

CITY OF ST. FRANCIS
CITY COUNCIL
AGENDA
September 17, 2012
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 – September 4, 2012
 - b. Receive and File the URRWMO Minutes – September 4, 2012
 - c. Code Enforcement Policy
 - d. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Allison Lister: Anoka County Commissioner Candidate for District 1
 - b. Billy's Neighborhood Bar and Grill: Refund Request
 - c. St. Francis American Legion: Ordinance 175, Second Series – Gambling Proceeds
7. Ordinances & Resolutions:
 - a. Ordinance 176, Second Series: Amending Section 10-3-9 Regarding the Enforcement of the Zoning Ordinance (Second Reading)
 - b. Ordinance 177, Second Series: Amending Section 11-3-4 Regarding Frontage Necessary for a Metes and Bounds Division (Second Reading)
8. Reports of Consultants & Staff Members
 - a. Engineer: Hwy 47 & Pederson Drive Crosswalk Update
 - b. Attorney:
 - c. Staff:
 - Fire:
 - Public Works: Department Update
 - Liquor Store:
 - Police:
 - City Administrator: Administrative Hearing Officer
9. Reports from Council Members
10. Report from Mayor
11. Old Business
 - a. Accessory Structure Size Change in 2003
12. New Business
13. Adjournment

CALENDAR OF EVENTS

- | | |
|----------|---|
| Sept 15: | Oktoberfest @ Comm. Park 10:30 Kids Run/Walk, 11:00 5k Run/Walk, food, music & Kickball |
| Sept 19: | Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm |
| Oct 1: | City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm |
| Oct 8: | City Offices Closed in Observance of Columbus Day |
| Oct 13: | Recycling Day 8 am to noon |
| Oct 13: | French Toast Breakfast – Fire Prevention Open House & Blood drive @ Fire Station 8 am to noon |
| Oct 15: | City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm |

TO: Mayor & City Council
FROM: Matthew L. Hysten, 
City Administrator
RE: Agenda Memorandum – September 17, 2012 Meeting

Agenda Items:

4. Consent Agenda:

- c. Code Enforcement Policy: Policy was developed for the City to follow when utilizing the Administrative Enforcement Ordinance.

6. Petitions, Requests, Applications:

- a. Allison Lister, candidate for Anoka County Commissioner in District 1, has requested to speak.
- b. Shannon Nelson of Billy's Neighborhood Bar & Grill has requested a refund for the prorated amount of liquor, tobacco, and amusement licenses beginning on August 19, 2012 and ending December 31, 2012.
- c. St. Francis American Legion has some concerns with the new Gambling Ordinance. A letter from them addressing their concerns is in the packet.

7. Ordinances & Resolutions:

- a. *Ordinance 176, Second Series (Second Reading)*: This ordinance makes Zoning Ordinance enforcement measures consistent with new City Code enforcement measures. A motion and roll call vote would be in order for the second reading of Ordinance 176.
- b. *Ordinance 177, Second Series (Second Reading)*: This ordinance fixes a minor discrepancy in the Subdivision Ordinance and Zoning Ordinance regarding minimum lot size for un-platted subdivisions. This ordinance changes the minimum lot width standard for a metes and bounds division to 300 feet from the 330 foot width standard that the city no longer uses. A motion and roll call vote would be in order for the second reading of Ordinance 177.

8. Reports:

- a. **Engineer:** City Engineer Jared Voge will give an update on the Pederson Drive/Hwy 47 intersection crosswalk project.
- c. **Staff:**
 - Fire:**
 - Public Works:** Public Works director Paul Teicher will give an update on the Woodhaven water meter installation project.
 - Liquor Store:**
 - Police:**
 - City Administrator:** City Attorney Scott Lepak and City Administrator Matt Hysten will bring an Administrative Hearing Officer recommendation to the Council. This Hearing Officer will serve as a neutral, third-party judge in the event an individual appeals an administrative citation given under Ordinance 174.

11. Old Business

12. New Business:

- a. City Planner Nate Sparks addressed Ordinance 76 in his memo to the Council. Prior to September 7, 2003, a resident with a 2.5 acre parcel could have a combined attached/detached accessory building total of 2400 square feet. To avoid confusion, Ordinance 76 separated the total allowed square footage now allowing 1000 square feet for an attached accessory structure and 1500 square feet for a detached accessory structure.

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

CITY COUNCIL MINUTES

SEPTEMBER 4, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 p m.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval, Tim Brown Steve Kane and Chris McClish. Also present were Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd) ,City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Finance Director Darcy Mulvihill, City Administrator Matt Hylan and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE SEPTEMBER 4, 2012 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO ADOPT THE SEPTEMBER 4, 2012, CITY COUNCIL CONSENT AGENDA A-H AS FOLLOWS:
 - a. Approve the City Council Minutes of August 20, 2012.
 - b. Authorization Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT.
 - c. Authorization to Advertise for Bids for Re-Roof of Fire Station & Small Storage building at Public Works Facility.
 - d. ISD #15 School Liaison Contract 2012-2013 with the City of St. Francis
 - e. Adopt Resolution 2012-29 Approving the Gambling Premise/Lease Permit for the Anoka Area Ice Arena at Beef O'Bradys.
 - f. Adopt Resolution 2012-30: Proclaiming October 2012 as "Domestic Violence Awareness Month."
 - g. Approve Pay Estimate No. 10 from Amcon Construction Management for \$741,329 to St Cloud Refrigeration \$82,236, Electrical Solutions, Inc. \$94,395, North Metro Asphalt and Contracting \$27,374, Classic Construction \$23,318, Northland Paving. LLC \$169,290, Multiple Concepts Interiors \$1,245, Construction Supply Inc. \$4,412, Grazzini Brothers and Co.\$4,275, Gopher State Contractors \$32,452, Inc., Southern MN Woodcraft Inc. \$44,838, McDowall Company \$6,488, Straughan Hardware Inc. \$90,074, Stronghold Industries Inc. \$11,780, Heartland Glass \$15,200, M. Reinert Drywall \$4,076, Steinbrecher Painting \$29,830, Bartles Sales Company Inc. \$5,888, Mid America Business Systems \$21,948, and Brothers Fire Protection \$72,210.
 - h. Approve Payment of Claims in the amount of \$1,462,316.23. (ACH 40E & 41E \$538,590.54 and Check Number 64206-64280 \$923,725.69)
Motion carried 5-0.

5. **Meeting Open to the Public:**

Tim Holen, PO Box 173, St. Francis MN, addressed the City Council on some concerns with the Gambling Ordinance proposed language. There are some minor changes that need to be made, Holen stated. The main concern is Section B. I have handed out to you tonight the language I feel in how it should read. Holen read out loud his hand out.

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

7. **Ordinances & Resolution:**

a. **Ordinance 170, Second Series: Amending Chapter 3 of the City Code Regarding Municipal Utilities (Second Reading):** The previous concerns with this ordinance amendment dealt with private sand points and whether or not they should follow the odd/even water restrictions. The proposed Section 3-2-6 Water Use Restrictions; A. A person may water, sprinkle, irrigate, or otherwise use water in the Urban Service Area for lawn areas, grass, or turf (hereinafter referred to as “irrigation” or irrigate”) only on alternating days between May 1st and continuing until September 30th of each year. This prohibition is in effect from 10 am until 7 pm each day during this period. After staff discussion, the proposed language could be amended to read; “...use water from the City Water System” instead of “...use water in the Urban Service Area.” The change has been made for the second reading. MOTION BY BROWN SECOND KANE ADOPTING THE SECOND READING OF ORDINANCE 170, SERIES WITH THE CHANGED LANGUAGE. Roll Call: Ayes: Sandoval, McClish, Brown, Kane, and Tveit. Nays: None Motion carried 5-0.

b. **Resolution 2012-23: Authorizing summary Publication of Ordinance 170, Second Series Amending Chapter 3 of the City Code Regarding Municipal Utilities:** MOTION BY McCLISH SECOND KANE ADOPTING RESOLUTION 2012-23 A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 170, SECOND SERIES AMENDING CHAPTER 3 OF THE CITY CODE REGARDING MUNICIPAL UTILITIES. Motion carried 5-0.

c. **Ordinance 173, Second Series: Adding Section 8-3-5 Keeping of Bees (Second Reading):** MOTION BY KANE SECOND McCLISH APPROVING THE SECOND READING OF ORDINANCE 173, SECOND SERIES ADDING SECTIN 8-3-5 KEEPING OF BEES. Roll Call: Ayes: Kane, Brown, Sandoval, McClish and Tveit. Nays: None.

d. **Ordinance 175, Second Series: Amending Section 6-5-3 Gambling Proceeds (Second Reading):** City Attorney Scott Lepak provided a memorandum on Lawful gambling use of proceeds. Lepak stated following the last council meeting we did receive a letter from Mr. Holen and the Gambling Control letter. Changed in A. and E. Pioneer Days would need to be a 501C4 entity. I would recommend change A and the new E. Tveit asked about our current revision. Part B would be required under as per Minn. Stat. Sec. 349.213 Subd. 1(e) A revised ordinance was provided to the City Council.... Holen said the committee would like to see the city to hold the funds but the committee would organize the event. MOTION BY SANDOVAL TO TABLE THIS ORDINANCE FOR CLEARIFICATION. Motion failed for the lack of a second. MOTION BY KANE SECOND McCLISH APPROVING THE REVISED SECOND OF ORDINANCE 175, SECOND SERIES AMENDING SECTION 6-5-3 GAMBLING PROCEEDS. Roll Call: Ayes: Brown, Kane, McClish and Tveit. Nays: Sandoval.

e. **Resolution 2012-31: Adjusting the Tax Levy for the G.O. Improvement and Utility Revenue Bonds, Series 2007A:** MOTION BY TVEIT SECOND McCLISH

ADOPTING RESOLUTION 2012-31 A RESOLUTION ADJUSTING THE TAX LEVY FOR THE G.O. IMPROVEMENT AND UTILITY REVENUE BONDS, SERIES 2007A. Motion carried 5-0.

f. **Resolution 2012-32: Providing Preliminary Approval of a Proposed 2012 Tax Levy, Collectible in 2013:** Tveit stated tonight we are looking for the maximum levy amount, we can always lower but cannot raise it after tonight. Sandoval would like to see 8% increase. McClish asked if a 5, 6 or 7% increase would be sufficient? Hysten said a 5% Levy increase was used in the memorandum that was handed out at the last council meeting with the additional cuts along with money taken from the reserve fund. As Tveit stated tonight we establish the maximum tonight, the final levy is set in December. Tveit said I would like to see a zero percent if all possible. I know it might not be realistic. Brown said I too would like to see a zero percent but it is unrealistic. I would go with 5%. Kane said zero is unrealistic. We do not know what kind of year the next will be and there are many variables. I would agree with Sandoval and go with 8%. Sandoval said we should be careful with taking from the reserve fund. We have done a zero percent the last number of years. I know it is a burden to the businesses and residents. Kane stated we also need to take into account the unfunded mandates. We need a strong cash reserve. Brown said I would be willing with a 6.5%, McClish agreed. Kane asked what about 7% increase. Brown said we should not have done a zero the last couple of years. MOTION BY KANE SECOND SANDOVAL ADOPTING RESOLUTION 2012-32 A RESOLUTION PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2012 TAX LEVY, COLLECTIBLE IN 2013. WITH A SEVEN PERCENT INCREASE FOR A TOTAL LEVY AT \$3,074,281. Motion carried 4-1. Tveit voting nay. Brown would like to mention that on a \$210,000 house the taxes could increase \$94.88 per year.

g. **Ordinance 176, Second Series: Amending Section 10-3-9 Regarding the Enforcement of the Zoning Ordinance:** Planner, Nate Sparks prepared a memorandum regarding this proposed ordinance. The City Council recently adopted a new City Code enforcement measures. The Zoning Ordinance has its own enforcement section that required updating due to the adoption of these new procedures. This ordinance amendment will make the two sections consistent in order to avoid any potential confusion. The Planning Commission held a public hearing in August and recommended approval of this ordinance amendment. MOTION BY BROWN SECOND SANDOVAL TO APPROVE THE FIRST READING OF ORDINANCE 176, SECOND SERIES AMENDING SECTION 10-3-9 REGARDING THE ENFORCEMENT OF THE ZONING ORDINANCE. Roll Call: Ayes: Kane, McClish, Brown, Sandoval, and Tveit. Nays: None.

h. **Ordinance 177, Second Series: Amending Section 11-3-4 Regarding Frontage Necessary for a Metes and Bounds Division:** Planner, Nate Sparks prepared a memorandum in regards to the discrepancy in lot width requirements between the Subdivision Ordinance and Zoning Ordinance. MOTION BY KANE SECOND SANDOVAL TO APPROVE THE FIRST READING OF ORDINANCE 177, SECOND SERIES AMENDING SECTION 11-3-4 REGARDING FRONTAGE NECESSARY FOR A METES AND BOUNDS DIVISION. Motion carried 5-0. Roll Call: Ayes: Sandoval, McClish, Kane, Brown and Tveit. Nays: None

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

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

c. Staff:

Fire Department:

Public Works:

Liquor Store:

Police Dept.:

City Administrator Report: The only thing I have to report is the Public Works/Police Facility is really progressing very fast. Some furniture possibly could be delivered as early as next week. As soon as we have an affirmative date when it will be ready, we will let you know. We are also looking an open house of the facility sometime in October.

9. **Reports from Council Members:** Kane stated he probably will not be at the next council meeting due to a conflict with work.

McClish reminder to the public the seven percent was the maximum levy, it still could decreased. Staff has done a great job of finding areas to cut. Last council meeting we had a layoff of a public works employee due to budget cuts. I hope that we can all work together.

10. **Report from Mayor:** Today was the first day of school and remember to drive safely and watch for pedestrians.

11. **Old Business:** None.

12. **New Business:** Tim Holen said one more concern regarding the ordinance. Holen told a little story about a job site. I know you hired an attorney but he may not know what is going on at the job site.

13. **Adjournment:** The City Council adjourned the meeting at 6:40 pm.

Barbara I. Held, City Clerk

Upper Rum River Watershed Management Organization
Meeting Minutes for September 4, 2012

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

Present: Kevin Armstrong
Scott Heaton
Richard Lawrence
Todd Miller
Lan Tornes
Richard Walstrom
John Wangenstein

Absent: Ed Faherty
Orval Leistico
Jared Trost
Jerry Tveit

APPROVAL OF AGENDA

Scott Heaton moved and Lan Tornes seconded to add item A. Jared Trost resignation under 9. Other. All in favor, motion carried.

APPROVAL OF MINUTES

Lan Tornes moved and Kevin Armstrong seconded to approve the July 11, 2012 meeting minutes as presented. All in favor, motion carried.

TREASURER'S REPORT

Richard Walstrom reported a balance of \$10,113.85 in the checking account as of 7/31/12.

UNFINISHED BUSINESS

Insurance Coverage – Richard Walstrom checked into the insurance carrier MN Counties Intergovernmental Trust (MCIT). He will be getting a list of items needed to fill out the application. Richard W. shared a concern with changing to this insurance carrier, since it is not an insurance company, by rather a cooperative insurance carrier; he was directed to proceed with the application process. Todd Miller will fill out and submit the required paperwork for Gallagher Insurance to ensure coverage.

NEW BUSINESS

Joint Powers Agreement (JPA) changes re: meeting location – Discussed whether an amendment was needed to change the meeting location to Bethel. The annual meeting is the only meeting that needs to be held at Oak Grove City Hall. It was decided to leave the JPA as is, and to schedule the annual meeting at Oak Grove. Oak Grove City Hall will remain the official mailing address.

MAIL

OTHER

Jared Trost resignation – On 9/4/12, Jared submitted his letter of resignation via email to Todd Miller.

INVOICE APPROVAL

Lan Tornes moved and Richard Walstrom seconded to pay the Anoka Conservation District invoice #2012018 – 2012 Monitoring and Management Work Plan payment 3 of 3 for \$2,118.34. All in favor, motion carried.

Scott Heaton moved and Lan Tornes seconded to approve the recording secretary invoice for \$100.00. All in favor, motion carried.

ADJOURN

Scott Heaton moved and Richard Walstrom seconded to adjourn. All in favor, meeting adjourned at 7:45 pm.

Gail E. Gessner, Recording Secretary
Submitted via email on 9/11/12

STAFF MEMO

TO: St. Francis City Council
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: September 13, 2012

MEETING DATE: September 17, 2012

RE: Code Enforcement Policy Revision

BACKGROUND

The City Council recently adopted an ordinance allowing for the administrative enforcement of code violations. The ordinance will go into effect prior to the next Council meeting. This ordinance requires a revision to the City's adopted Code Enforcement Policy to allow for its implementation. The following policy has been amended to include the use of this ordinance as a possible code enforcement tool. The use of abatement, criminal charges, and civil enforcement remain in the policy, as well.

RECOMMENDED ACTION

It is recommended that the Council approve this policy in order to allow for Staff to utilize the Administrative Enforcement Ordinance.

**ST. FRANCIS – POLICY 4.01
CODE ENFORCEMENT POLICY**

Adopted January 5, 2009
Revised September 17, 2012

1.00 INTRODUCTION

- 1.01 Purpose: The purpose of this Code Enforcement Policy is to establish and maintain uniform procedures concerning code enforcement for the City of St. Francis.
- 1.02 The City fully intends to meet the guidelines established in this policy; however, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, personnel availability, or weather and other emergencies may prevent the City from meeting the guidelines established herein.
- 1.03 The City Administrator or designee may override provisions established within this policy.
- 1.04 The City Administrator or designee will be responsible for scheduling of personnel for tasks related to this policy.

2.00 COMPLAINT PROCESS

- 2.01 Staff shall only respond to official, formally filed complaints (unless otherwise directed by the City Administrator in the case of anonymous complaints that reveal an imminent danger to the public health or safety).
- 2.02 Although they will remain as anonymous as possible, complainants must leave their name and contact information for follow-up if needed.
- 2.03 Staff will record the complaint on an official complaint form. Staff will use a complaint form to log all actions taken to address the alleged problem.

3.00 FOLLOW-UP TO COMPLAINTS

- 3.01 If an official complaint is received, staff will perform a site inspection (within a reasonable amount of time given other duties) to determine if there is a violation.
- 3.02 Generally, an inspection will be completed within five business days of receiving the complaint.
- 3.03 If there is an imminent risk to the public health or safety, City Staff shall conduct an immediate inspection and require an immediate remedy to the situation.
- 3.04 Staff will determine if a code violation is found, then proceed to step 4.00 or 5.00, depending on the outcome.

4.00 NO CODE VIOLATION IS FOUND

- 4.01 If no code violation is found, the following steps shall take place:
- a. Photographs will be taken for documentation;
 - b. Staff will indicate on the complaint log that the property is in compliance; and
 - c. Staff will contact the complainant to explain that no further action will be taken.

5.00 CODE VIOLATION IS FOUND

- 5.01 If a code violation is found, the following steps shall take place:
- a. Photographs will be taken for documentation.
 - b. Staff will prepare a City Ordinance Violation Notice based on the specific situation, including the following:
 - viii. Staff will fill out the City Ordinance Violation Notice giving the property owner up to 20 days to correct the problem/bring the property into compliance.
 - ix. The notice will include a description of the nonconformities that must be corrected, a date by which all corrective action must occur, and an approximate date of a follow-up City inspection.
 - x. The form will clearly spell out the consequences of non-action (criminal charges, serious fines, and abatement costs).
- 5.02 The violator must either bring the property into conformance or establish an acceptable timeline to bring the property into conformance within 20 days from the date of the notice.
- 5.03 Extension: Staff may grant an extension for up to an additional 30 days if there is no imminent danger to the public health or safety. No extension beyond 50 days from the date of the original notice may be granted by City Staff.
- 5.04 If the property owner has not contacted staff to report that the violation has been corrected or to discuss an appropriate timeline to bring the property into compliance during the 20 day period, staff will perform a second inspection to determine if the code violation still exists and proceed to step 5.05 or 5.06, depending on the outcome.
- 5.05 No violation remaining: If no violation remains, the following steps shall take place:
- a. Photographs will be taken for documentation;
 - b. Staff will record that the property owner has corrected the violation on the complaint log; and
 - c. No further action will be taken.
- 5.06 Violation is found: If a violation remains, the following steps shall take place:

- a. Photographs will be taken for documentation;
- b. Staff will take one (or a combination) of the following steps at the discretion of the City Administrator or designee:
 - i. Abatement (Section 6.00)
 - ii. Administrative penalty (Section 7.00)
 - iii. Forward the case to the City Attorney or Police Chief (Section 8.00)

6.00 ABATEMENT PROCEDURE

- 6.01 In cases where the City will be seeking to abate the violation, the procedure outlined in Section 8-2-2 of the City Code shall be followed.

7.00 ADMINISTRATIVE PENALTIES

- 7.01 In cases where the City will be seeking compliance through the administrative penalty provisions the procedure outlined in Section 2-11 of the City Code.
- 7.02 After issuing four citations, Staff shall re-evaluate the process and consider other steps as identified in 5.06 (b).
- 7.03 If a fifth citation is issued, and the violation continues, City Staff shall forward the matter to the City Attorney who will advise on the proper next course of action.

8.00 CIVIL OR CRIMINAL PROCEEDINGS

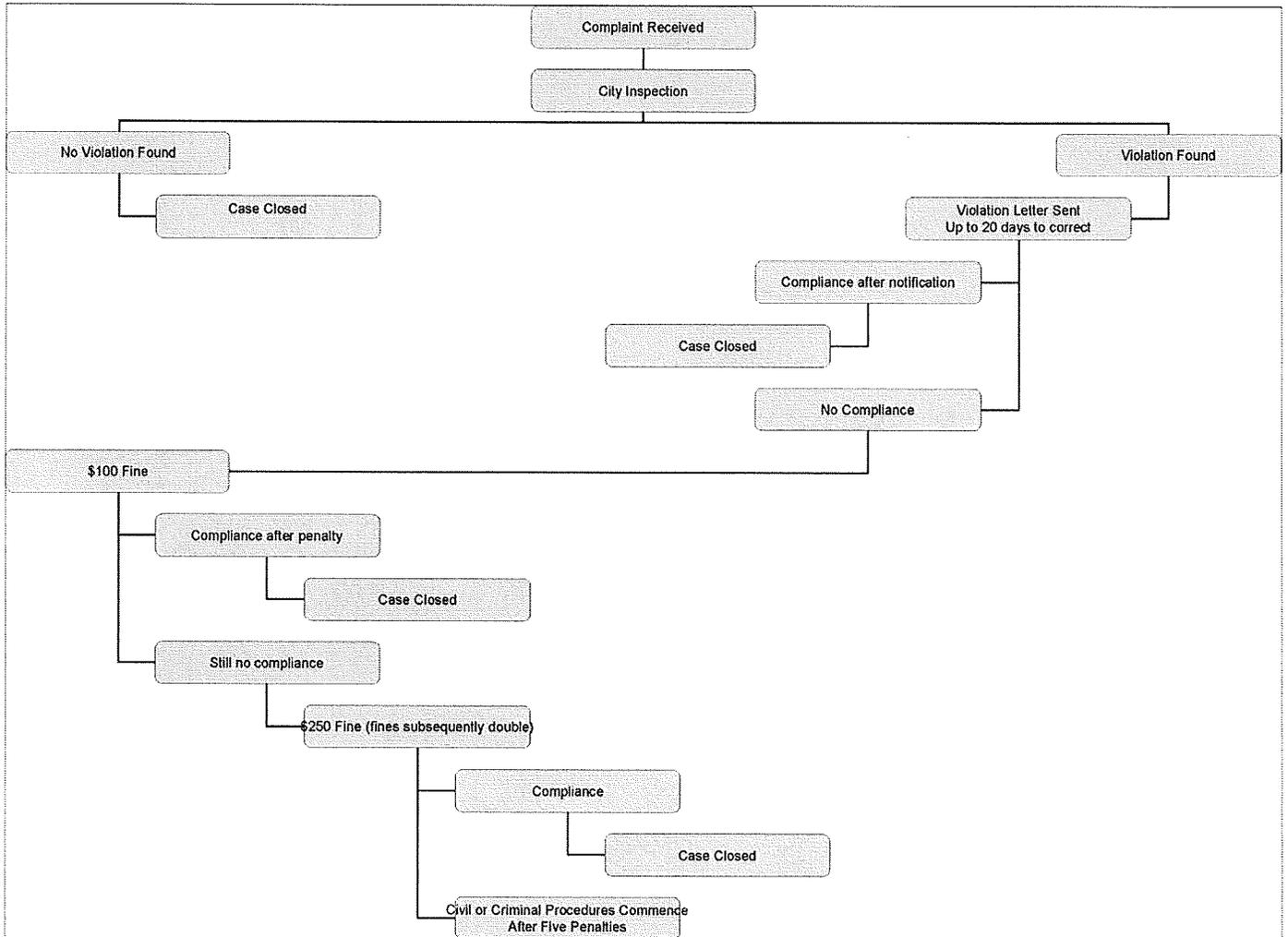
- 8.01 For cases that are being forwarded to the City Attorney or Police Chief after a violation is found to remain Staff shall prepare a Final City Ordinance Violation Notice in the following manner:
 - i. Staff will prepare a Final City Ordinance Violation Notice giving the property owner no more than 7 days to correct the problem/bring the property into conformance, depending on the type of violation.
 - ii. The letter will include a description of the nonconformities that must be corrected, a date by which all corrective action must occur, and an approximate date of a follow-up City inspection.
 - iii. The form will also clearly spell out the consequences of non-action.
 - iv. The Final Violation Notice shall be sent by Certified Mail so staff can be assured the property owner received the notification.
- 8.02 The violator must either bring the property into conformance or an extension request be granted prior to the expiration of the 7 days.
- 8.03 Extension: A violator may request an extension in writing for up to 50 days from the date of the first notice, which may be granted by City Staff in cases where there is no imminent public health or safety risk.
- 8.04 If no action has been taken after the Final Ordinance Violation Notice, staff will notify and turn over the complaint case to the City Attorney or Police Chief.

- 8.05 The City Attorney or Police Department shall initiate a civil or criminal process respectively.
- 8.06 Appeal: For cases not following the administrative penalty or abatement procedure, at any point, the applicant may appeal the timeline by making a written request to the City Council. City Staff shall not grant an extension for compliance beyond 50 days from the date of the first notice.

9.00 DOCUMENTATION; REVIEW AND MODIFICATION OF POLICY

- 9.01 The City will document any citizen comments or complaints regarding this policy.
- 9.02 The City Council shall review this policy periodically, including the documented complaints, code enforcement actions, and citizen comments and complaints. It shall also review any factors/circumstances affecting this policy or its implementation and determine goals for the future.
- 9.03 The City Council may modify or clarify this policy at any time. Where the City Council has delegated responsibility or authority to any city employee or official for development or implementation of any portion of this policy, that employee or official shall have full authority to modify that portion of the policy at any time.

Generalized code enforcement procedure utilizing administrative penalties:





PAYMENT BATCH AP 09-17-12

ACE SOLID WASTE, INC.

09/01/2012	9741263	E 101-42110-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	14.86
09/01/2012	9741263	E 101-42210-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	14.85
09/01/2012	9741263	E 101-43100-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	40.47
09/01/2012	9741263	E 101-43210-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	35.07
09/01/2012	9741263	E 101-45200-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	40.46
09/01/2012	9741263	E 601-49440-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	79.22
09/01/2012	9741263	E 602-49490-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	79.22
09/01/2012	9741263	E 609-49750-384	Refuse/Garbage Disposal	9/1/12 - 9/30/12	129.58
					\$433.73

AMERIPRIDE LINEN & APPAREL SER

08/29/2012	1002230752	E 609-49750-219	Rug Maintenance	Rugs-Liquor Store	49.07
09/05/2012	1002237184	E 101-41940-219	Rug Maintenance	Rugs-City Hall	52.09
					\$101.16

ASPEN MILLS

06/20/2012	122486	E 101-42110-437	Uniform Allowance	VESTS	163.70
06/20/2012	122486	E 101-43100-441	Miscellaneous	VESTS	130.00
08/23/2012	124494	E 101-42110-437	Uniform Allowance	JAKE MAROS-RESERVE	10.53
					\$304.23

BAUER BUILT INC.

08/30/2012	940010754	E 101-43100-221	Vehicle Repair & Maintenance	02 CHEV TIRES	146.08
08/30/2012	940010754	E 101-43210-221	Vehicle Repair & Maintenance	02 CHEV TIRES	146.08
08/30/2012	940010754	E 101-45200-221	Vehicle Repair & Maintenance	02 CHEV TIRES	146.08
08/30/2012	940010754	E 601-49440-221	Vehicle Repair & Maintenance	02 CHEV TIRES	146.08
08/30/2012	940010754	E 602-49490-221	Vehicle Repair & Maintenance	02 CHEV TIRES	146.06
08/30/2012	940011228	E 101-43100-218	Equipment Repair & Maintenance	CM MULT TRC	121.34
08/30/2012	940011228	E 101-45200-218	Equipment Repair & Maintenance	CM MULT TRC	121.34
					\$973.06

BELLBOY CORPORATION

08/12/2012	74882400	E 609-49751-206	Freight and Fuel Charges	FREIGHT	15.50
08/12/2012	74882400	E 609-49751-251	Liquor For Resale	LIQUOR	1,225.80
08/12/2012	74882400	E 609-49751-254	Miscellaneous Merchandise	MISC	62.50
08/12/2012	87252600	E 609-49750-210	Operating Supplies	OPERATING	233.82
08/12/2012	87252600	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.05
08/12/2012	87252600	E 609-49751-254	Miscellaneous Merchandise	MISC	72.00
					\$1,617.67

BGS (BARNA GUZY)

08/31/2012	104627	E 101-41600-312	Criminal Legal Fees	PROSECUTION	4,864.00
08/31/2012	104704	E 101-41600-304	Civil Legal Fees	MUNICIPAL	1,800.00
08/31/2012	104705	E 101-41600-304	Civil Legal Fees	GENERAL LABOR	89.42

08/31/2012	104706	E 101-41600-304	Civil Legal Fees	AMBASSADOR UTILITIES MISC	364.00
08/31/2012	104707	E 101-41600-304	Civil Legal Fees	MUNICIPAL MISC	169.00
08/31/2012	104746	E 101-41600-304	Civil Legal Fees	HWY 47 AUTO	1,810.99
08/31/2012	105019	E 101-41600-304	Civil Legal Fees	FOOD N FUEL	351.00
08/31/2012	105020	E 101-45200-441	Miscellaneous	BOUNDARY LINE	572.00
08/31/2012	105177	E 101-41600-304	Civil Legal Fees	FOOD N FUEL	728.00
					\$10,748.41

BOLTON & MENK, INC.

08/21/2012	149890	G 602-16500	Construction in Progress	AMBASSADOR TRUNK UTILITY II	2,000.00
08/21/2012	149892	E 601-49440-303	Engineering Fees	WOODHAVEN WATER METER IM	1,134.50
08/21/2012	149894	E 101-43100-303	Engineering Fees	2012 STATE AID	655.00
08/21/2012	149895	G 803-22044	Esc-Rum River Bluffs	RUM RIVER BLUFFS	147.50
08/23/2012	149947	E 101-43100-303	Engineering Fees	245TH AVE CULVERT IMP	4,513.50
08/23/2012	149948	E 101-43100-303	Engineering Fees	TH 47 PEDESTRAIN FLASPER IM	18,675.00
					\$27,125.50

CENTURY LINK

09/01/2012	8624.0912	E 101-41940-321	Telephone	City Hall	91.04
09/01/2012	8624.0912	E 101-42110-321	Telephone	PD	75.89
09/01/2012	8624.0912	E 101-42210-321	Telephone	FD	75.89
09/01/2012	8624.0912	E 101-43100-321	Telephone	S/P phone	15.18
09/01/2012	8624.0912	E 101-45200-321	Telephone	S/P phone	15.18
09/01/2012	8624.0912	E 601-49440-321	Telephone	PW phone	15.18
09/01/2012	8624.0912	E 602-49490-321	Telephone	PW phone	15.18
					\$303.54

CHISAGO LAKES DISTRIBUTING CO.

08/27/2012	480912	E 609-49751-254	Miscellaneous Merchandise	MISC	41.00
08/27/2012	489011	E 609-49751-252	Beer For Resale	BEER	319.10
09/10/2012	482008	E 609-49751-252	Beer For Resale	BEER	525.20
					\$885.30

COCA COLA REFRESHMENTS

08/27/2012	108091712	E 609-49751-254	Miscellaneous Merchandise	MISC	171.68
09/10/2012	108092718	E 609-49751-254	Miscellaneous Merchandise	MISC	401.20
					\$572.88

COLONIAL INSURANCE

08/25/2012	7129661-0905765	G 101-21712	Colonial Insurance	MONTHLY	226.96
					\$226.96

COUNTY MARKET - CITY ACCOUNT

09/01/2012	0224.0812	E 101-42210-212	Motor Fuels	FUEL	222.59
09/01/2012	227.0812	E 101-45200-212	Motor Fuels	FUEL-PARKS	1,003.38
					\$1,225.97

COURIER, THE

09/06/2012	44069	E 101-43210-439	Recycling Days	RECYCLE AD	89.00
					\$89.00

CRYSTAL SPRINGS ICE

08/24/2012	81153	E 609-49751-254	Miscellaneous Merchandise	MISC	133.60
08/28/2012	81170	E 609-49751-254	Miscellaneous Merchandise	MISC	56.80
08/31/2012	520157C	E 609-49751-254	Miscellaneous Merchandise	CREDIT	(60.90)

09/01/2012	27963	E 609-49751-254	Miscellaneous Merchandise	MISC	198.20
09/04/2012	81963	E 609-49751-254	Miscellaneous Merchandise	MISC	83.20
					\$410.90

DAHLHEIMER DIST. CO. INC.

08/29/2012	1037224	E 609-49751-252	Beer For Resale	BEER	8,208.65
08/29/2012	1037224	E 609-49751-254	Miscellaneous Merchandise	MISC	178.00
09/06/2012	1037264	E 609-49751-252	Beer For Resale	BEER	8,927.35
09/06/2012	1037264	E 609-49751-254	Miscellaneous Merchandise	MISC	84.00
					\$17,398.00

DAY DISTRIBUTING CO.

08/31/2012	666411	E 609-49751-252	Beer For Resale	BEER	3,248.05
08/31/2012	666411	E 609-49751-255	N/A Products	N/A	40.70
					\$3,288.75

DE LAGE LANDEN

09/08/2012	15053929	E 101-42110-200	Office Supplies	9/1/12 - 9/30/12	253.89
09/08/2012	15118927	E 101-41400-240	Office Equip	9/1/12 - 9/30/12	261.92
					\$515.81

DEX MEDIA EAST LLC

09/05/2012	110097517.0912	E 609-49750-340	Advertising	9/1/12 - 9/30/12	66.30
					\$66.30

E.H. RENNER

09/04/2012	126250000	E 601-49440-228	Equipment Maintenance	OIL TURBINE	179.55
					\$179.55

ECM PUBLISHERS, INC.

09/07/2012	IQ01804104	E 101-42210-441	Miscellaneous	AD FOR BIDS-FIRE HALL	266.50
09/07/2012	IQ01804105	E 101-41400-351	Legal Notices Publishing	ORDINANCE-UTILITY CODE	92.25
09/07/2012	IQ01804106	E 101-41400-351	Legal Notices Publishing	ORDINANCE-GAMBLING	123.00
09/07/2012	IQ01804207	E 101-41910-351	Legal Notices Publishing	PH-BEE ORDINANCE	51.25
09/07/2012	IQ01804208	E 101-41910-351	Legal Notices Publishing	PH-TEMP STRUCTURE ORDINAN	35.88
					\$568.88

ENVENTIS

09/01/2012	737705.0912	E 101-41940-321	Telephone	CHARGES THROUGH 9/30/12	220.47
09/01/2012	737705.0912	E 101-42110-321	Telephone	CHARGES THROUGH 9/30/12	257.20
09/01/2012	737705.0912	E 101-42210-321	Telephone	CHARGES THROUGH 9/30/12	36.75
09/01/2012	737705.0912	E 101-43100-321	Telephone	CHARGES THROUGH 9/30/12	36.75
09/01/2012	737705.0912	E 101-45200-321	Telephone	CHARGES THROUGH 9/30/12	36.75
09/01/2012	737705.0912	E 601-49440-321	Telephone	CHARGES THROUGH 9/30/12	36.75
09/01/2012	737705.0912	E 602-49490-321	Telephone	CHARGES THROUGH 9/30/12	36.75
09/01/2012	737705.0912	E 609-49750-321	Telephone	CHARGES THROUGH 9/30/12	73.49
					\$734.91

EXTREME BEVERAGE

09/10/2012	W-611890	E 609-49751-254	Miscellaneous Merchandise	MISC	378.00
					\$378.00

FREEDOM SERVICES, INC.-FD

09/10/2012	16287	G 101-21706	Flex Account	OCTOBER	318.34
09/10/2012	16287	G 101-21708	Health Premium	OCTOBER	1,315.50

\$1,633.84

FREEDOM SERVICES, INC-MA

09/10/2012	16288	E 101-41540-301	Auditing and Acct g Services	ADMIN FEE	88.80
					<hr/>
					\$88.80

G&K SERVICES, INC

08/17/2012	1043243322	E 101-43100-402	Janitorial Service	TOWELS	15.00
08/17/2012	1043243322	E 101-45200-402	Janitorial Service	TOWELS	15.00
08/17/2012	1043243322	E 601-49440-402	Janitorial Service	TOWELS	15.00
08/17/2012	1043243322	E 602-49490-402	Janitorial Service	TOWELS	15.00
08/24/2012	1043248275	E 601-49440-402	Janitorial Service	MATS	92.48
08/31/2012	1043253232	E 101-43100-402	Janitorial Service	TOWELS	21.39
08/31/2012	1043253232	E 101-45200-402	Janitorial Service	TOWELS	21.39
08/31/2012	1043253232	E 601-49440-402	Janitorial Service	TOWELS	21.39
08/31/2012	1043253232	E 602-49490-402	Janitorial Service	TOWELS	21.40
					<hr/>
					\$238.05

GOPHER STATE ONE-CALL

09/04/2012	47032	E 601-49440-442	Gopher State	AUGUST TICKETS	42.78
09/04/2012	47032	E 602-49490-442	Gopher State	AUGUST TICKETS	42.77
					<hr/>
					\$85.55

GRANITE CITY JOBBING CO.

08/28/2012	734152	E 609-49750-210	Operating Supplies	OPERATING	6.83
08/28/2012	734152	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
08/28/2012	734152	E 609-49751-254	Miscellaneous Merchandise	MISC	45.97
08/28/2012	734152	E 609-49751-256	Tobacco Products For Resale	TOBACCO	493.57
08/28/2012	734152	G 101-20810	Sales Tax Payable	TAX	(0.44)
09/05/2012	735007	E 609-49750-210	Operating Supplies	OPERATING	179.56
09/05/2012	735007	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
09/05/2012	735007	E 609-49751-254	Miscellaneous Merchandise	MISC	84.12
09/05/2012	735007	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,032.04
09/05/2012	735007	G 101-20810	Sales Tax Payable	TAX	(0.88)
					<hr/>
					\$1,849.27

HARAPAT, JEFFREY

08/24/2012	091112	E 402-43000-560	C-O-L Furniture & Fixtures	2 MICROWAVES	658.43
					<hr/>
					\$658.43

INFRASTRUCTURE TECHNOLOGIES

07/01/2012	PR12642	E 602-49451-400	System Jetting	CLEANING OF LIFT STATION	3,375.00
07/05/2012	PR12643	E 101-42210-401	Repairs/Maint Buildings	JET/VAC CLEANING	450.00
07/05/2012	PR12643	E 101-43100-401	Repairs/Maint Buildings	JET/VAC CLEANING	450.00
07/05/2012	PR12643	E 101-43100-401	Repairs/Maint Buildings	JET/VAC CLEANING	56.25
07/05/2012	PR12643	E 101-45200-401	Repairs/Maint Buildings	JET/VAC CLEANING	56.25
07/05/2012	PR12643	E 601-49440-401	Repairs/Maint Buildings	JET/VAC CLEANING	56.25
07/05/2012	PR12643	E 602-49490-401	Repairs/Maint Buildings	JET/VAC CLEANING	56.25
					<hr/>
					\$4,500.00

INNOVATIVE OFFICE SOLUTIONS, L

08/24/2012	106711	E 101-42110-200	Office Supplies	SUPPLIES	64.69
					<hr/>
					\$64.69

ISD #15

09/05/2012	690	E 602-49490-221	Vehicle Repair & Maintenance	2007 DODGE CAB	98.12
09/05/2012	696	E 101-45200-218	Equipment Repair & Maintenance	2012 ECHO	69.63
09/05/2012	699	E 101-43100-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	73.92
09/05/2012	699	E 101-45200-221	Vehicle Repair & Maintenance	2009 DODGE PICKUP	73.93
09/05/2012	700	E 101-43100-218	Equipment Repair & Maintenance	2002 CATAPILLAR	1,096.45
					\$1,412.05

JJ TAYLOR DISTRIBUTING

08/30/2012	1860785	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/30/2012	1860785	E 609-49751-252	Beer For Resale	BEER	179.15
					\$182.15

JOHNSON BROS WHLSE LIQUOR

08/29/2012	1378157	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.29
08/29/2012	1378157	E 609-49751-251	Liquor For Resale	LIQUOR	791.52
08/29/2012	1378158	E 609-49751-206	Freight and Fuel Charges	FREIGHT	19.11
08/29/2012	1378158	E 609-49751-253	Wine For Resale	WINE	498.25
08/31/2012	247105	E 609-49751-253	Wine For Resale	WINE CREDIT	(6.67)
08/31/2012	547103	E 609-49751-251	Liquor For Resale	LIQUOR CREDIT	(13.33)
08/31/2012	547104	E 609-49751-251	Liquor For Resale	LIQUOR	(9.00)
08/31/2012	547106	E 609-49751-206	Freight and Fuel Charges	FREIGHT CREDIT	(1.47)
08/31/2012	547106	E 609-49751-251	Liquor For Resale	LIQUOR CREDIT	(24.80)
09/05/2012	1383057	E 609-49751-206	Freight and Fuel Charges	FREIGHT	57.33
09/05/2012	1383057	E 609-49751-251	Liquor For Resale	LIQUOR	4,555.48
09/05/2012	1383058	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.64
09/05/2012	1383058	E 609-49751-253	Wine For Resale	WINE	510.90
09/05/2012	1383059	E 609-49751-253	Wine For Resale	WINE	209.90
					\$6,615.15

LEAGUE OF MN CITIES

09/01/2012	090112	E 101-41110-433	Dues and Subscriptions	Annual membership	30.00
09/10/2012	168962	E 101-41400-433	Dues and Subscriptions	Annual membership	6,356.00
					\$6,386.00

LMC INSURANCE TRUST

09/05/2012	41523	E 602-49490-360	Insurance	ADD PROPERTY TO INSURANCE	815.00
					\$815.00

MCDONALD DIST CO.

08/30/2012	310137	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
08/30/2012	310137	E 609-49751-252	Beer For Resale	BEER	6,133.72
08/30/2012	310137	E 609-49751-255	N/A Products	N/A	16.75
08/30/2012	310138	E 609-49751-254	Miscellaneous Merchandise	MISC	68.00
09/06/2012	310687	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
09/06/2012	310687	E 609-49751-252	Beer For Resale	BEER	5,307.90
09/06/2012	310687	E 609-49751-255	N/A Products	N/A	82.70
					\$11,615.07

MEDTOX LABORATORIES, INC.

08/31/2012	8201295907	E 101-43100-441	Miscellaneous	MED TESTING	12.50
08/31/2012	8201295907	E 101-45200-441	Miscellaneous	MED TESTING	12.50
08/31/2012	8201295907	E 601-49440-441	Miscellaneous	MED TESTING	12.50
08/31/2012	8201295907	E 602-49490-441	Miscellaneous	MED TESTING	12.50

					\$50.00
METRO SALES, INC.					
08/24/2012	474230	E 101-42110-311	Contract	COPIER	241.96
					\$241.96
METROPOLITAN AREA MANAGERS					
09/13/2012	1054	E 101-41400-208	Training and Instruction	MEETING-HYLEN	20.00
					\$20.00
MN RURAL WATER ASSOCIATION					
09/06/2012	090612	E 101-43100-414	Storm Sewers	SEWER CAMERA MAINT FEE	150.00
					\$150.00
MPH INDUSTRIES, INC.					
08/22/2012	649477	E 101-42110-218	Equipment Repair & Maintenance	REPAIRS	109.03
					\$109.03
M-R SIGN COMPANY, INC.					
08/30/2012	173330	E 101-43100-226	Sign Repair Materials	NYLON WASHER	55.20
					\$55.20
NETWORK BUSINESS SUPPLIES, INC					
09/06/2012	88041	E 609-49750-210	Operating Supplies	SUPPLIES	76.40
					\$76.40
NORTHERN AIR CORPORATION					
07/17/2012	83304	E 609-49750-228	Equipment Maintenance	FIX BEER COOLER	5,119.84
					\$5,119.84
NORTHWEST ASSOC. CONSULTANTS					
09/05/2012	20446	E 101-41910-311	Contract	AUGUST 2012 CITY PROJECTS	7,444.20
09/05/2012	20447	E 101-41910-311	Contract	AUG 2012 TECH ASSIST	400.00
					\$7,844.20
OLSON POWER AND EQUIPMENT, INC					
08/22/2012	86359	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA	152.43
09/05/2012	86681	E 101-45200-218	Equipment Repair & Maintenance	KUBOTA	34.97
					\$187.40
OPUS 21					
		E 601-49440-382	Utility Billing	AUGUST 2012	1,424.15
		E 602-49490-382	Utility Billing	AUGUST 2012	1,424.14
					\$2,848.29
PACE ANALYTICAL SERVICES					
08/29/2012	121223078	E 601-49440-313	Sample Testing	TESTS	120.00
08/31/2012	121223205	E 602-49490-313	Sample Testing	TESTS	11.00
09/04/2012	121223248	E 602-49490-313	Sample Testing	TESTS	96.50
					\$227.50
PAUSTIS & SONS					
08/27/2012	8363709-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.00
08/27/2012	8363709-IN	E 609-49751-253	Wine For Resale	WINE	658.16
08/27/2012	8363713-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.25
08/27/2012	8363713-IN	E 609-49751-251	Liquor For Resale	LIQUOR	168.00

\$838.41

PHILLIPS WINE & SPIRITS CO.

08/29/2012	2294219	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.35
08/29/2012	2294219	E 609-49751-253	Wine For Resale	WINE	400.00
08/29/2012	2294220	E 609-49751-206	Freight and Fuel Charges	FREIGHT	76.67
08/29/2012	2294220	E 609-49751-251	Liquor For Resale	LIQUOR	4,590.95
08/31/2012	3489263	E 609-49751-206	Freight and Fuel Charges	FREIGHT CREDIT	(2.94)
08/31/2012	3489263	E 609-49751-251	Liquor For Resale	LIQUOR CREDIT	(135.20)
09/05/2012	2297547	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.94
09/05/2012	2297547	E 609-49751-251	Liquor For Resale	LIQUOR	222.99
09/05/2012	2297548	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.17
09/05/2012	2297548	E 609-49751-253	Wine For Resale	WINE	506.35
09/05/2012	2297549	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.41
09/05/2012	2297549	E 609-49751-254	Miscellaneous Merchandise	MISC	101.97
					<hr/>
					\$5,791.66

PLAISTED COMPANIES, INC.

08/31/2012	45209	E 101-43100-406	Asphalt Repair & Maint	CONCRETE	1,599.58
					<hr/>
					\$1,599.58

POSTMASTER - ST. FRANCIS

		E 101-41400-322	Postage	NEWSLETTER POSTAGE	201.80
		E 101-42110-322	Postage	NEWSLETTER POSTAGE	57.65
		E 101-43100-200	Office Supplies	NEWSLETTER POSTAGE	115.31
		E 101-43210-439	Recycling Days	NEWSLETTER POSTAGE	57.65
		E 101-45200-200	Office Supplies	NEWSLETTER POSTAGE	28.82
		E 601-49440-200	Office Supplies	NEWSLETTER POSTAGE	57.65
		E 602-49490-200	Office Supplies	NEWSLETTER POSTAGE	28.82
		E 609-49750-322	Postage	NEWSLETTER POSTAGE	28.88
					<hr/>
					\$576.58

PREMIUM WATERS, INC.

08/31/2012	453056-08-31	E 101-42110-311	Contract	MONTHLY SEPT	19.24
					<hr/>
					\$19.24

PRINTING UNLIMITED

09/05/2012	6406	E 101-41400-441	Miscellaneous	NEWSLETTER	169.08
09/05/2012	6406	E 101-41500-441	Miscellaneous	NEWSLETTER	24.15
09/05/2012	6406	E 101-42110-441	Miscellaneous	NEWSLETTER	48.31
09/05/2012	6406	E 101-42210-441	Miscellaneous	NEWSLETTER	72.46
09/05/2012	6406	E 101-43100-441	Miscellaneous	NEWSLETTER	96.62
09/05/2012	6406	E 101-43210-439	Recycling Days	NEWSLETTER	234.05
09/05/2012	6406	E 601-49440-441	Miscellaneous	NEWSLETTER	48.31
09/05/2012	6406	E 609-49750-441	Miscellaneous	NEWSLETTER	24.15
					<hr/>
					\$717.13

RJM DISTRIBUTING INC.

08/28/2012	19674	E 609-49751-252	Beer For Resale	BEER	387.45
					<hr/>
					\$387.45

ROSEVILLE, CITY OF

08/31/2012	0216438	E 101-41110-310	Computer Consulting Fees	IT SERVICES	238.79
08/31/2012	0216438	E 101-41400-310	Computer Consulting Fees	IT SERVICES	795.97

08/31/2012	0216438	E 101-42110-310	Computer Consulting Fees	IT SERVICES	1,074.56
08/31/2012	0216438	E 101-42210-310	Computer Consulting Fees	IT SERVICES	198.99
08/31/2012	0216438	E 101-43100-310	Computer Consulting Fees	IT SERVICES	198.99
08/31/2012	0216438	E 101-45200-310	Computer Consulting Fees	IT SERVICES	198.99
08/31/2012	0216438	E 601-49440-310	Computer Consulting Fees	IT SERVICES	198.99
08/31/2012	0216438	E 602-49490-310	Computer Consulting Fees	IT SERVICES	198.99
08/31/2012	0216438	E 609-49750-310	Computer Consulting Fees	IT SERVICES	238.81
					\$3,343.08

SCHREDER, ANDY

09/10/2012	091012	E 101-42400-331	Travel Expenses	MILEAGE	71.04
					\$71.04

SOUTHERN WINE & SPIRITS OF MN

08/30/2012	1876244	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.25
08/30/2012	1876244	E 609-49751-251	Liquor For Resale	LIQUOR	164.74
08/30/2012	1876244	E 609-49751-253	Wine For Resale	WINE	720.00
09/06/2012	1876280	E 609-49751-206	Freight and Fuel Charges	FREIGHT	45.31
09/06/2012	1876280	E 609-49751-251	Liquor For Resale	LIQUOR	5,524.47
09/06/2012	1876280	E 609-49751-253	Wine For Resale	WINE	104.00
					\$6,574.77

THE AMERICAN BOTTLING COMPANY

08/31/2012	2449913822	E 609-49751-254	Miscellaneous Merchandise	MISC	212.80
					\$212.80

THORPE DISTRIBUTING COMPANY

09/07/2012	00726114	E 609-49751-252	Beer For Resale	BEER	93.48
					\$93.48

TRU-CUT LAWNS, INC.

09/06/2012	7456	E 602-49490-419	Turf/Fertilizer/Weed Control	SPRAY WEEDS AT PONDS	761.48
					\$761.48

TURFMASTERS

09/06/2012	1926	E 101-45200-419	Turf/Fertilizer/Weed Control	WEED CONTROL	168.33
09/06/2012	1926	E 602-49490-419	Turf/Fertilizer/Weed Control	WEED CONTROL	168.33
					\$336.66

VINOCOPIA, INC.

09/07/2012	62698-IN	E 609-49751-206	Freight and Fuel Charges	FREIGHT	17.00
09/07/2012	62698-IN	E 609-49751-251	Liquor For Resale	LIQUOR	424.00
09/07/2012	62698-IN	E 609-49751-253	Wine For Resale	WINE	440.00
09/07/2012	62698-IN	E 609-49751-254	Miscellaneous Merchandise	MISC	73.50
					\$954.50

WIRTZ BEVERAGE MN

08/28/2012	867309	E 609-49751-206	Freight and Fuel Charges	FREIGHT CREDIT	(1.45)
08/28/2012	867309	E 609-49751-251	Liquor For Resale	LIQUOR CREDIT	(111.25)
08/30/2012	795797	E 609-49751-206	Freight and Fuel Charges	FREIGHT	37.70
08/30/2012	795797	E 609-49751-251	Liquor For Resale	LIQUOR	3,978.15
08/30/2012	796185	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.95
08/30/2012	796185	E 609-49751-251	Liquor For Resale	LIQUOR	2,331.09
08/30/2012	796185	E 609-49751-253	Wine For Resale	WINE	471.59
08/30/2012	796185	E 609-49751-254	Miscellaneous Merchandise	MISC	66.76

09/06/2012	101789	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.85
09/06/2012	101789	E 609-49751-251	Liquor For Resale	LIQUOR	1,659.63
					<u>\$8,496.02</u>

\$151,996.26

FUND SUMMARY

101 GENERAL FUND	\$64,136.97
402 CAPITAL EQUIPMENT	\$658.43
601 WATER FUND	\$3,680.78
602 SEWER FUND	\$9,402.51
609 MUNICIPAL LIQUOR FUND	\$73,970.07
803 ESCROW	\$147.50
Total	<u>151,996.26</u>

Att: City Council

Billy's Neighborhood Bar & Grill closed on August 19th, 2012 & is no longer in business. This letter is a request to refund the liquor, tobacco, & amusement licenses for the remainder of the year that were paid in full for the entire year of 2012.

Thank you!

Shannon Nelson
Billy's Neighborhood Bar & Grill

St. Francis American Legion Post 622

3073 Bridge Street NW

St. Francis, MN 55070

Mayor Jerry Tveidt and St. Francis City Council Members

St. Francis City Hall

23340 Cree Street NW

St. Francis, MN 55070

September 12, 2012

Dear Mayor Tveidt and City Council Members,

I am writing on behalf of St. Francis American Legion Post 622 in reference to your recently passed ordinance regarding charitable gambling proceeds (Ordinance 175, Second Series, An Ordinance Amending Section 6-5-3. Gambling Proceeds.), to voice our concerns about the detrimental impact that this ordinance will have upon our charitable gambling operations and upon the very survival of our Post.

As many of you are no doubt aware, the St. Francis American Legion has donated tens of thousands of dollars over the years to our community, including city functions such as Pioneer Days, contributions to our police and firefighting forces, annual scholarships to St. Francis High School students, and many, many other donations/contributions to benefit those in need in our community. In addition to these worthy causes, in which we have always been a reliable and generous contributor, our charitable gambling funds are used outside the community to benefit our country's veterans and veteran service operations.

Additionally, some of the funds generated by our charitable gambling operations are used to support the Legion Post, helping to pay for necessities such as utilities and other legal means of supporting the Post.

In addition to the donations made to our community through our charitable gambling operations, the St. Francis American Legion also supports the city through taxes paid (property taxes, liquor license, and etcetera).

The new ordinance will severely limit our ability to continue these contributions, and will threaten the existence of the Post. The ordinance calls for a 10% tax on the net profits of our charitable gambling operations, and it disallows contributions made to veterans and/or veteran service organizations and operations outside of the immediate St. Francis city and township.

In the present economic times that we all face, I will frankly tell you that the St. Francis American Legion Post 622 is struggling to make ends meet. So far, we have been able to keep the doors open, but a 10%

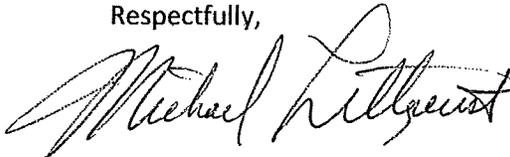
additional tax on our charitable gambling operations will severely hamper our ability to continue to do so, and may result in the closure of the Post.

The second part of the ordinance, limiting our contributions to the immediate St. Francis city and township area is equally troubling. Many of our own Post members do not live in St. Francis or St. Francis township. This ordinance would prohibit us from helping out even some of our very own members, not to mention veterans and families of veterans outside the immediate area.

I would like you to reconsider the provisions put forth in the new ordinance, and possibly grant the St. Francis American Legion a waiver or an exception from the ordinance, given our long-standing tradition of donating generously within our community, and to help to ensure the continued survival of the Post.

I would be happy to meet with you to discuss this matter, as would our Gambling Manager, Mike Lillquist. We would be glad to answer any questions that you have regarding our concerns.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael Lillquist". The signature is written in a cursive style with a large, prominent initial "M".

FOR:

Jesse Vouk
Commander

St. Francis American Legion Post 622

PLANNING REPORT

TO: St. Francis City Council
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: August 28, 2012

MEETING DATE: September 4, 2012 & September 17, 2012

RE: Ordinance Amendment – Zoning Enforcement

BACKGROUND

The City Council recently adopted new City Code enforcement measures. The Zoning Ordinance has its own enforcement section that requires updating due to the adoption of these new procedures. This ordinance amendment will make the two sections consistent in order to avoid any potential confusion.

PROPOSED ORDINANCE

The amendments include opening up enforcement to include other designated officers of the City other than just the Zoning Administrator, allowing the City Administrator to control the distribution of the enforcement letters, adding the administrative enforcement procedure as a possible remedy to zoning violations, and eliminating the timeframe for the deadline in the ordinance. These sections will then be deferred to the City Council's adopted Code Enforcement procedure and not require public hearings for further amendment. The City's Code Enforcement Policy will be revised and presented to the Council at the September 17th meeting.

Also amended is the procedure for review of non-compliant CUPs, giving the Council discretion on whether or not the review public hearing will be held at the Council or Planning Commission.

RECOMMENDED ACTION

The Planning Commission held a public hearing in August and recommended approval of this ordinance amendment.

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

ORDINANCE 176, SECOND SERIES

**AN ORDINANCE AMENDING SECTION 10-3-9
REGARDING THE ENFORCEMENT OF THE ZONING ORDINANCE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 10-3-9, Second Series shall hereby be amended to read as follows:

10-3-9: ENFORCEMENT: This Ordinance shall be administered and enforced by the Zoning Administrator or other such party as designated by the City Council or City Administrator. The Zoning Administrator may institute in the name of the City of St. Francis any appropriate actions or proceedings against a violator. Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the causes and basis thereof and shall be filed with the Zoning Administrator. That person shall record properly such complaint, immediately investigate, and take action thereon as provided by this Ordinance.

- A. Enforcement Procedure. For the enforcement of the provisions of the Zoning Ordinance, zoning violation notices shall be sent by either first class or certified mail to the property owner of which the violation is taking place. A copy of the zoning violation notice shall be sent to the City Administrator, City Clerk, Police Chief, and City Attorney. The zoning violation notice shall contain the following information:
1. A description of the violation which is taking place.
 2. A picture (if possible) of the violation which is taking place.
 3. Location and/or address of the property at which the violation is taking place.
 4. Identification of the section of the Zoning Ordinance which is being violated.
 5. Date the violation was discovered.
 6. Steps necessary to correct the violation.
 7. Deadline by which the violation must be corrected, which is at the discretion of the Zoning Administrator.
- B. Correction of the Zoning Violation. Correction of the violation in the manner stipulated by the zoning notice violation, at any point during this enforcement process, shall deem the zoning violation notice null and void, and enforcement activity shall cease.
- C. Failure to Correct Zoning Violation – Enforcement Remedies. Failure to correct the zoning violation shall result in the City pursuing enforcement action following notification to the property owner, with the City having the authority to carry out the following enforcement remedies or combination of remedies:
1. Withhold Permits. The City shall have the authority to withhold any permits or City approvals which are necessary until the violation is corrected to the City's satisfaction.

2. Stop Work Order. The City shall have the authority to issue a stop work order on the subject violation.
3. Abatement. The City shall have the authority to require that the violation be abated by completely removing or stopping the item or use which has been identified in the zoning violation notice.
4. Injunctive Relief. The City shall have the authority to seek an injunction in court to stop any violation of this Ordinance.
5. Civil Remedies. The City shall have the authority to institute appropriate civil action to enforce the provisions of this Ordinance, and shall recover reasonable court costs and attorney's fees which are incurred due to the enforcement of the subject violation, at the discretion of the court.
6. Assessment. The City shall have the authority to use the provisions of Minnesota State Statutes 429, assess any charge against the property benefited, and any such assessment shall, at the time at which taxes are certified to the Anoka County Auditor, be certified for collection in the manner that other special assessments are so certified.
7. Criminal Remedies. The City shall have the authority to institute appropriate misdemeanor criminal action for a violation of this Ordinance.
8. Cumulative Remedies. The powers and remedies of this section shall not be individually limited and are not exclusive. The powers and remedies of this section are cumulative and all power and remedies may apply, as well as any other remedies allowed under State law.
9. Administrative Penalties. The City shall have the authority to utilize Section 2-11 of the City Code for enforcement of the Zoning Ordinance.

D. Revocation. Instead of, or in addition to any of the remedies in Subd. C., failure to comply with the conditions of a conditional use permit, interim use permit, or the ordinances of the City shall result in the conditional use permit or interim use permit being revoked by the City Council. Revocation proceedings shall require a public hearing with notice and due process according to Section 10-3-3, except that the City Council may waive Planning Commission review and comment.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF SEPTEMBER, 2012.

APPROVED:

ATTEST:

Jerry Tveit, Mayor of St. Francis

Barbara I. Held, City Clerk

(seal)

**ST. FRANCIS ZONING ENFORCEMENT ORDINANCE
PUBLIC HEARING REVIEW DRAFT
AUGUST 15, 2012**

10-3-9: ENFORCEMENT: This Ordinance shall be administered and enforced by the Zoning Administrator or other such party as designated by the City Council or City Administrator. The Zoning Administrator may institute in the name of the City of St. Francis any appropriate actions or proceedings against a violator. Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the causes and basis thereof and shall be filed with the Zoning Administrator. That person shall record properly such complaint, immediately investigate, and take action thereon as provided by this Ordinance.

A. **Enforcement Procedure.** ~~For the enforcement of the provisions of the Zoning Ordinance, the first zoning violation notice shall be sent by regular mail, and the second notice will be sent by certified mail or return receipt requested to the property owner of which the violation is taking place. A copy of the zoning violation notice shall be sent to the City Council, Planning Commission, Police Chief, and City Attorney.~~ For the enforcement of the provisions of the Zoning Ordinance, zoning violation notices shall be sent by either first class or certified mail to the property owner of which the violation is taking place. A copy of the zoning violation notice shall be sent to the City Administrator, City Clerk, Police Chief, and City Attorney. The zoning violation notice shall contain the following information:

1. A description of the violation which is taking place.
2. A picture (if possible) of the violation which is taking place.
3. Location and/or address of the property at which the violation is taking place.
4. Identification of the section of the Zoning Ordinance which is being violated.
5. Date the violation was discovered.
6. Steps necessary to correct the violation.
7. Deadline ~~in~~ by which the violation must be corrected, which is at the discretion of the Zoning Administrator, ~~but which in no case may be longer than fifty (50) days from the date the first notice is mailed.~~

B. **Correction of the Zoning Violation.** Correction of the violation in the manner stipulated by the zoning notice violation, at any point during this enforcement

process, shall deem the zoning violation notice null and void, and enforcement activity shall cease.

C. **Failure to Correct Zoning Violation – Enforcement Remedies.** Failure to correct the zoning violation shall result in the City pursuing enforcement action following notification to the property owner, with the City having the authority to carry out the following enforcement remedies or combination of remedies:

1. **Withhold Permits.** The City shall have the authority to withhold any permits or City approvals which are necessary until the violation is corrected to the City's satisfaction.
2. **Stop Work Order.** The City shall have the authority to issue a stop work order on the subject violation.
3. **Abatement.** The City shall have the authority to require that the violation be abated by completely removing or stopping the item or use which has been identified in the zoning violation notice.
4. **Injunctive Relief.** The City shall have the authority to seek an injunction in court to stop any violation of this Ordinance.
5. **Civil Remedies.** The City shall have the authority to institute appropriate civil action to enforce the provisions of this Ordinance, and shall recover reasonable court costs and attorney's fees which are incurred due to the enforcement of the subject violation, at the discretion of the court.
6. **Assessment.** The City shall have the authority to use the provisions of Minnesota State Statutes 429, assess any charge against the property benefited, and any such assessment shall, at the time at which taxes are certified to the Anoka County Auditor, be certified for collection in the manner that other special assessments are so certified.
7. **Criminal Remedies.** The City shall have the authority to institute appropriate misdemeanor criminal action for a violation of this Ordinance.
8. **Cumulative Remedies.** The powers and remedies of this section shall not be individually limited and are not exclusive. The powers and remedies of this section are cumulative and all power and remedies may apply, as well as any other remedies allowed under State law.
9. Administrative Penalties. The City shall have the authority to utilize Section 2-11 of the City Code for enforcement of the Zoning Ordinance.

D. **Revocation.** Instead of, or in addition to any of the remedies in Subd. C., failure to comply with the conditions of a conditional use permit, interim use

permit, or the ordinances of the City shall result in the conditional use permit or interim use permit being revoked by the City Council. Revocation proceedings shall require a public hearing ~~before the City Council~~, with notice and due process according to Section 10-3-3, except that the City Council may waive Planning Commission review and comment.

PLANNING REPORT

TO: St. Francis City Council
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: August 28, 2012

MEETING DATE: September 4, 2012 & September 17, 2012

RE: Ordinance Amendment – Metes & Bounds Divisions

BACKGROUND

The Subdivision Ordinance and Zoning Ordinance have a minor discrepancy in lot width requirements that impacts un-platted subdivisions. This ordinance is intended to correct this likely error.

PROPOSED ORDINANCE

Metes and bounds divisions are un-platted subdivisions. In most cases, the City requires subdivisions to be platted. The current ordinance states that metes and bounds divisions are only allowed for creating one new lot provided the lot is 10 acres or more in size and 330 feet in width or less. The amendment would change this to allow for metes and bounds divisions that create new lots 10 acres or more in size and lots 300 feet or more in width. The minimum lot sizes in the Agricultural Districts are all 10 acres and 300 feet in width. The City no longer uses the 330 foot width standard.

RECOMMENDED ACTION

The Planning Commission held a public hearing in August and recommended approval of this ordinance amendment.

CITY OF ST FRANCIS
ST FRANCIS MN
ANOKA COUNTY

ORDINANCE 177, SECOND SERIES

AN ORDINANCE AMENDING SECTION 11-3-4 REGARDING
FRONTAGE NECESSARY FOR A METES AND BOUNDS DIVISION

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 11-3-4, Second Series shall hereby be amended to read as follows:

11-3-4: METES AND BOUNDS:

- A. Conveyances by metes and bounds shall be prohibited except in the following cases:
1. A subdivision meeting the qualifications and following the procedures of an Administrative Subdivision in Section 11-04.
 2. A subdivision creating no more than one new lot and both resulting lots are 10 acres or greater in size with 300 feet or more of frontage.
- B. Divisions by metes and bounds creating new parcels shall follow the same procedure as established for a preliminary plat. Application requirements may be waived at the discretion of the Zoning Administrator.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY OF SEPTEMBER, 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)

PLANNING MEMO

TO: St. Francis City Council
Matt Hylan, City Administrator

FROM: Nate Sparks, City Planner

DATE: September 12, 2012

MEETING DATE: September 17, 2012

RE: Ordinance 76 in 2003 Regarding Accessory Buildings

Background

At the August 20th City Council meeting, the Council asked City Staff to review Ordinance 76 and summarize the changes this ordinance made to the allowed size of accessory structures on rural parcels.

Ordinance Timeline

Ordinance 76 was reviewed at the Planning Commission meeting on June 18, 2003. A public hearing was held on July 16, 2003 at the Planning Commission meeting. The City Council held the first reading on July 21, 2003 and the second reading on August 4, 2003. The ordinance was effective on September 7, 2003.

Rural Detached Accessory Buildings

Prior to the adoption of Ordinance 76, on rural parcels both the attached and detached accessory buildings counted toward the allowed accessory building square footage and the number of buildings allowed. Since the attached garages were no longer counted in the total square footage of detached accessory buildings the square footage allowed was reduced. Prior to this ordinance, a resident with a 2.5 acre parcel could have had an attached garage and a pole barn that totaled 2,400 square feet in area. After the ordinance the same resident could have an attached garage of 1,000 square feet plus a pole barn of 1,500 square feet. The grouping of attached and detached accessory structures together was causing confusion and this section of the ordinance attempted to address that issue.