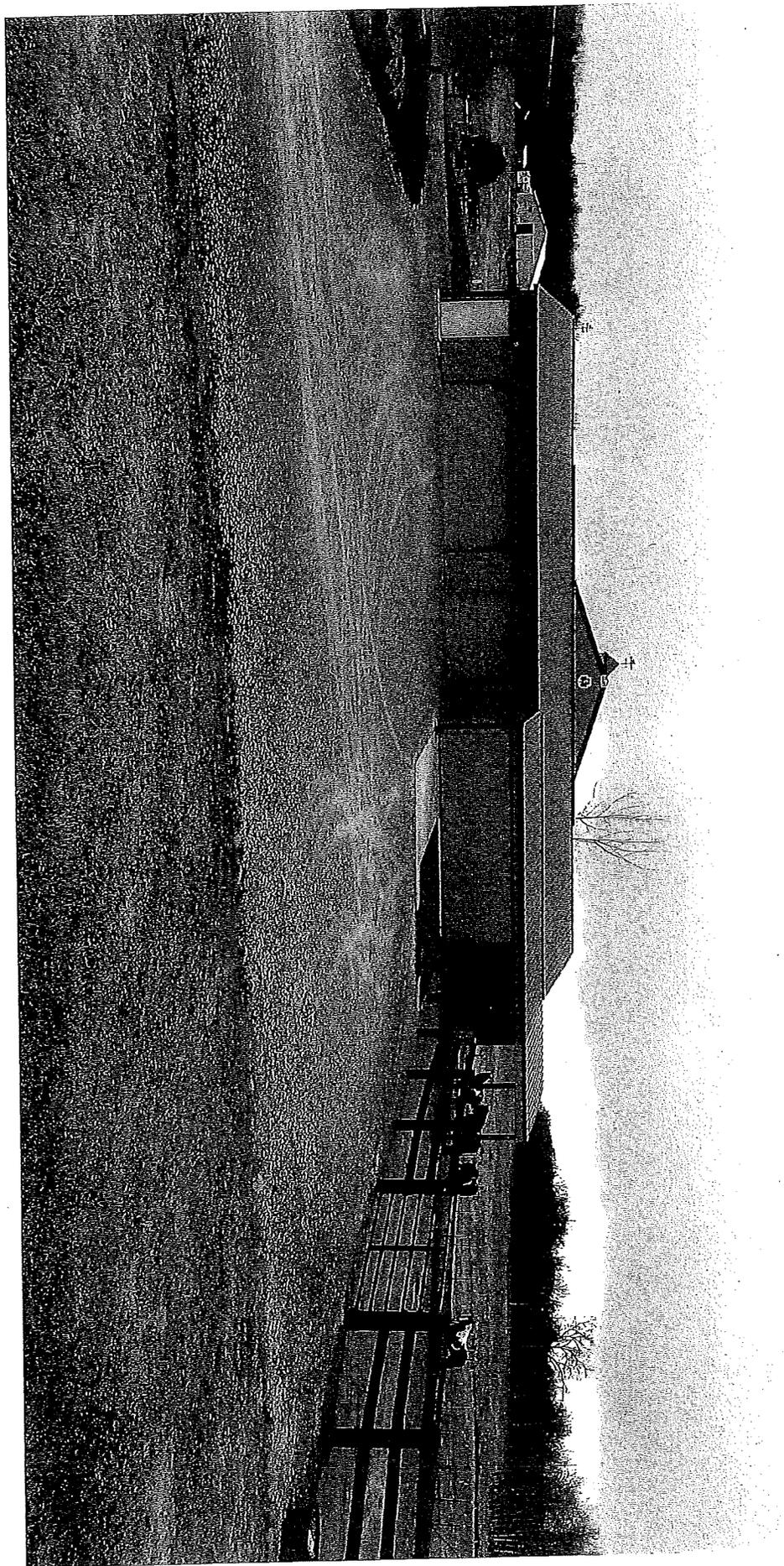
Income $2 \times 3,000 = 6,000$ per year
Expenses $2 \times 2,634 = \underline{5,268}$ per year
732
Operating Cost $\underline{1,560}$ per year
-828 Net

Income $3 \times 3,000 = 9,000$ per year
Expenses $3 \times 2,634 = \underline{7,902}$ per year
1,092
Operating Cost $\underline{1,560}$ per year
-468 Net

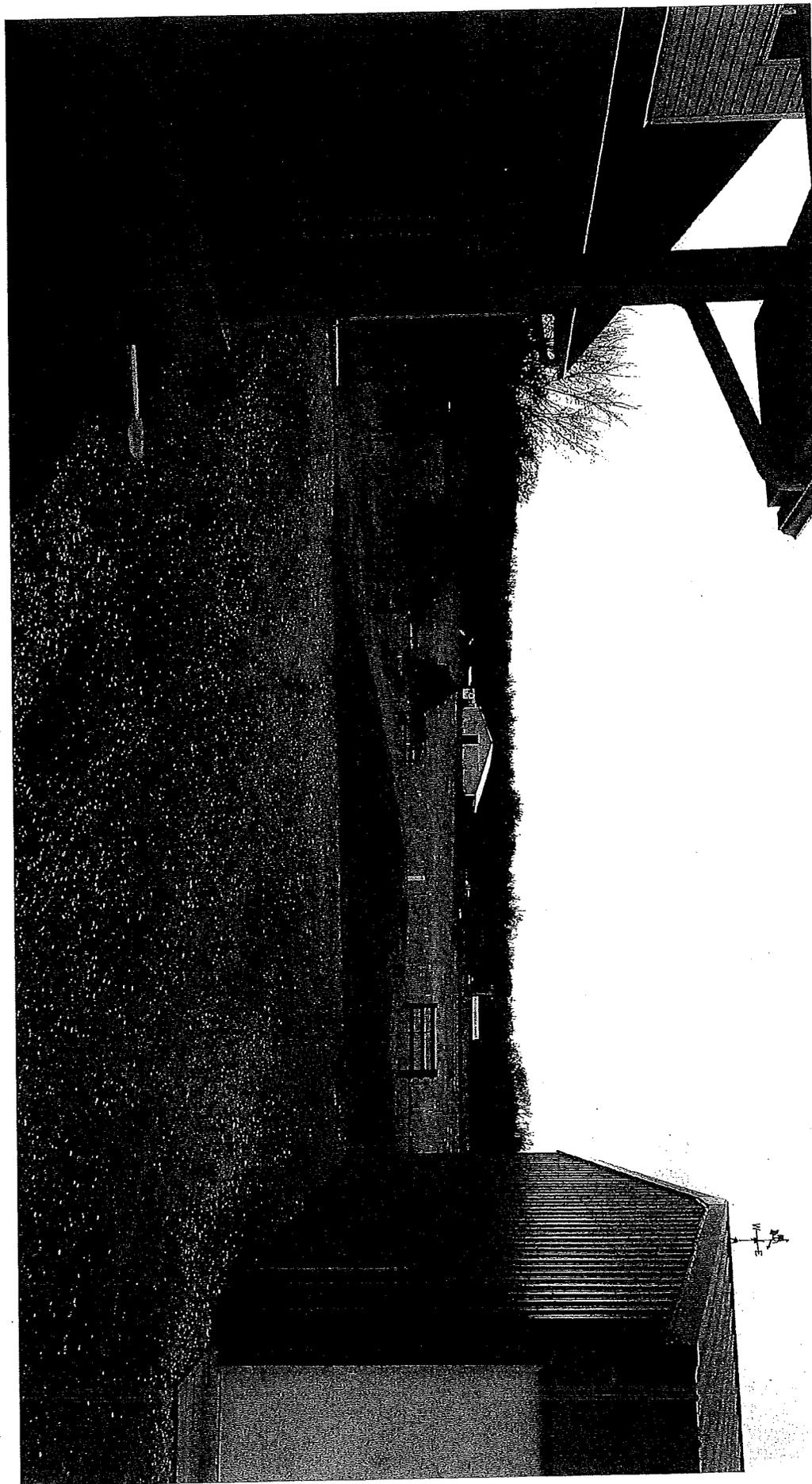
Income $4 \times 3,000 = 12,000$ per year
Expenses $4 \times 2,634 = \underline{10,536}$ per year
1,464
Operating Cost $\underline{1,560}$ per year
-96 Net

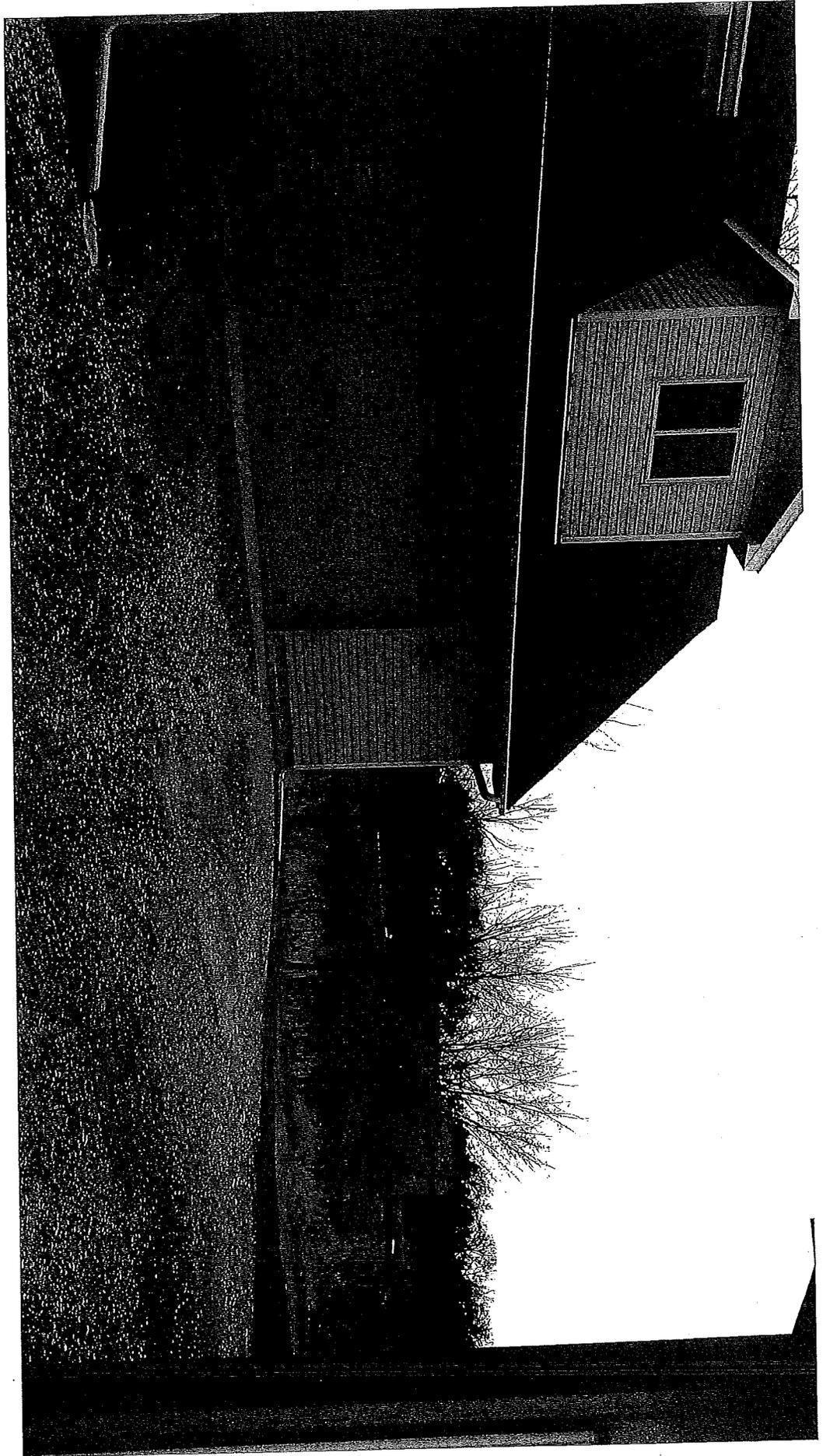
Income $5 \times 3,000 = 15,000$ per year
Expenses $5 \times 2,634 = \underline{13,170}$ per year
1,830
Operating Cost $\underline{1,560}$ per year
+ 270 Net



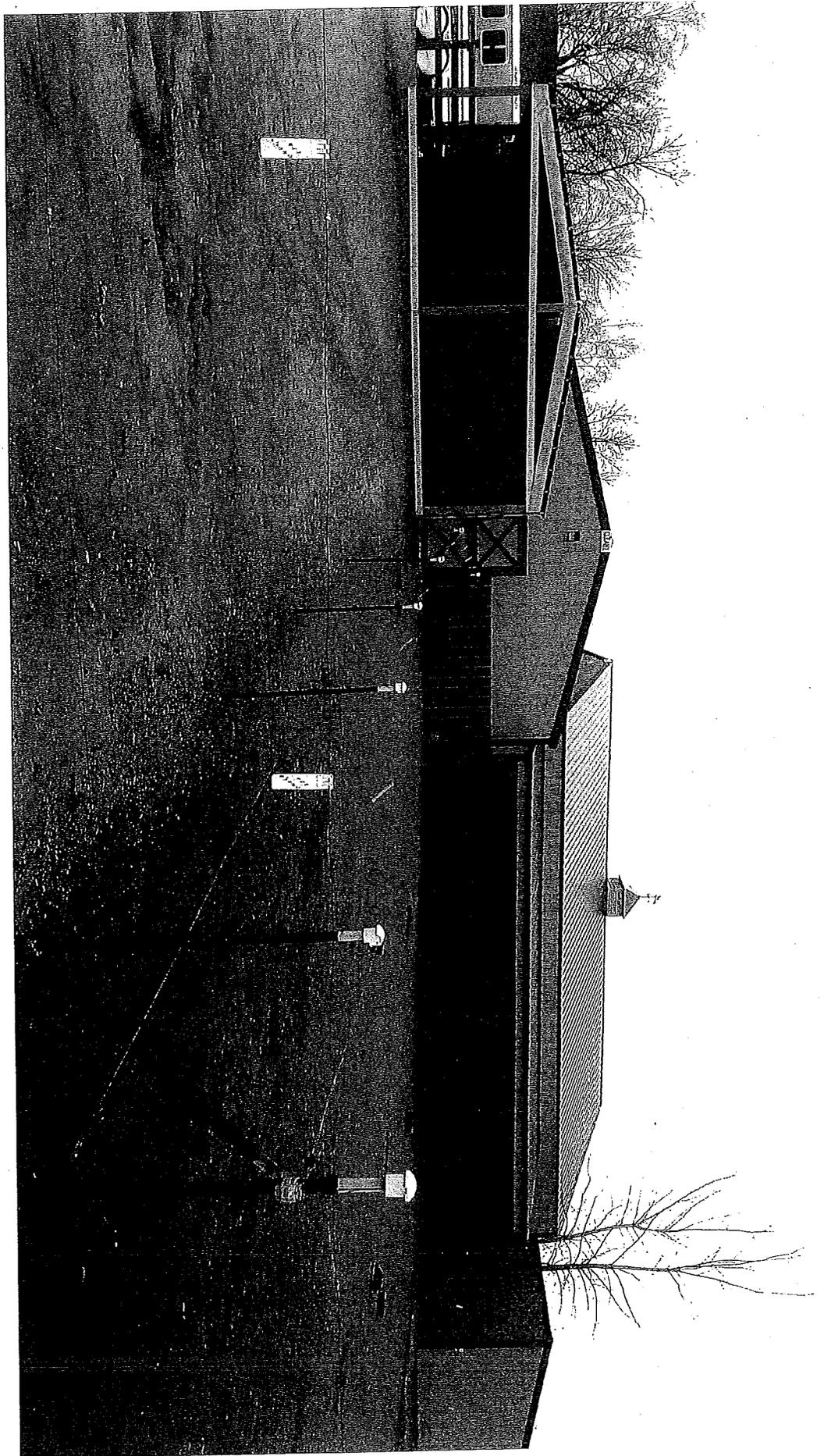


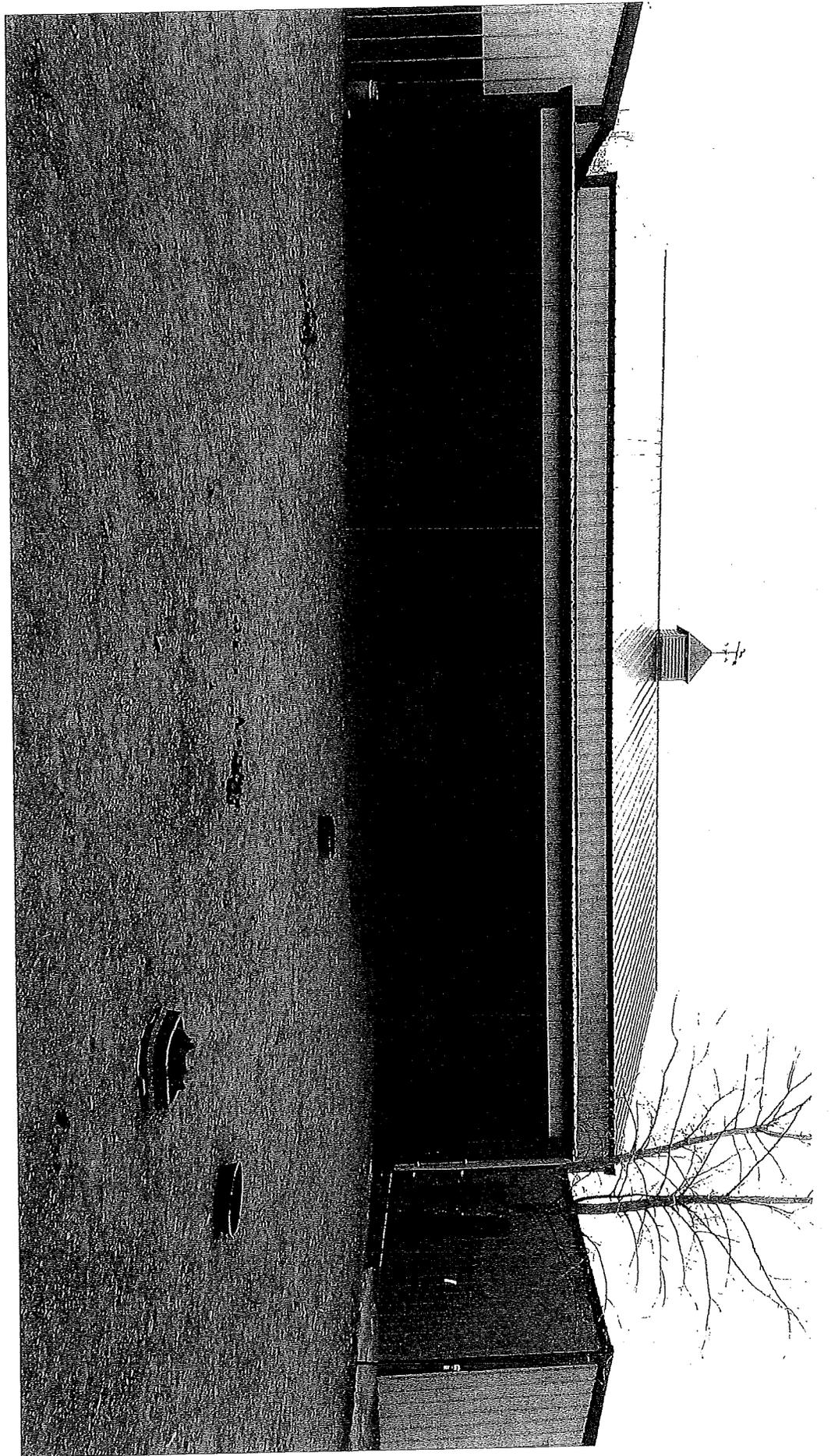
FRANK
①

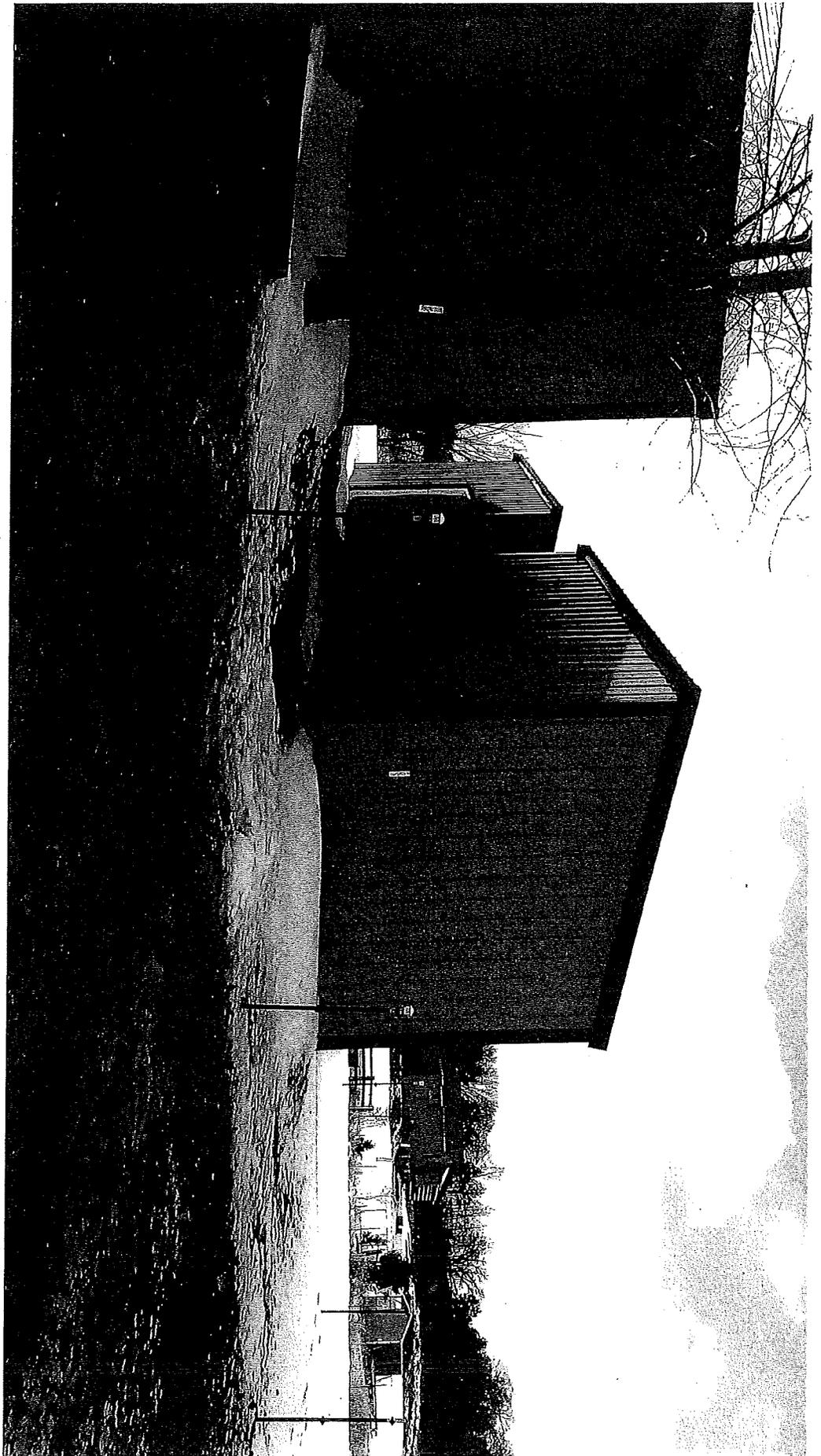


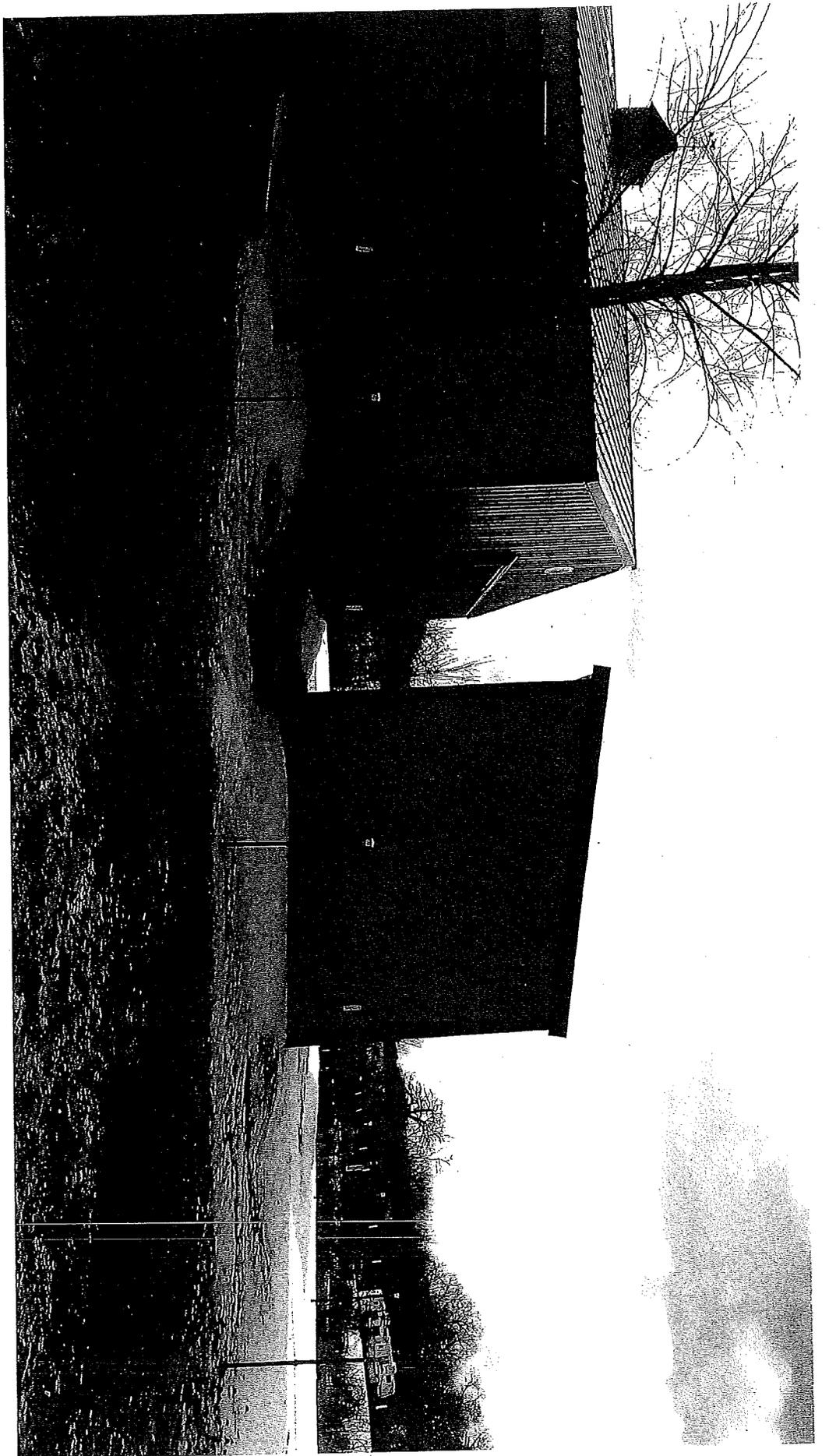


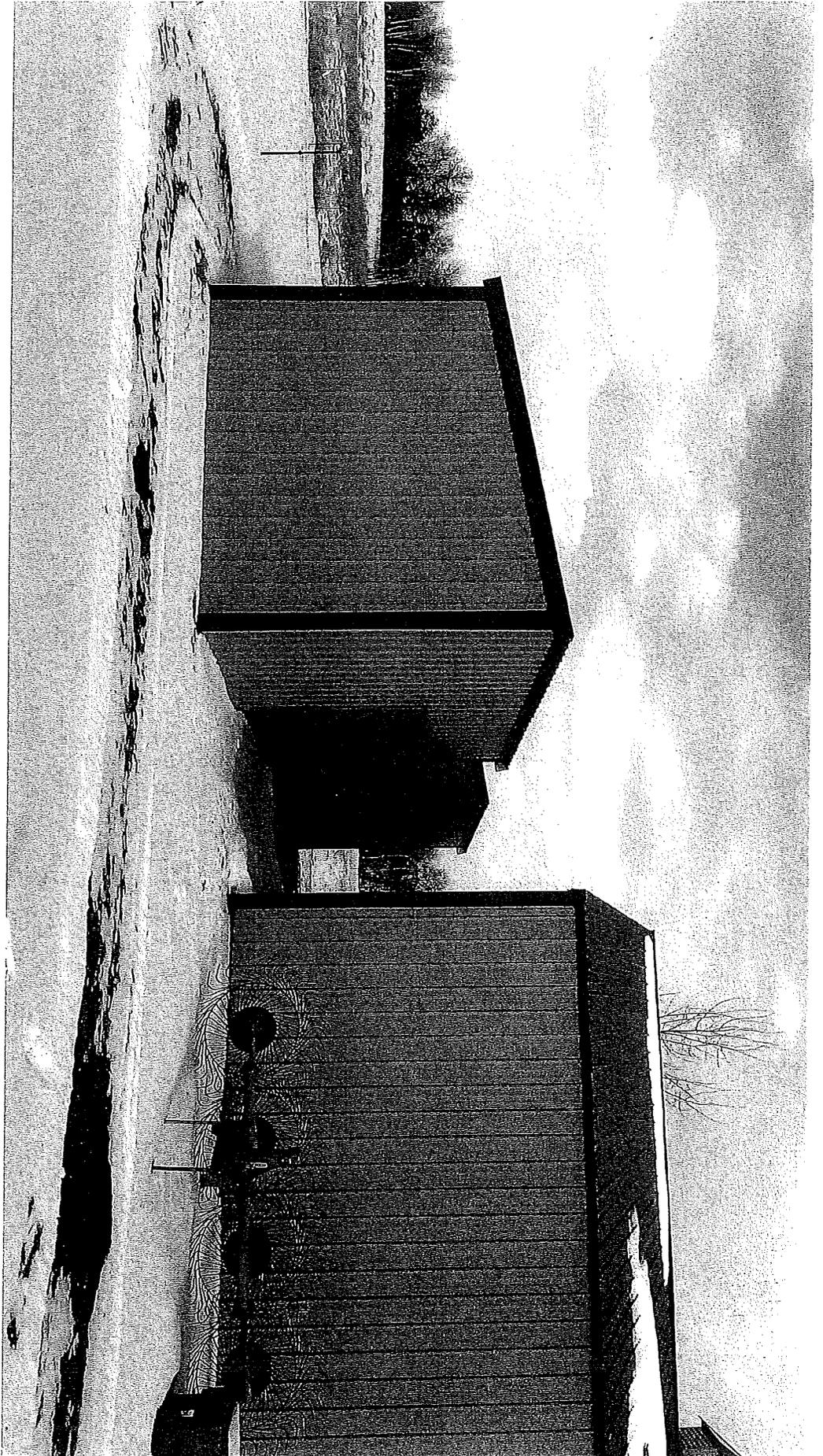


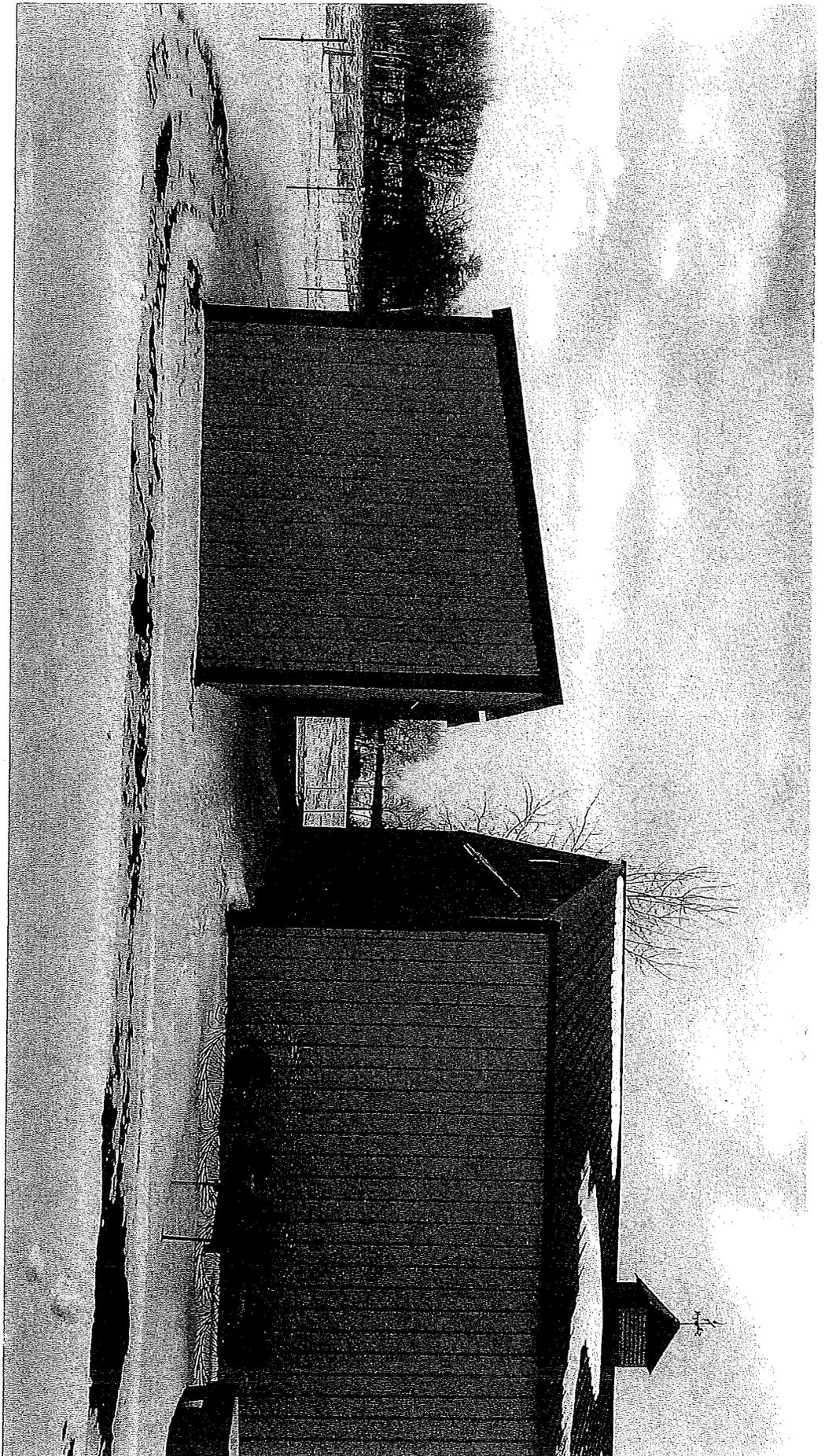


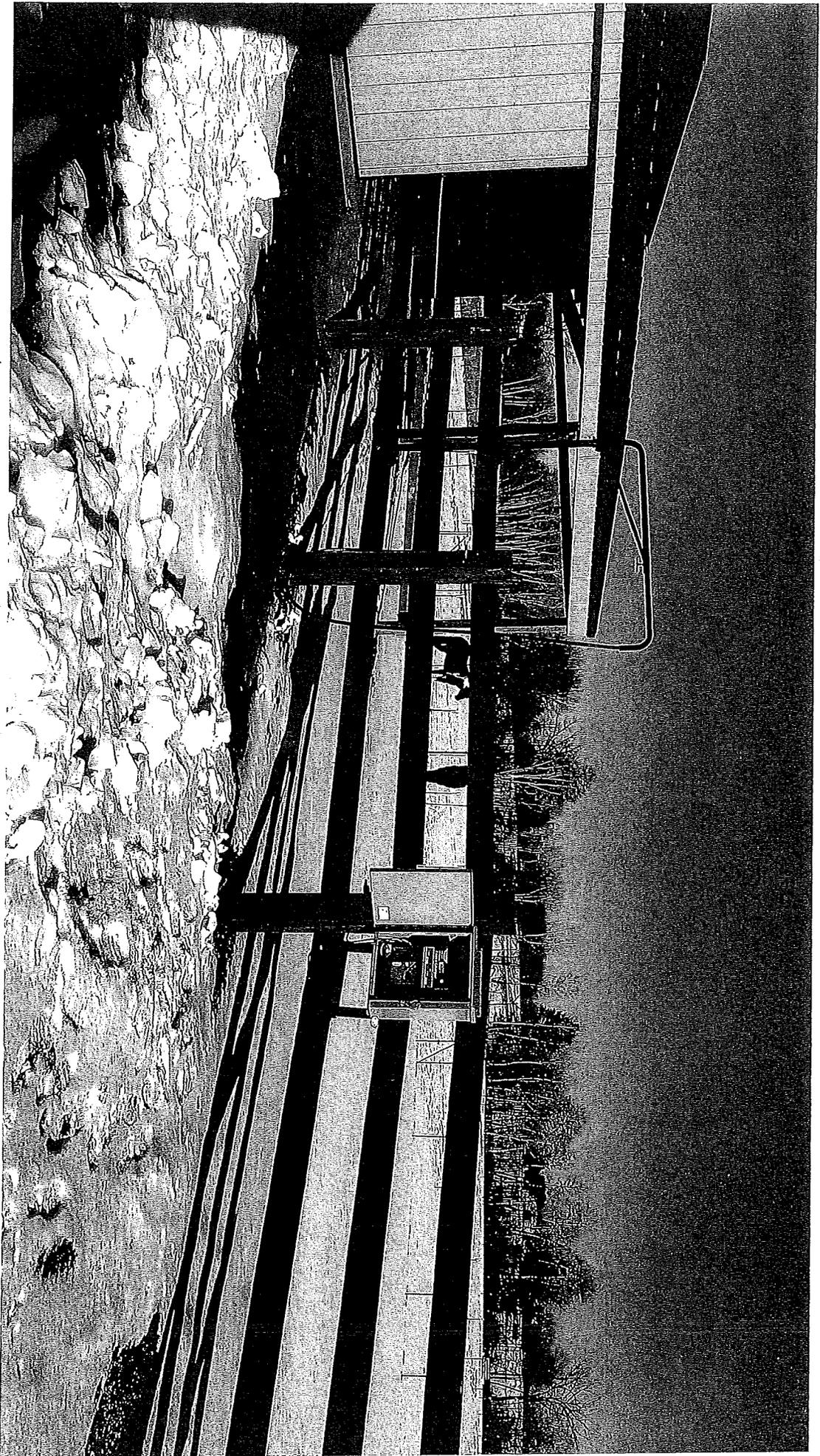












WARNING

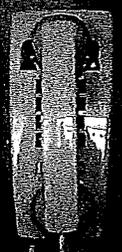
UNDER MINN. STAT. 60A.12 THE
SPONSORS OF LIVESTOCK
ACTIVITIES ARE NOT LIABLE FOR
INJURY OR DEATH OF A
PARTICIPANT OR SPECTATOR
RESULTING FROM THE INHERENT
RISK OF LIVESTOCK ACTIVITIES.

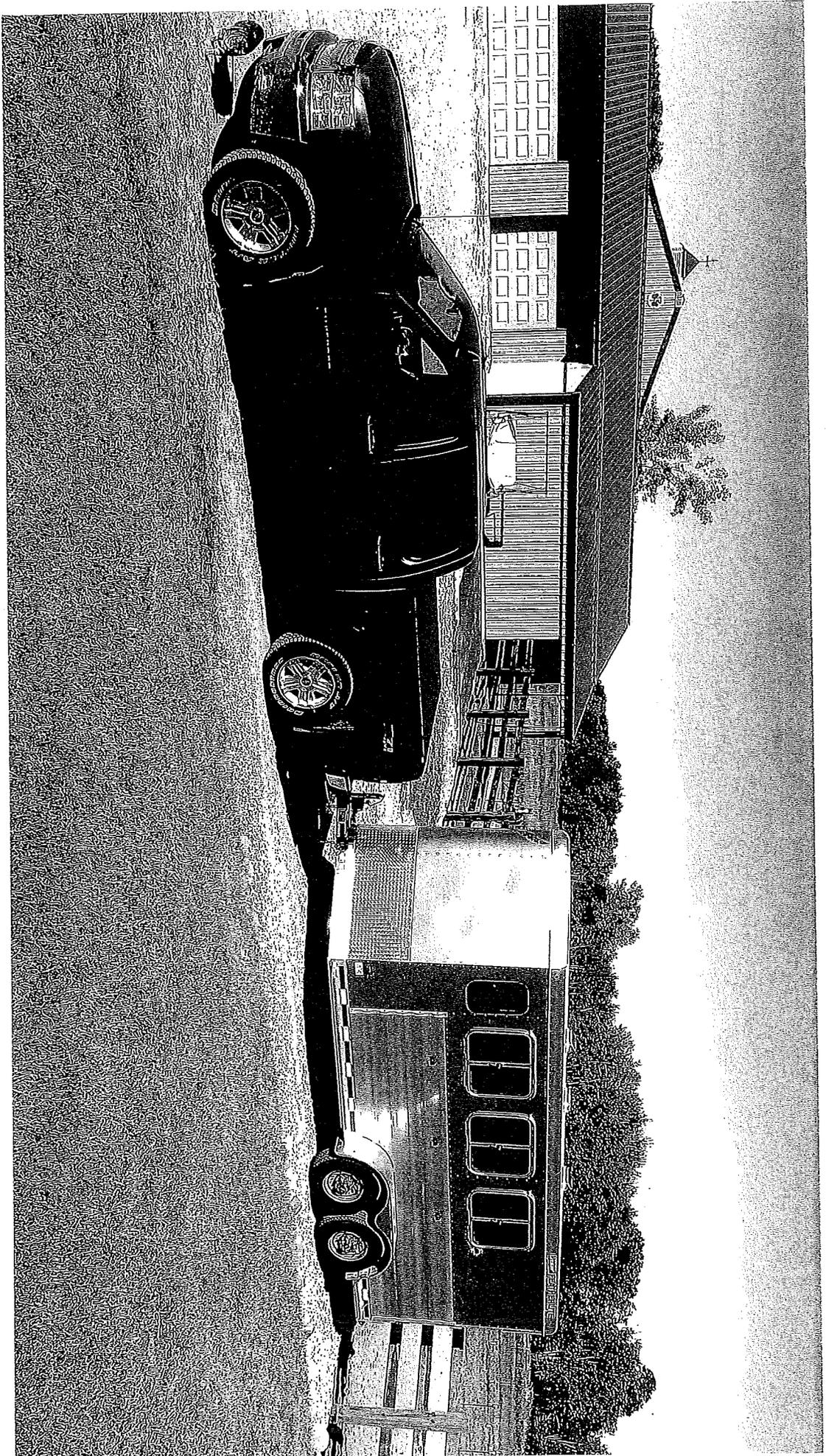
INHERENT RISK MEANS THE DANGERS
RESULTING FROM THE PROPENSITY OF
LIVESTOCK TO BEHAVE IN UNPREDICTABLE
WAYS INCLUDING KICKING, BITING,
MOVING IN RESPONSE TO SOUND,
SUDDEN MOVEMENT, UNFAMILIAR OBJECTS
AND OTHER ANIMALS.

WAGGIN
ALLOWED

Amy's #612 8106921

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23RD





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- Root Folder
- Taylor Quotes
- More

Fwd: Filing Notification for Mare-e Green Pastures LLC, 671766000024 Inbox x

Cheryl Kilpela <cherylkilpela@gmail.com> 1:52 PM (15 minutes ago) ☆

to me

----- Forwarded message -----

From: "MN Secretary of State" <business.services@state.mn.us>
 Date: Aug 1, 2014 3:37 PM
 Subject: Filing Notification for Mare-e Green Pastures LLC, 671766000024
 To: <cherylkilpela@gmail.com>, <cgkilpela@yahoo.com>
 Cc:

The Office of the Minnesota Secretary of State has generated this message as a part of our Business Filing Notification System which helps protect our customers from having unauthorized changes made to their business records.

A document, Annual Renewal - Limited Liability Company (Domestic) with the filing date of 8/1/2014, has been filed for Mare-e Green Pastures LLC, 671766000024

You may review the filing in detail using this link to the Minnesota Secretary of State website:
<http://mblsportal.sos.state.mn.us/Business/SearchDetails?filingGuid=9a004756-f0e211-82ac-001ec94ffe7f>.

Please do not respond to this email as it is from an automated system. Should you have further questions after reviewing this business record, please contact our office at: business.services@state.mn.us.

Thank you for using the Minnesota Secretary of State online services!

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Anoka Equine Veterinary Services, Ltd.

16445 NE 70th St., Elk River, MN 55330
Tel. 763-441-3797 Fax 763-441-3683

March 16, 2015

To whom it may concern,

This letter is in support of Cheryl and Gregg Kilpela in their current discussion with St. Francis City officials.

I have known Cheryl and Gregg, and provided veterinary care for their horses, prior to their ownership of their farm, and have full understanding of their knowledge and ability to care for horses. We have a long standing veterinary/client relationship.

Every structure on the Kilpela's farm is geared too the best interests of the horses: The run in shed provide shelter from the elemenets, the hay shed seperate from the stalls minimized their risk of respiratory disease, and the small indoor riding area provides for exercise during any weather conditions. All of these things are important to the well being of their charges.

The Kilpelas are meticulous in the care of the horses on their property. The facility is always neat, clean and safe. The manure is managed in an efficient and timely manner.

If you have any questions or concerns regarding the Kilpela's facility, please do not hesitate to contact me.

Sincerely,

Kevin Voller DVM
Anoka Equine Veterinary Services, Ltd

May 21, 2015

To: City of St. Francis,

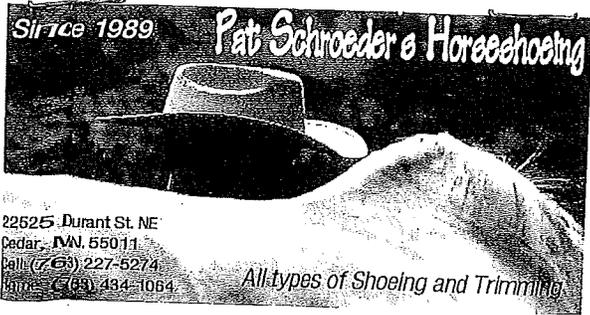
Cheryl Kilpela has been purchasing hay from me for several years. She always knows to call at the most appropriate times for asking if I have some hay up for sale. She picks the hay up from my place in a timely manner and her money is always good. She always makes sure she has her winter hay in the fall which I have told her I appreciate.

Sincerely,



Paul

(763)
PHONE # 441 7312



April 27, 2015

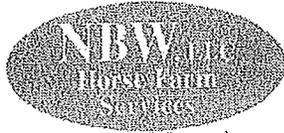
Dear City of St Francis,

I'm the Farrier that takes care of the horses' hooves at Gregg and Cheryl Kilpela's barn. I see horses and barns everyday but I always enjoy going to their place. The horses are well behaved and healthy. The barn, paddocks, and pastures are clean and convenient. They are responsible about setting up appointments for regular hoof care and always pay their bill. It is a pleasure to do business with them and I have always been impressed with the time, energy, and thought they put into doing things right to care for horses.

Sincerely,

Pat Schroeder

- Licensed Manure Removal
- Portable Manure Containment Systems
- Fencing Installation



- Grading & Excavating
- Arena Footing, Dry Lot Construction
- Sustainable Pasture Management

Licensed & Insured
(320) 395-2891

Joe & Holly Neaton • 5151 Highway 7 • Lester Prairie, MN 55354
www.horsefarmservices.com sales@horsefarmservices.com

May 18, 2015

Re: Cheryl Kilpela
23525 Variolite St NW
Elk River, MN 55330

To whom it may concern –

Per conversations with the Kilpela's, our understanding is that there will be a 16x16 manure bunker constructed on their property for manure containment. All necessary measures will be completed to address any erosion and/or water concerns.

After the bunker construction, NBW LLC will be hauling out manure from their farm facility on a needed basis (when the bunker is full).

Sincerely,

Holly Neaton

A handwritten signature in black ink, appearing to be "Holly Neaton", with a long horizontal line extending to the right.



Impress Store 1119 <ods06649cpc@officedepot.com>

Fwd: note

1 message

Cheryl Kilpela <cherylkilpela@gmail.com>
To: ods06649cpc@officedepot.com

Tue, Jun 2, 2015 at 12:51 PM

----- Forwarded message -----

From: "Johnson, Kelly L - Riverway" <Kelly.L.Johnson@healthpartners.com>
Date: May 28, 2015 2:38 PM
Subject: note
To: "cherylkilpela@gmail.com" <cherylkilpela@gmail.com>
Cc:

To Whom it May Concern:

I have known Greg and Cheryl Kilpela for several years now. They were recommended to me by a friend for horse boarding. I have been very satisfied with the care they give my horse.

The facilities are clean and always in good repair. They are knowledgeable regarding the day to day operations and responsible when it comes to upkeep and updating equipment as needed.

I'm impressed with how hard they work and wouldn't hesitate to refer anyone else for boarding.

Kelly Johnson

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient or the individual responsible for delivering the e-mail to the intended recipient, please be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

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23525 Variolite St

CUP Application Location



Aerial Photo Flown Spring of 2014





PLANNING MEMO

TO: St. Francis City Council
FROM: Nate Sparks, City Planner
DATE: July 10, 2015
RE: WJM Enterprises – Auto Sales CUP

BACKGROUND

Wayne Milinkovich of WJM Enterprises has made an application for a conditional use permit (CUP) to allow for auto sales at the site of a former retail store located at 23405 St. Francis Blvd. The building was recently an auto parts store. The applicant wishes to use a portion of the former retail store parking lot and one section of the building for auto sales. The applicant operates Frontier Auto Sales in Zimmerman. The site is owned by Donald Irwin who has consented to the application.

GENERAL REQUIREMENTS

The site is zoned B2, General Commercial. In this district, Auto Sales are permitted with a CUP. In order to be granted a CUP, the applicant must demonstrate compliance with the City's CUP review criteria:

- A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Official City Comprehensive Plan.
- B. The proposed use is or will be compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

APPLICATION REVIEW

The applicant intends to use about 1250 square feet of the building for indoor sales. Other parts of the building will be primarily used for a sales office and storage. There are currently 23 parking stalls on the site. This use will require a minimum of 6 customer parking stalls. The applicant intends to use the remaining area of the remaining 17 stalls for displaying automobiles for sale. This meets the City's parking requirements.

The applicant has stated they may wish to put lights on the south side of the parking lot for winter sales. This may be acceptable provided a photometric plan is submitted demonstrating conformance to all code requirements.

EXPANSION AREA

The applicant wishes to have a future expansion area that may be utilized without amending their CUP. The Planning Commission felt this was acceptable provided the expansion happens within three years of the approval and the applicant goes through the administrative site plan review procedure to ensure all engineering and zoning requirements are met.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission found that this proposal is generally consistent with the City's CUP review criteria and recommended approval of the request with the conditions noted in the attached resolution.

Attached:
Resolution
Applicant's Submission
Site Plan

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

RESOLUTION 2015-36

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO SALES
BUSINESS FOR WJM ENTERPRISES AT 23405 ST FRANCIS BLVD NW**

WHEREAS, Donald R. Irwin (“the Owner”) and WJM Enterprises, Inc. (“the Applicant”) have made an application to the City of St. Francis (“the City”) for a conditional use permit to operate an auto sales business at 23405 St. Francis Blvd NW; and

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

The West 344 feet of the North 150 of the South 743.4 feet of the South half of the Northwest Quarter of Section 32, Township 34, Range 24 as measured at right angles to the southerly and westerly lines thereof subject to easements of record; and

WHEREAS, the Property is identified in Anoka County records with the property identification number of 32-34-24-23-0002; and

WHEREAS, the Property is zoned B2, General Business; and

WHEREAS, the Applicant is proposing to operate an auto sales business at the site using the existing building and parking areas; and

WHEREAS, auto sales are permitted in the B2 District upon receipt of a conditional use permit; and

WHEREAS, the St. Francis Planning Commission reviewed the application at the July 15, 2015 meeting, held a duly noticed public hearing, and recommended approval of the request; and

WHEREAS, the St. Francis City Council reviewed the application and the Planning Commission recommendation at the August 3, 2015 meeting; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of St. Francis hereby approves the conditional use permit based on the following findings of fact:

- A. The proposed use is consistent with the Comprehensive Plan.
- B. The proposed use is compatible with present and future land uses of the area.
- C. The proposed use conforms with all performance standards contained in this Ordinance.
- D. The proposed use will not overburden the City's service capacity.
- E. Traffic generation by the proposed use is within capabilities of streets serving the property.

BE IT FURTHER RESOLVED that the City of St. Francis hereby approves the Conditional Use Permit based on the most current plans and information received to date subject to the following conditions:

1. The use shall generally adhere to the attached site plan.

2. Junk, auto parts, or severely damaged vehicles that are not in compliance with Chapter 8 of the City Code are prohibited from outdoor display.
3. The Auto Sales may only be conducted with a license from the State.
4. The Applicant shall maintain conformance with the parking requirements at all times.
4. The Applicant may install outdoor lighting upon providing a photometric plan that depicts conformance to all City requirements.
5. The Applicant may use the expansion area in a manner consistent with all City requirements including but not limited to curbing, pavement, landscaping, and parking requirements provided the Applicant successfully completes the Administrative Site Plan Review process and makes such application within three years of this approval.
6. All costs incurred by the City related to the review of this application shall be paid. If payment is not received, the City may cause to have the fees assessed to the Owner's property.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY OF AUGUST, 2015.

APPROVED

Steve Kane
Mayor of St. Francis

Attest:

Barbara I. Held
City Clerk

Attached:
Site Plan

WJM Enterprises Inc.
DBA Frontier Auto Sales
26131 3rd St E
Zimmerman, MN 55398

June 16 2015

To Whom It May Concern:

A Brief History of Wayne Milinkovich and Frontier Auto Sales.

I have been in the automotive sales business for the past 30 years. I currently own and operate Frontier Auto Sales in Zimmerman for the past 8 years. My business focuses on retail sales and I also wholesale cars at auctions and sell cars to other dealers in the area.

My Goals to expand to St. Francis are as follows:

1. To provide affordable quality used cars and trucks to local people in St. Francis and surrounding areas.
2. Support the community in different aspects.
3. Improve the property site.
4. Keep property clean with no old vehicles or parts stored on site. Take pride in keeping the property clean and well groomed.
5. This will be a family run business with myself and my son Michael Milinkovich.
6. Proposed Hours of operation are as follows:

Monday- Friday 9:00 am to 6:00 pm
Saturday 10:00 am to 3:00 pm

Business References:

1. Tanner Automotive- Brainerd, MN
2. Cornerstone Automotive- Elk River, MN
3. John Hirsch's Cambridge Motors- Cambridge, MN
4. Hayford Ford- Isanti, MN
5. Lake Country Toyota- Brainerd, MN
6. Warzecha Auto Repair- Zimmerman, MN

Personal and banking references available by request.

Thank you for this consideration.



Wayne Milinkovich
Owner- WJM Enterprises Inc.
763-443-6481

DESCRIPTION OF REQUEST: (attach additional information if needed)			
Project Name: <u>Auto Sales</u>			
Nature of Proposed Use: <u>SELLING USED CARS - TRUCKS</u>			
Reason(s) to Approve Request:			
PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE: (attach additional information if needed)			
Project Name:		Date of Application:	
Nature of Request:			
PROPERTY INFORMATION:			
Street Address: <u>23405 ST. FRANCIS BLVD N.W.</u>			Property Identification Number (PIN#):
Legal Description (Attach if necessary):	Lot(s):	Block:	Subdivision:
OWNER INFORMATION:			
Name: <u>Don Irwin</u>		Business Name:	
Address: <u>29206 Zuni ST NW</u>			
City: <u>Isanti</u>	State: <u>MN</u>	Zip Code: <u>55040</u>	
Telephone: <u>763-444-9988</u>	Fax:	E-mail: <u>donjeep7@msn.com</u>	
Contact: <u>Don Irwin</u>	Title: <u>owner</u>		
APPLICANT INFORMATION: (if different from owner)			
Name: <u>WAYNE McLinkovich</u>		Business Name: <u>To Be Determined</u>	
Address: <u>24816 147th St</u>			
City: <u>Zimmerman</u>	State: <u>Minn</u>	Zip Code: <u>55398</u>	
Telephone: <u>763 443 6481</u>	Fax:	E-mail:	
Contact: <u>WAYNE M.</u>	Title: <u>Pres.</u>		

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

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

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

Applicant(s): Robyn White Date: 6-15-15

Owner(s): Donald F. White Date: 6/16/15

Required Copies

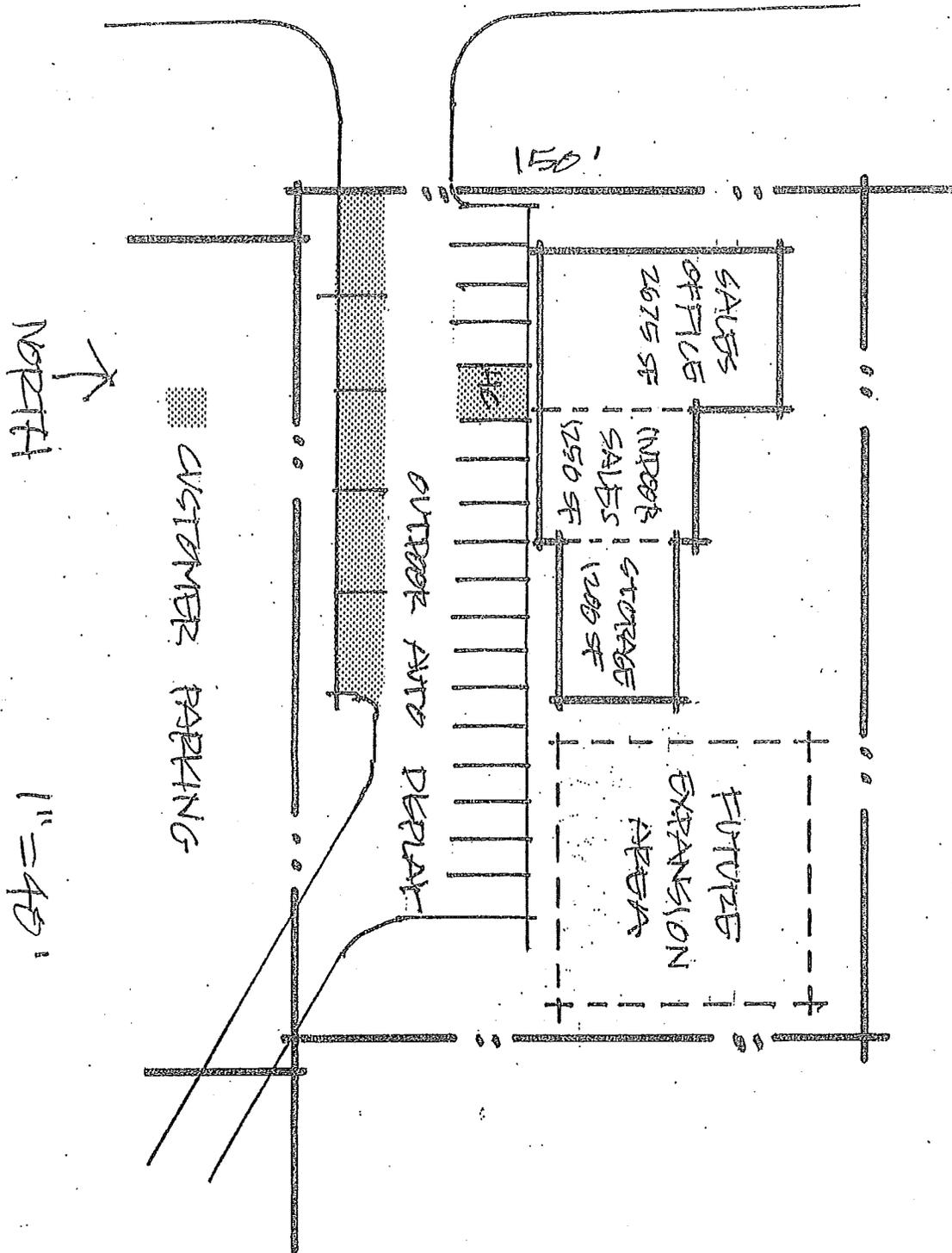
Minor Subdivisions	Please provide (15) Certificates of Survey at 22" by 34", (1) reproducible reduction at 11" by 17", and (1) electronic PDF. File of all information and submit an electronic (Word for Windows) version of the complete legal description of the property(s). ***See below for other required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

This Building Permit was received by: [Signature]

JUN 16 2015

City of St. Francis
23340 Cree Street NW
St. Francis, MN 55970

ST. FRANCIS BLVD.





23405 St Francis Blvd
Auto Sales CUP Site



Scale

3837



Aerial Photo Flown Spring of 2014



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

RESOLUTION 2015-37

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Equipment-Irrigation:	Estimated Value
Line Shaft Turbine Pump	\$6,600-\$28,000

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF AUGUST, 2015.

APPROVED:

ATTEST:

Steve Kane, Mayor of St. Francis

Barbara I. Held, City Clerk



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 27, 2015
To: Honorable Mayor Kane and Members of the City Council
City of St. Francis
From: Jared Voge, P.E.
City Engineer
Subject: Kerry St. NW, 232nd Lane NW, and Ivywood Street NW Street
Improvements
St. Francis, Minnesota
BMI Project No: R18.106740

INTRODUCTION:

On Wednesday, July 22, three bids were received for the above referenced project. The bids ranged from a low bid in the amount of \$209,085.35 to a high bid in the amount of \$239,749.53. Please see the enclosed Bid Abstract.

BACKGROUND:

At the June 15, 2015 City Council meeting, Council adopted a resolution approving the plans and specifications and authorized advertisement of the project.

RECOMMENDATION:

We recommend that Council accept the bids received by passing a motion and we further recommend that Council adopt the enclosed resolution awarding the project to North Valley Inc. of Nowthen, MN in the amount of \$209,085.35 for the Kerry St. NW, 232nd Lane NW, and Ivywood Street NW Improvements.

BUDGET IMPACT:

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

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

JAV/kg

Enclosure

ABSTRACT OF BIDS

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

ITEM NO.	ITEM	APPROX. QUANT.	UNIT	NORTH VALLEY INC. NORTHEN, MN		RUM RIVER CONTRACTING CO. PRINCETON, MN		HARDRIVES, INC. ROGERS, MN	
1	MOBILIZATION	1	LUMP SUM	\$5,341.69	\$5,341.69	\$21,000.00	\$21,000.00	\$15,000.00	\$15,000.00
2	TRAFFIC CONTROL	1	LUMP SUM	\$854.67	\$854.67	\$925.00	\$925.00	\$1,447.44	\$1,447.44
3	REMOVE CONCRETE CURB & GUTTER	100	LIN FT	\$12.95	\$1,295.00	\$6.00	\$600.00	\$14.19	\$1,419.00
4	SUBGRADE EXCAVATION (EV)	50	CU YD	\$26.71	\$1,335.50	\$56.00	\$2,800.00	\$50.00	\$2,500.00
5	RECLAIM 7.5" BITUMINOUS PAVEMENT AND AGGREGATE BASE	10165	SQ YD	\$1.87	\$19,008.55	\$1.77	\$17,992.05	\$2.26	\$22,972.90
6	SALVAGE & STOCKPILE RECLAIM MATERIAL (2") (LV)	760	CU YD	\$7.77	\$5,905.20	\$14.98	\$11,384.80	\$10.67	\$8,109.20
7	TYPE SP 9.5 WEARING COURSE MIXTURE (2C)	2155	TONS	\$71.55	\$154,190.25	\$74.02	\$159,513.10	\$75.66	\$163,047.30
8	BITUMINOUS MATERIAL FOR TACK COAT	510	GAL	\$2.83	\$1,443.30	\$3.00	\$1,530.00	\$2.24	\$1,142.40
9	CONCRETE CURB & GUTTER, DESIGN D418	100	LIN FT	\$42.73	\$4,273.00	\$35.00	\$3,500.00	\$70.43	\$7,043.00
10	INLET PROTECTION	22	EACH	\$133.54	\$2,937.88	\$80.00	\$1,760.00	\$168.33	\$3,703.26
11	ADJUST MH CASTING ASSEMBLY (SANITARY)	10	EACH	\$560.88	\$5,608.80	\$570.00	\$5,700.00	\$570.24	\$5,702.40
12	ADJUST GATE VALVE	9	EACH	\$267.09	\$2,403.81	\$750.00	\$6,750.00	\$305.89	\$2,753.01
13	RECONSTRUCT VALVE BOX	3	EACH	\$1,282.00	\$3,846.00	\$1,500.00	\$4,500.00	\$1,266.70	\$3,800.10
14	SAWCUT BITUMINOUS	138	LIN FT	\$4.65	\$641.70	\$11.10	\$1,531.80	\$8.04	\$1,109.52
TOTAL:					\$209,085.35		\$239,486.75		\$239,749.53

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

HELD: August 3, 2015

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of St. Francis, Minnesota, was duly called and held in the Council Chambers in said City on the 3rd day of August 2015, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

The Council received bids on the construction of the Aztec Street NW Improvements project in the City, and after publicly opening, tabulating and analyzing said bids, proceeded to consider said bids. The following bids were received:

Bidder	Address	Amount of Bid
1. North Valley Inc.	Nowthen, MN	\$209,085.35
2. Rum River Contracting Co.	Princeton, MN	\$239,486.75
3. Hardrives, Inc.	Rogers, MN	\$239,749.53

After discussion, Council Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RECEIVING BIDS AND
AWARDING CONTRACT FOR IMPROVEMENT
CITY OF ST. FRANCIS MINNESOTA
RESOLUTION NO. 2015-38**

WHEREAS, pursuant to an advertisement for bids for the Kerry Street N.W., 232nd Lane N.W., and Ivywood Street N.W. Improvements project for construction of street improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

see attached bid abstract

AND WHEREAS, it appears that North Valley Inc. of Nowthen, MN is the lowest responsible bidder,

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

1. The mayor and clerk are hereby authorized and directed to enter into a contract with North Valley Inc. of Nowthen, MN in the name of the City of St. Francis for the Kerry Street N.W., 232nd Lane N.W., and Ivywood Street N.W. Improvements project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposit made with their bids, except that the deposits of the successful bidder and the next two (2) lowest bidders shall be retained until a contract has been signed.

Adopted by the City Council this 3rd day of August 2015.

Mayor

City Clerk

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF ST. FRANCIS
COUNTY OF ANOKA

I, the undersigned, being the duly qualified and acting Clerk of the City of St. Francis, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom, insofar as the same relates to the resolution awarding a contract on the Aztec Street NW Improvements project.

WITNESS my hand and the seal of said City this _____ day of August, 2015.

City Clerk

(SEAL)