

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
November 4, 2013
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW
6:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. City Council Minutes –October 21, 2013
 - b. Accept the Resignation of Fire Fighter Kim Swenson
 - c. Accept the Resignation of Fire Fighter Chris Vnuk
 - d. Pay Estimate No. 2 for Rum River Bluffs Development Completion
 - e. Smith Lake Wildlife Estates and Smith Lake Wildlife Estates 2nd Addition-Addendum to Development Agreement
 - f. St. Francis Lions Club – One Day Gambling Permit (Bingo) @ St. Francis Am Legion for 11/23/13
 - g. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. 24407 Iodine Street NW – Home Extended Business IUP: Jesse Plocher (Resolution 2013-35)
 - b. Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Public Hearing (Res. 2013-36)
 - c. Charter Commission Amendments
7. Ordinances & Resolution
 - a. Ordinance 186 , Second Series –Amending Section 8-7-3 Entitled: Disposal of Excess Property (1st Reading)
 - b. Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014(1st Reading)
 - c. Ordinance 188 , Second Series – Rental Housing (1st Reading)
 - d. Resolution 2013-37: Certifying Assessment for Rum River Bluffs – Phase Two
8. Reports of Consultants & Staff Members
 - a. Engineer:
 - b. Attorney:
 - c. Staff:
 - Building Official:
 - Fire Dept.:
 - Public Works:
 - Liquor Store:
 - Police:
 - City Administrator Report: Planning Commission Appointments
 - Signage in Community Park
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
12. New Business
13. Adjournment

Calendar of Event

- Nov 5: School Board Election 7:00 am to 8:00 pm
Nov 6: Public Open House on the Bridge Street Roundabouts @ SFHS 6-8 pm
Nov 17: Council Retreat 1:00 pm to 5:00 pm @ Anoka Ramsey Community College
Nov 18: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Nov 20: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Nov 28 & 29: City Offices closed for the Thanksgiving Day Holiday
Dec 2: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Dec 15: Council Retreat 1:00 pm to 5:00 pm @ Anoka Ramsey Community College
Dec 16: City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm

TO: Mayor & City Council

FROM: Matthew L. Hylan,
City Administrator



RE: Agenda Memorandum – November 4, 2013 Meeting

Agenda Items:

4. Consent Agenda:

d. *Pay Estimate #2 – Rum River Bluffs:* Attached is Pay Estimate #2 for Rum River Bluffs Development in the amount of \$110,765.11. The appropriate retainage has been withheld.

e. *Smith Lake Wildlife Estate 1 & 2 Amendment to Development Agreement:* Attached is the proposed addendum to the Smith Lake Estates 1 & 2 Development Agreements. This amendment should not result in any general fund dollars being used to complete these developments and the builders can continue to build. This has been reviewed by our City Attorney.

6. Petitions, Requests, Applications:

a. *24407 Iodine Street NW – Home Extended Business IUP:* Attached is an amended letter and information from City Planner Nate Sparks. The amendments are based on input received following this item being tabled last meeting. Jesse Plocher has made an application for a Home Extended Business Interim Use Permit to operate a concrete business at his residential property located at 24407 Iodine Street NW. This application was made in response to a code enforcement complaint against the property. The site is zoned Marginal Land-Planned Unit Development (ML-PUD) and is located in the Seelye Brook Acres Addition west of Seelye Brook Drive. The Planning Commission recommended approval of this request with ten conditions. The conditions have been amended as outlined in Mr. Sparks memorandum. Resolution 2013-35 is attached for council consideration approving an interim use permit for the home extended business.

b. *Public Hearing: Proposed Lien/Special Assessments:* Mayor Tveit will open the Public Hearing for anyone wishing to be heard on the proposed special assessment/lien on properties regarding unpaid utility, unpaid bills on maintenance of private property, and our new civil notice fees. Once the public has spoken, Mayor Tveit will close the hearing and Council will give consideration to Resolution 2013-36.

c. *Charter Commission Amendments:* Attached is a memorandum from City Attorney Scott Lepak outlining the changes as recommended by the Charter Commission. The only action Council could take would be to set a public hearing as required if you want to consider these amendments.

7. Ordinances & Resolutions

a. *Ordinance 186, Second Series:* Attached is Ordinance 186 amending City Code regarding the disposal of excess property. This is a minor revision to our current policy. The strikethrough language is included to highlight the changes. As an ordinance, this will require a roll call vote.

b. *Ordinance 187, Second Series:* Attached is Ordinance 187 amending the 2014 fee schedule. The proposed changes are highlighted in red and an agenda report from Finance Director Darcy Mulvihill outlines the changes in the water and sewer fees.

c. *Ordinance 188, Second Series:* Attached is a memorandum from Planner Nate Sparks regarding the Rental Housing Ordinance. This Ordinance was a goal set by Council early this year. Staff and the Planning Commission have worked on this recommended Ordinance.

d. *Resolution 2013-37:* Attached is Resolution 2013-37 which certifies the voluntary special assessment on Rum River Bluffs, phase two improvements. A motion is in order to approve this Resolution.

8. Reports:

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Finance Director:

Building Official:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator: *Planning Commission Appointments:* Currently the City has two applicants for the Planning Commission. How does the Council desire to process the Planning Commission applicants? Would you like a subcommittee of the Council to interview; Interview in front of the Council? Other Options? Would you like at least four to five applicants before the interview process starts or do you want to start with the two we have? The posting for needing planning commission members has been on our website for quite some time. The current terms of the members are attached.

Community Park Signage Update: Attached is a proposed policy by City Attorney Lepak which should meet the needs of the City Council. If Council concurs, a motion would be in order to approve this policy.

11. Old Business:

12. New Business:

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

CITY COUNCIL MINUTES

October 21, 2013

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:01 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Mike Haggard, Amy Lazere, and Tim Brown. Councilmember Chris McClish excused. Also present were Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Dean Kapler, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** Add Report from Police Chief under Police Department. MOTION BY LAZERE SECOND HAGGARD TO ADOPT THE OCTOBER 21, 2013 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND LAZERE TO APPROVE THE OCTOBER 21, 2013, CITY COUNCIL CONSENT AGENDA AS A –DAS FOLLOWS:
 - a. Approve the City Council Minutes of October 7, 2013.
 - b. Hire Amy Berglund for the Office Support position station starting at Grade 2, Step 2 and to place her on the accrual rate for vacation as a 6 year equivalent employee.
 - c. Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this (2013-2014) season.
 - d. Payment of Claims \$340,555.08 (Check #66300-66389 \$188,183.32 and ACH 70E & 71E for \$152,371.76)

Just a couple notifications, the insurance limits went up on the contract under 4c from 1 million to 1.5 million. This will be amended in the contract and they are aware of it.

Also, 4b. We did receive the final background and testing results and asking for authorization to add hire Amy Berglund as recommended with no restrictions.

Motion carried 4-0.

5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Introduction of New Fire Fighters Off Probationary Status - Harry Everth, Richard Phelps, Jesse Sawyer, Evan Sturzl and Chris Vnuk:** Fire Chief Dean Kapler introduced four of the five new fire fighters. Four new firefighters present were Harry Everth, Richard Phelps, Jesse Sawyer and Evan Sturzl. Officers Jon Faanes and George Bichler were also present. Chief Kapler reviewed the year of various requirements and training these new fire fighters received and are now off their one year probation. Mayor Tveit handed each of the fire fighter their badges.
 - b. **24407 Iodine Street NW – Home Extended Business IUP: Jesse Plocher (Resolution 2013-35):** Jesse Plocher has made an application for a Home Extended Business Interim Use Permit to operate a concrete business at his residential property located at 24407 Iodine Street NW. This application was made in response to a code

enforcement complaint against the property. The site is zoned Marginal Land-Planned Unit Development (ML-PUD) and is located in the Seelye Brook Acres Addition west of Seelye Brook Drive. The Planning Commission recommended approval of this request with ten conditions. Resolution 2013-35 is attached for council consideration approving an interim use permit for the home-extended business. MOTION BY HAGGARD SECOND LAZERE TO ADOPT RESOLUTION 2013-35 A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A HOME EXTENDED BUSINESS FOR JESSE PLOCHER AT 24407 IODINE STREET NW. Tveit said typically we do go with the planning commission's recommendation but I do have some more questions regarding this home business. Do we have more time to review this? Hylen said the city does have the time to grant a 60-day extension. Brown also has some questions and concerns. Haggard and Lazere agreed to rescind the original motion. MOTION BY TVEIT SECOND BROWN TO TABLE THIS RESOLUTION UNTIL NEXT MEETING, NOVEMBER 4, 2013 TO GATHER MORE INFORMATION ON THIS INTERIM USE PERMIT. Motion carried 4-0.

7. **Ordinances & Resolution:**

a.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.: Chief Harapat wanted to give the city council an update on the new public safety records/information system. In April of 2011 Anoka County Attorney, Tony Palumbo was at the city council meeting to inform the council on the new countywide radio system Anoka County were looking at implementing. Only two of the current council were here when this was initially introduced, Chief Harapat stated. The council did adopt Resolution on April 4, 2011 supporting the expansion of the public safety records/information system project. Chief Harapat explained the capability of the new records system. Fire Departments will also be using these radios. Contracts should be coming soon with implementation in 2015 or sooner.

City Administrator: Community Park Signage Update: Staff researched the community digital sign additional signage as directed by the City Council for local services groups such as the Lions. This is a sensitive policy due to First Amendment rights relating to free speech. The League of MN Cities research department advises to develop a new policy on signage. Do you want staff to involve the attorney to help us develop a policy? We can develop a policy to allow signage or do nothing. The challenge is what signs will be allowed on city property. Tveit said he would like to see the local civic organizations be able to have their sign in our park. The local organizations do a lot for the city and provide financial support. Therefore, I would be in favor of looking into a sign policy. Brown said to reduce our risk, we do nothing but listening to your (Tveit) reasoning of why we should have the signs, I agree with looking into a policy. Haggard and Lazere would like to look at developing a policy.

9. **Reports from Council Members:** Haggard said my security on my laptop is out dated. Hylen said look for an answer how to handle updates in your off week memo.
10. **Report from Mayor:** Tveit stated he received a “greetings” text from Councilmember McClish..
11. **Old Business:** None.
12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 6:34 pm.

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

October 30, 2013

Mr. Matt Hysten, City Administrator
City of St. Francis
23340 Cree Street
St. Francis, MN 55070

Re: Rum River Bluffs- Phase 2
St. Francis, Minnesota
BMI Project No: R18.106578

Dear Matt:

Enclosed please find three copies of Pay Estimate No. 2 for the above referenced project. I recommend that the Pay Estimate be approved as shown. If you agree, please sign all copies and return one each with payment to the contractor and one each to me for our files.

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

Sincerely,

BOLTON & MENK, INC.

Jared Voge, P.E.
City Engineer

JAV/nh
Enclosure

CONTRACTOR'S PAY REQUEST
RUM RIVER BLUFFS - PHASE 2
ST. FRANCIS, MINNESOTA
BMI PROJECT NO. R18.106578

CONTRACTOR
OWNER
ENGINEER

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS.....	\$	472,920.40
TOTAL, COMPLETED WORK TO DATE.....	\$	349,397.05
TOTAL, STORED MATERIALS TO DATE.....		\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED.....		\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$	349,397.05
RETAINED PERCENTAGE (5%).....	\$	17,469.85
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$	-
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$	331,927.20
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$	221,162.09
PAY CONTRACTOR AS ESTIMATE NO. 2	\$	110,765.11

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items, quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: LaTour Construction, Inc.
2134 County Road 8 NW
Maple Lake, MN 55358

By Steve Lator Project Manager 10/30/13
Name Title Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
BOLTON & MENK, INC., ENGINEERS, 7533 SUNWOOD DRIVE NW, SUITE 206, RAMSEY, MN 55303

By Jared Voge City Engineer 10/30/13
Jared Voge, P.E. Title Date

APPROVED FOR PAYMENT:
Owner: ST. FRANCIS, MINNESOTA

By Matt Hylan City Administrator
Matt Hylan Title Date

PARTIAL PAY ESTIMATE NO. 2
 RUM RIVER BLUFFS - PHASE 2
 ST. FRANCIS, MINNESOTA
 BMI PROJECT NO. R18.106578

WORK COMPLETED THROUGH OCTOBER 29, 2013

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		PREVIOUS ESTIMATE		QUANTITY COMPLETED TO DATE	
			BID QUANTITY	BID AMOUNT	LS	LF	LS	LF
1	MOBILIZATION	\$ 16,250.00	1	\$ 16,250.00	0.50	\$ 8,125.00	0.75	\$ 12,187.50
2	REMOVE CURB & GUTTER	\$ 10.00	6	\$ 60.00			6	\$ 60.00
3	REMOVE BITUMINOUS PAVEMENT	\$ 5.00	22	\$ 110.00				
4	COMMON LABORER	\$ 65.00	10	\$ 650.00	10	\$ 650.00	10	\$ 650.00
5	12 CU YD TRUCK	\$ 92.00	8	\$ 736.00	6.00	\$ 552.00	6	\$ 552.00
6	SKID LOADER	\$ 100.00	20	\$ 2,000.00	6	\$ 600.00	6	\$ 600.00
7	COMMON EXCAVATION (EV)	\$ 5.00	100	\$ 500.00				
8	SUBGRADE EXCAVATION (EV)	\$ 5.00	25	\$ 125.00	6.860	\$ 3,087.00	8.397	\$ 3,778.65
9	SUBGRADE PREPARATION	\$ 0.45	8,360	\$ 3,762.00			48	\$ 768.00
10	TOPSOIL BORROW (LV)	\$ 16.00	302	\$ 4,832.00				
11	BITUMINOUS TACK COAT	\$ 3.70	380	\$ 1,406.00				
12	SALVAGE AND REINSTALL TYPE 3 BARRICADES	\$ 150.00	4	\$ 600.00				
13	GRANULAR BORROW (CV)	\$ 15.00	300	\$ 4,500.00				
14	AGGREGATE BASE CLASS 5 (CV) (P)	\$ 25.90	1,825	\$ 47,267.50	912	\$ 23,620.80	1,733	\$ 44,884.70
15	TYPE SP 12.5 WEARING COURSE (2.8) 1.5" THICK	\$ 5.30	6,325	\$ 33,522.50			6350	\$ 41,910.00
16	TYPE SP 12.5 WEARING COURSE (2.8) 2" THICK	\$ 6.60	6,325	\$ 41,745.00				
17	TYPE SP 12.5 WEARING COURSE (2.8) 3" THICK (TRAIL)	\$ 27.70	535	\$ 14,819.50				
18	27" RC PIPE APRON W/ TRASH GUARD	\$ 1,150.00	1	\$ 1,150.00	1.00	\$ 1,150.00	1	\$ 1,150.00
19	21" RC PIPE APRON W/ TRASH GUARD	\$ 920.00	1	\$ 920.00	1	\$ 920.00	1	\$ 920.00
20	18" RC PIPE APRON W/ TRASH GUARD	\$ 770.00	1	\$ 770.00	1	\$ 770.00	1	\$ 770.00
21	15" RC PIPE APRON W/ TRASH GUARD	\$ 720.00	2	\$ 1,440.00	2	\$ 1,440.00	2	\$ 1,440.00
22	12" RC PIPE APRON W/ TRASH GUARD	\$ 660.00	1	\$ 660.00	1	\$ 660.00	1	\$ 660.00
23	CONSTRUCT DRAINAGE STRUCTURE. DES G	\$ 220.00	47.14	\$ 10,370.80	34.20	\$ 7,524.00	41.65	\$ 9,163.00
24	CONSTRUCT DRAINAGE STRUCTURE. DES 4020-48	\$ 200.00	20.42	\$ 4,084.00	30.76	\$ 6,152.00	31.79	\$ 6,358.00
25	CONSTRUCT DRAINAGE STRUCTURE. DES 4020-60	\$ 270.00	7.44	\$ 2,008.80	6.44	\$ 1,738.80	6.44	\$ 1,738.80
26	CONSTRUCT SKIMMER STRUCTURE	\$ 3,700.00	1	\$ 3,700.00	1	\$ 3,700.00	1.00	\$ 3,700.00
27	CASTING ASSEMBLY (STORM)	\$ 490.00	13	\$ 6,370.00			11	\$ 5,390.00
28	ADJUST STORM CASTING	\$ 230.00	5	\$ 1,150.00			2	\$ 460.00
29	27" RC PIPE SEWER CLASS IV	\$ 45.00	25	\$ 1,125.00	20	\$ 900.00	20.0	\$ 900.00
30	21" RC PIPE SEWER CLASS IV	\$ 29.00	438	\$ 12,702.00	441	\$ 12,789.00	441	\$ 12,789.00
31	18" RC PIPE SEWER CLASS IV	\$ 27.00	99	\$ 2,673.00	98	\$ 2,646.00	98	\$ 2,646.00
32	15" RC PIPE SEWER CLASS V	\$ 24.50	512	\$ 12,544.00	517	\$ 12,666.50	517	\$ 12,666.50
33	12" RC PIPE SEWER CLASS V	\$ 33.00	24	\$ 792.00	24	\$ 792.00	24	\$ 792.00
34	CONNECT TO EXISTING SANITARY SEWER	\$ 4,700.00	2	\$ 9,400.00	1	\$ 4,700.00	1	\$ 4,700.00
35	SANITARY SEWER TELEVISION (EXISTING PIPE)	\$ 1.10	2302	\$ 2,532.20			33.77	\$ 5,403.20
36	CONSTRUCT SANITARY SEWER MANHOLE	\$ 160.00	33.7	\$ 5,392.00	30.74	\$ 4,918.40	3	\$ 1,050.00
37	CASTING ASSEMBLY (SANITARY)	\$ 350.00	3	\$ 1,050.00			4	\$ 920.00
38	ADJUST SANITARY CASTING	\$ 230.00	11	\$ 2,530.00			29.0	\$ 5,510.00
39	8"X4" PVC WYE	\$ 190.00	29	\$ 5,510.00	29	\$ 5,510.00	29.0	\$ 5,510.00
40	4" PVC PIPE SEWER (SDR-26)	\$ 26.00	8.40	\$ 218.40	1,224	\$ 10,281.60	1,224	\$ 10,281.60
41	8" PVC PIPE SEWER (SDR-35)	\$ 62.00	1,130	\$ 70,060.00	1,145	\$ 71,292.50	1,145	\$ 71,292.50
42	10" PVC PIPE SEWER (SDR-26)	\$ 910.00	65	\$ 59,150.00	3	\$ 2,730.00	3	\$ 2,730.00
43	CONNECT TO EXISTING WATER MAIN	\$ 120.00	9	\$ 1,080.00			3	\$ 360.00
44	ADJUST VALVE BOX	\$ 1,200.00	4	\$ 4,800.00	4	\$ 4,800.00	4	\$ 4,800.00
45	6" GATE VALVE & BOX	\$ 1,800.00	2	\$ 3,600.00	2	\$ 3,600.00	2.0	\$ 3,600.00
46	8" GATE VALVE & BOX	\$ 3,800.00	2	\$ 7,600.00	2	\$ 7,600.00	2	\$ 7,600.00
47	HYDRANT - 9" BURY DEPTH	\$ 4,100.00	1	\$ 4,100.00	1	\$ 4,100.00	1	\$ 4,100.00
48	HYDRANT - 11" BURY DEPTH	\$ 4,300.00	1	\$ 4,300.00	1	\$ 4,300.00	1	\$ 4,300.00
49	HYDRANT - 12" BURY DEPTH	\$ 200.00	29	\$ 5,800.00	29	\$ 5,800.00	29	\$ 5,800.00
50	1" CORPORATION STOP	\$ 250.00	29	\$ 7,250.00	29	\$ 7,250.00	29	\$ 7,250.00
51	1" CURB STOP & BOX	\$ 7.30	1,197	\$ 8,738.10	1,197	\$ 8,738.10	1,197.0	\$ 8,738.10
52	1" WATER SERVICE PIPE							

ITEM NO.	DESCRIPTION	UNIT PRICE	ESTIMATED		QUANTITY PREVIOUS ESTIMATE	QUANTITY COMPLETED TO DATE
			BID QUANTITY	BID AMOUNT		
53	6" PVC WATERMAIN	\$ 15.00	48	\$ 720.00	48	48
54	8" PVC WATERMAIN	\$ 17.00	1,205	\$ 20,485.00	1,205	1,205
55	12" DIP WATERMAIN	\$ 59.00	58	\$ 3,422.00	72	72
56	WATERMAIN FITTINGS	\$ 5.50	703	\$ 3,866.50	692	692
57	RANDOM RIPRAP CL IV	\$ 67.00	96	\$ 6,432.00	96	96
58	5" CONCRETE WALK	\$ 3.70	7,075	\$ 26,177.50	SF	SF
59	MOUNTABLE CONCRETE CURB & GUTTER	\$ 9.70	3,514	\$ 34,085.80	LF	LF
60	TRUNCATED DOWNS	\$ 35.00	52	\$ 1,820.00	SF	SF
61	TRAFFIC CONTROL	\$ 2,850.00	1	\$ 2,850.00	LS	LS
62	SIGN PANELS, TYPE C	\$ 45.00	12.5	\$ 562.50	SF	SF
63	STREET NAME SIGNS	\$ 350.00	2	\$ 700.00	EA	EA
64	SILT FENCE TYPE MACHINE SLICED	\$ 2.50	350	\$ 875.00	LF	LF
65	STORM DRAIN INLET PROTECTION	\$ 102.00	10	\$ 1,020.00	EA	EA
66	WOOD FIBER BIO ROLL	\$ 3.00	60	\$ 180.00	LF	LF
67	TEMPORARY ROCK CONSTRUCTION ENTRANCE	\$ 830.00	2	\$ 1,660.00	EA	EA
68	EROSION CONTROL BLANKET CATEGORY 0	\$ 1.50	3,270	\$ 4,905.00	SY	SY
69	HYDRAULIC SOIL STABILIZER, TYPE 8 BFM	\$ 1.25	5,500	\$ 6,875.00	LB	LB
			TOTAL = \$ 472,920.40		\$ 232,802.20	\$ 349,397.05

Addendum to Development Agreement

Smith Lake I and II

The City will allow building permits to be issued on the remaining lots of Smith Lake I and II provided that the applicant complies with all City requirements and the following takes place:

1. Upon the sale of each of the remaining 19 lots identified in Attachment 1 to this Addendum to Development Agreement, the Developer will place the following sum in a trust account with Village Bank in the name of the Developer with the City of St. Francis a required signatory on any withdrawals from this account:
 - a. The sum of seventeen thousand five hundred dollars (\$17,500) per lot for the first three lots that are sold;
 - b. nineteen thousand five hundred dollars (\$19,500) per lot for lots four, five and six that are sold; and
 - c. twenty – two thousand six hundred dollars (\$22,600) per lot for all remaining lots.
2. The trust account noted in Paragraph 1 is created and intended to operate as security for the Developer's obligation to fulfill its obligations to complete the items identified in Attachment 2 to this Addendum to Development Agreement.
3. Upon the Developer depositing the sums noted in Paragraph 1 of this Addendum to Development Agreement into the trust account with Village Bank upon each lot sale, Village Bank will also establish and increase an irrevocable letter of credit to the benefit of the City of St. Francis by this same sum per lot.
4. The amounts in the trust account may only be applied to completion of items identified in Attachment 2 to this Addendum to Development Agreement and may only be applied upon prior signature of the Developer and the City of St. Francis for each expenditure.
5. Developer will provide the City of St. Francis with an itemized bid listing the amount and item listed in Attachment 2 to this Addendum to Development Agreement as a precondition to obtaining a signature from the City authorizing release of amounts held in the trust account.
6. In the event that all of the items identified in Attachment 2 to this Addendum to Development Agreement are not completed and accepted by the City by November 1, 2018, the City of St. Francis will: 1) complete the items noted in Attachment 2 to this Addendum to Development Agreement; and 2) repair any items that the City determines are due to the failure to get the identified punch list items accomplished prior to November 1, 2018, including but not limited to pot hole repair and patching. Payment for the work taken over by the City will be initially from existing amounts in the trust account. In the event that the amount in the trust account is not sufficient to complete the work, the City will apply, the Village Bank will release and the City will utilize the amounts in the irrevocable line of credit to complete the work. Upon completion and acceptance of the items identified in Attachment 2 to this Addendum to Development Agreement, the City will release any remaining amounts in the irrevocable letter of credit.
7. Any deficiencies between the amounts in the trust account and letter of credit and the cost of completing those items identified in Attachment 2 to this Addendum to Development Agreement will remain the responsibility of the Developer.

8. This Addendum will not operate as a waiver of any rights that the City may have under the original Development Agreements. In addition to all other laws and remedies available to the City for breach of the Development Agreements and this Addendum to Development Agreements, the following will constitute cause for the City of St. Francis to withhold its signature authorizing payment of expenditures from the trust account and will also be cause for the City of St. Francis to deny further building permits on all remaining lots:

- a. failure of the Developer to deposit the required amounts in the trust account;
- b. failure of the Bank to provide a corresponding increase in the letter of credit;
- c. failure of the Developer to obtain and provide the City of St. Francis with lien waivers upon completion of any item noted in Attachment 2 to this Addendum to Development Agreements.

607482-v2

City of St. Francis

 10-30-2013

Smith lake Wildlife Estates I and II
Jeffrey Stalberger



Village Bank
Ivar L. Peterson, Executive Vice President

PUNCH LIST

Project: Smith Lake Wildlife Estates

BMI Project No: R13.100915

Contractor:

Issue Date:

Below is a list of items that must be completed or corrected prior to final acceptance of the subject project. Completion of these items does not in any way relieve the Contractor of the responsibility to complete the project in accordance with all Contract Documents.

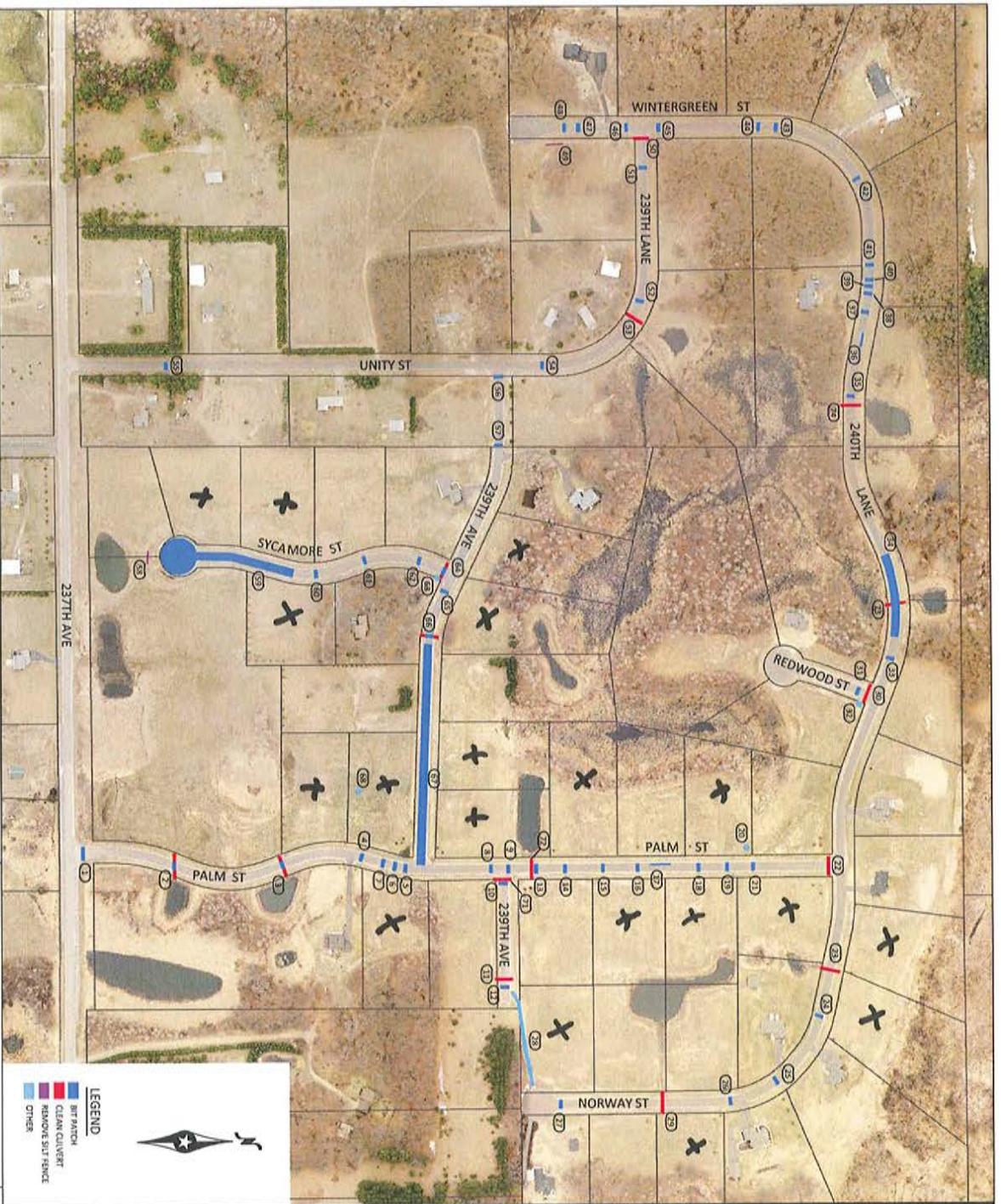
STORM SEWER				
ITEM NO.	DESCRIPTION	DATE REVIEWED	COMMENTS	DATE ACCEPTED
2	Clean culvert, adjust rip-rap	8/21/2013		
3	Clean culvert, adjust rip-rap	8/21/2013		
11	Clean culvert	8/21/2013		
20	Replace trash guard, west side – 24"	8/21/2013		
22	Clean culvert	8/21/2013		
23	Clean culvert	8/21/2013		
29	Clean culvert	8/21/2013		
30	Clean culvert	8/21/2013		
49	Remove silt fence from aprons	8/21/2013		
53	Clean culvert and remove silt fence	8/21/2013		
64	Clean culvert	8/21/2013		
66	Clean culvert	8/21/2013		
68	Remove concrete structure south of 239 th Avenue	8/21/2013		
71	Clean culvert	8/21/2013		
72	Clean culvert	8/21/2013		
73	Clean culvert	8/21/2013		
74	Clean culvert	8/21/2013		

MISCELLANEOUS				
ITEM NO.	DESCRIPTION	DATE REVIEWED	COMMENTS	DATE ACCEPTED
28	Seed trail and remove gravel	8/21/2013		
32	Install stop sign, replace "No Outlet" sign	8/21/2013		
63	Straighten stop sign	8/21/2013		
69	Shouldering material both sides, all streets (2'x24,000'x2')	8/21/2013		

BITUMINOUS				
ITEM NO.	DESCRIPTION	DATE REVIEWED	COMMENTS	DATE ACCEPTED
1	Entrance patch Palm St. (8'x30')	8/21/2013	TOTAL = 4750 SQ YD BIT PATCH	
2	Bit patch (6'x24')	8/21/2013		
3	Bit patch (3'x24')	8/21/2013		
4	Bit patch (3'x24')	8/21/2013		
5	Bit patch (3'x24')	8/21/2013		
6	Bit patch (3'x24')	8/21/2013		
7	Bit patch (12'x24')	8/21/2013		
8	Bit patch (6'x24')	8/21/2013		
9	Bit patch (10'x10')	8/21/2013		
10	Bit patch (4'x24')	8/21/2013		
12	Bit patch (6'x6')	8/21/2013		
13	Bit patch (4'x24')	8/21/2013		
14	Bit patch (4'x12')	8/21/2013		
15	Bit patch (4'x24')	8/21/2013		
16	Bit patch (4'x24')	8/21/2013		
17	Bit patch (60'x2')	8/21/2013		
18	Bit patch (4'x12')	8/21/2013		
19	Bit patch (4'x24')	8/21/2013		
21	Bit patch (4'x24')	8/21/2013		
24	Bit patch (4'x24')	8/21/2013		
25	Bit patch (4'x24')	8/21/2013		

BITUMINOUS				
ITEM NO.	DESCRIPTION	DATE REVIEWED	COMMENTS	DATE ACCEPTED
26	Bit patch (4'x24')	8/21/2013		
27	Bit patch (6'x24')	8/21/2013		
31	Bit patch (4'x20')	8/21/2013		
33	Bit patch (4'x24')	8/21/2013		
34	Bit patch (24'x250')	8/21/2013		
35	Bit patch (4'x24')	8/21/2013		
36	Bit patch (3'x40') (1057 240 th Lane N side)	8/21/2013		
37	Bit patch (12'x24')	8/21/2013		
38	Bit patch (6'x24')	8/21/2013		
39	Bit patch (6'x24')	8/21/2013		
40	Bit patch (6'x24')	8/21/2013		
41	Bit patch (6'x24')	8/21/2013		
42	Bit patch (6'x24')	8/21/2013		
43	Bit patch (4'x24')	8/21/2013		
44	Bit patch (4'x24')	8/21/2013		
45	Bit patch (4'x24')	8/21/2013		
46	Bit patch (4'x24')	8/21/2013		
47	Bit patch (4'x24')	8/21/2013		
48	Bit patch (4'x24')	8/21/2013		
51	Bit patch (4'x24')	8/21/2013		
52	Bit patch (4'x24')	8/21/2013		
54	Bit patch (4'x24')	8/21/2013		
55	Bit patch (4'x24')	8/21/2013		
56	Bit patch (8'x24')	8/21/2013		
57	Bit patch (4'x24')	8/21/2013		
59	Remove and replace bit (300'x24' plus cul-de-sac)	8/21/2013		
60	Bit patch (6'x24')	8/21/2013		
61	Bit patch (6'x24')	8/21/2013		
62	Bit patch (6'x24')	8/21/2013		
64	Bit patch (6'x24')	8/21/2013		
65	Bit patch (6'x24')	8/21/2013		
66	Bit patch (6'x24')	8/21/2013		
67	Bit patch (600'x24')	8/21/2013		
70	Pave bituminous wear course	8/21/2013	2950 TONS OF BIT WEAR	

X = 19 Lets



LEGEND

- BIT PATCH
- CLEAN CULVERT
- REMOVE SUT FENCE
- OTHERS

DATE: 8/1/13
 SCALE: 1" = 100'
 SHEET: 1

BOLTON & MENK, INC.
 Consulting Engineers & Surveyors
 10000 WINDY HOLLOW LANE, SUITE 100, MINNETONKA, MN 55345
 763-835-1100
 WWW.BOLTONANDMENK.COM

NO.	DESCRIPTION
1.	ENHANCE PATCH PALM ST. - 8'x20'
2.	CLEAN CULVERT, ADJUST 8'x8'x40' PATCH STREET - 6'x24'
3.	CLEAN CULVERT, ADJUST 8'x8'x40' PATCH STREET - 3'x24'
4.	BIT PATCH - 3'x24'
5.	BIT PATCH - 3'x24'
6.	BIT PATCH - 3'x24'
7.	BIT PATCH - 3'x24'
8.	BIT PATCH - 10'x12'
9.	BIT PATCH - 4'x24'
10.	CLEAN CULVERT
11.	CLEAN CULVERT
12.	BIT PATCH - 6'x6'
13.	BIT PATCH - 4'x24'
14.	BIT PATCH - 4'x12'
15.	BIT PATCH - 4'x24'
16.	BIT PATCH - 4'x24'
17.	BIT PATCH - 8'x24'
18.	BIT PATCH - 4'x24'
19.	REPLACE TRASH GUARD, WEST SIDE - 24' (NEWLY SIZE)
20.	BIT PATCH - 4'x24'
21.	CLEAN CULVERT
22.	CLEAN CULVERT
23.	CLEAN CULVERT
24.	BIT PATCH - 4'x24'
25.	BIT PATCH - 4'x24'
26.	BIT PATCH - 4'x24'
27.	BIT PATCH - 6'x24'
28.	REPLACE TRASH GUARD, WEST SIDE - 24' (NEWLY SIZE)
29.	CLEAN CULVERT
30.	CLEAN CULVERT
31.	BIT PATCH - 4'x24'
32.	INSTALL STOP SIGN, REPLACE TWO OUTLET SIGN
33.	BIT PATCH - 4'x24'
34.	BIT PATCH - 24'x24'
35.	BIT PATCH - 3'x40' (1057 NORTH LANE N SIDE)
36.	BIT PATCH - 12'x24'
37.	BIT PATCH - 6'x24'
38.	BIT PATCH - 6'x24'
39.	BIT PATCH - 6'x24'
40.	BIT PATCH - 6'x24'
41.	BIT PATCH - 6'x24'
42.	BIT PATCH - 6'x24'
43.	BIT PATCH - 6'x24'
44.	BIT PATCH - 6'x24'
45.	BIT PATCH - 6'x24'
46.	BIT PATCH - 6'x24'
47.	BIT PATCH - 6'x24'
48.	REMOVE SUT FENCE FROM AREAS
49.	REMOVE SUT FENCE FROM AREAS
50.	CLEAN CULVERT
51.	CLEAN CULVERT
52.	BIT PATCH - 4'x24'
53.	CLEAN CULVERT AND REMOVE SUT FENCE
54.	BIT PATCH - 4'x24'
55.	BIT PATCH - 4'x24'
56.	BIT PATCH - 4'x24'
57.	BIT PATCH - 4'x24'
58.	REMOVE SUT FENCE
59.	REMOVE AND REPLACE BIT - 30'x24' + CUL-OR-5'x4'
60.	BIT PATCH - 6'x24'
61.	BIT PATCH - 6'x24'
62.	BIT PATCH - 6'x24'
63.	STRAIGHTEN STOP SIGN
64.	BIT PATCH - 6'x24'
65.	BIT PATCH - 6'x24'
66.	BIT PATCH - 6'x24'
67.	BIT PATCH - 6'x24'
68.	REMOVE CONCRETE STRUCTURE SOUTH OF 2397TH AVENUE
69.	REMOVE CONCRETE MATERIAL, BOTH SIDES, ALL STREETS - 2'x24'x8'x24'
70.	REMOVE CONCRETE MATERIAL, BOTH SIDES, ALL STREETS - 2'x24'x8'x24'
71.	CLEAN CULVERT
72.	CLEAN CULVERT
73.	CLEAN CULVERT
74.	CLEAN CULVERT

CITY OF ST FRANCIS, MINNESOTA
 SMITH LAKE WILDLIFE ESTATES
 PUNCH LIST - AUGUST 2013

FIG 1

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization name: St. Francis Lion Previous gambling permit number: B-02688-7B2

Minnesota tax ID number, if any: 41-1622197 X Federal employer ID number (FEIN), if any: 002739531

Type of nonprofit organization. Check one. [X] Fraternal [] Religious [] Veterans [] Other nonprofit organization

Mailing address: P.O. Box 173 City: State: Zip code: County:

Name of chief executive officer [CEO]: Rex Larson Daytime phone number: 612-708-1732 E-mail address: Tim.Helen@ymail.com

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status. [X] Nonprofit Articles of Incorporation OR a current Certificate of Good Standing. [] IRS income tax exemption [501(c)] letter in your organization's name. [] IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]

EXCLUDED BINGO ACTIVITY

1. [X] No [] Yes Has your organization held a bingo event in the current calendar year? 2. The proposed bingo event will be: [X] one of four or fewer bingo events held this year. Dates: 11-23-13 [] conducted on up to 12 consecutive days in connection with a: [] county fair. [] civic celebration. [] Minnesota state fair. 3. Person in charge of bingo event: Tim Helen Daytime phone: 763-753-1265 4. Name of premises where bingo will be conducted: St. Francis American Legion 5. Premises street address: 3073 Bridge St. N.W. 6. City: St. Francis If township, township name: County: Anoka

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-639-4000. Be sure to complete page 2

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature *Rex A. Larson* Date 10-30-13
 Print name REX A. LARSON

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

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

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign

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

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP - If required by the approving county.

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. [A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166, Subd 2.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

MAIL APPLICATION AND ATTACHMENT

Send the application and a copy of your proof of nonprofit status to:

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

You will receive a document from the Gambling Control Board with your excluded permit number for the bingo activity. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

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

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

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

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



PAYMENT BATCH AP 11-04-13

ANOKA COUNTY ELECTIONS

10/04/2013	2013-21	E 101-41410-580	C-O-L Other Equipment	ANNUAL FEE	1,049.76
					<u>\$1,049.76</u>

ASSURANT EMPLOYEE BENEFITS

10/23/2013	5447229.10.13	E 101-41400-130	Employer Paid Insurance	11/1/13 - 11/30-13	122.80
10/23/2013	5447229.10.13	E 101-41500-130	Employer Paid Insurance	11/1/13 - 11/30-13	60.09
10/23/2013	5447229.10.13	E 101-42110-130	Employer Paid Insurance	11/1/13 - 11/30-13	619.03
10/23/2013	5447229.10.13	E 101-42400-130	Employer Paid Insurance	11/1/13 - 11/30-13	52.70
10/23/2013	5447229.10.13	E 101-43100-130	Employer Paid Insurance	11/1/13 - 11/30-13	68.13
10/23/2013	5447229.10.13	E 101-43210-130	Employer Paid Insurance	11/1/13 - 11/30-13	15.13
10/23/2013	5447229.10.13	E 101-45200-130	Employer Paid Insurance	11/1/13 - 11/30-13	68.13
10/23/2013	5447229.10.13	E 601-49440-130	Employer Paid Insurance	11/1/13 - 11/30-13	71.89
10/23/2013	5447229.10.13	E 602-49490-130	Employer Paid Insurance	11/1/13 - 11/30-13	71.89
10/23/2013	5447229.10.13	E 609-49750-130	Employer Paid Insurance	11/1/13 - 11/30-13	103.25
					<u>\$1,253.04</u>

BELLBOY CORPORATION

10/17/2013	40190000	E 609-49751-251	Liquor For Resale	LIQUOR	1,215.25
10/17/2013	89206800	E 609-49750-210	Operating Supplies	OPERATING	19.93
					<u>\$1,235.18</u>

BRAUN INTERTECCORPORATION

10/10/2013	376038	E 420-43000-314	Construction	RUM RIVER BLUFFS	2,833.50
					<u>\$2,833.50</u>

CENTERPOINT ENERGY

10/16/2013	5944643-5.1013	E 609-49750-383	Gas Utilities	LIQUOR	20.23
10/16/2013	5945449-6.1013	E 101-42210-383	Gas Utilities	FIRE	187.59
10/16/2013	5963820-5.1013	E 101-45200-383	Gas Utilities	WARMING HOUSE	26.38
10/16/2013	6002544-2.1013	E 601-49440-383	Gas Utilities	PUBLIC WORKS	6.74
10/16/2013	6002544-2.1013	E 602-49490-383	Gas Utilities	PUBLIC WORKS	6.75
10/16/2013	6002548-3.1013	E 602-49490-383	Gas Utilities	WWTP	20.79
10/16/2013	6885475-0.1013	E 101-41940-383	Gas Utilities	CITY HALL	13.49
10/16/2013	6886465-1.1013	E 101-41940-383	Gas Utilities	CITY HALL	14.07
10/16/2013	6886468-5.1013	E 101-41940-383	Gas Utilities	CITY HALL	13.49
10/16/2013	6886472-7.1013	E 101-41940-383	Gas Utilities	CITY HALL	13.49
10/16/2013	7900331-5.1013	E 601-49440-383	Gas Utilities	WATER	212.42
10/16/2013	8964221-9.1013	E 602-49490-383	Gas Utilities	LIFT STATION	26.35
10/16/2013	9680285-5.1013	E 101-42110-383	Gas Utilities	POLICE/PW	204.80
10/16/2013	9680285-5.1013	E 101-43100-383	Gas Utilities	POLICE/PW	51.20
10/16/2013	9680285-5.1013	E 101-45200-383	Gas Utilities	POLICE/PW	51.20
10/16/2013	9680285-5.1013	E 601-49440-383	Gas Utilities	POLICE/PW	51.20
10/16/2013	9680285-5.1013	E 602-49490-383	Gas Utilities	POLICE/PW	51.19

\$971.38

COCA COLA REFRESHMENTS

10/15/2013	138090520	E 609-49751-254	Miscellaneous Merchandise	MISC	319.58
					<hr/>
					\$319.58

CONNEXUS ENERGY

10/22/2013	.1013	E 101-41940-381	Electric Utilities	ELECTRIC	82.17
10/22/2013	.1013	E 101-41940-381	Electric Utilities	ELECTRIC	302.13
10/22/2013	.1013	E 101-42110-381	Electric Utilities	ELECTRIC	5.35
10/22/2013	.1013	E 101-42110-381	Electric Utilities	ELECTRIC	461.33
10/22/2013	.1013	E 101-42110-381	Electric Utilities	ELECTRIC	781.78
10/22/2013	.1013	E 101-42110-381	Electric Utilities	ELECTRIC	5.35
10/22/2013	.1013	E 101-43100-381	Electric Utilities	ELECTRIC	195.44
10/22/2013	.1013	E 101-43100-386	Street Lighting	ELECTRIC	3,562.39
10/22/2013	.1013	E 101-45200-381	Electric Utilities	ELECTRIC	283.65
10/22/2013	.1013	E 101-45200-381	Electric Utilities	ELECTRIC	195.44
10/22/2013	.1013	E 601-49440-380	Electric-System	ELECTRIC	5,226.53
10/22/2013	.1013	E 601-49440-381	Electric Utilities	ELECTRIC	195.44
10/22/2013	.1013	E 602-49451-381	Electric Utilities	ELECTRIC	195.44
10/22/2013	.1013	E 602-49451-381	Electric Utilities	ELECTRIC	6,774.48
10/22/2013	.1013	E 609-49750-381	Electric Utilities	ELECTRIC	1,186.25
					<hr/>
					\$19,453.17

CONSTRUCTION & GENERAL

10/29/2013	102913	G 101-21707	Union Dues	NOVEMBER DUES	234.00
					<hr/>
					\$234.00

CRYSTAL SPRINGS ICE

10/22/2013	31331	E 609-49751-254	Miscellaneous Merchandise	MISC	83.22
					<hr/>
					\$83.22

DAHLHEIMER DIST. CO. INC.

10/16/2013	1083257	E 609-49751-252	Beer For Resale	BEER	5,975.30
10/16/2013	1083257	E 609-49751-255	N/A Products	N/A	15.50
10/23/2013	1083292	E 609-49751-252	Beer For Resale	BEER	4,211.10
10/23/2013	1083292	E 609-49751-254	Miscellaneous Merchandise	MISC	256.00
10/24/2013	1083296	E 609-49751-252	Beer For Resale	BEER	99.00
					<hr/>
					\$10,556.90

DAY DISTRIBUTING CO.

10/11/2013	722967	E 609-49751-252	Beer For Resale	BEER	1,579.65
10/11/2013	722967	E 609-49751-255	N/A Products	N/A	22.40
10/17/2013	723406	E 609-49751-252	Beer For Resale	BEER	518.70
10/25/2013	724845	E 609-49751-252	Beer For Resale	BEER	1,750.25
					<hr/>
					\$3,871.00

DELTA DENTAL

10/15/2013	5281596	G 101-21711	Dental Insurance	NOVEMBER INS	606.10
					<hr/>
					\$606.10

DRIVER & VEHICLE SERVICES

		E 101-42400-550	C-O-L Motor Vehicles	TAX & LICENSE 14 ESCAPE	1,647.87
					<hr/>
					\$1,647.87

EAGLE GARAGE DOOR CO.

10/24/2013	3550	E 101-42210-401	Repairs/Maint Buildings	E8 TIMERS ON DOORS	1,200.00
					<u>\$1,200.00</u>

ECM PUBLISHERS, INC.

10/25/2013	38364	E 101-41400-352	General Notices and Pub Info	ASSESSMENT NOTICE	61.50
					<u>\$61.50</u>

ELECTRIC SIGN & LIGHTING, INC.

10/10/2013	17302	E 101-42210-401	Repairs/Maint Buildings	CHANGE LIGHTING	840.00
					<u>\$840.00</u>

ELITE SANITATION

10/23/2013	21478	E 101-43210-439	Recycling Days	RECYCLING DAYS	90.84
10/23/2013	21493	E 101-45200-402	Janitorial Service	PORTABLES	622.61
					<u>\$713.45</u>

EMERGENCY APARATUS MAINTENENC

10/24/2013	71004	E 101-42210-221	Vehicle Repair & Maintenance	ENGINE 1 TESTING	440.14
10/24/2013	71005	E 101-42210-221	Vehicle Repair & Maintenance	ENGINE 2 TESTING	1,497.55
10/24/2013	71006	E 101-42210-221	Vehicle Repair & Maintenance	TANKER 2 TESTING	418.18
					<u>\$2,355.87</u>

F.I.R.E.

10/23/2013	415	E 101-42210-208	Training and Instruction	TRAINING-GAS DETECTORS	800.00
					<u>\$800.00</u>

G&K SERVICES, INC

10/22/2013	1043555534	E 101-41940-219	Rug Maintenance	CITY HALL RUGS	16.84
10/22/2013	1043555535	E 609-49750-219	Rug Maintenance	LIQUOR STORE RUGS	11.23
10/22/2013	1043555539	E 101-42110-402	Janitorial Service	POLICE/PW RUGS	22.77
10/22/2013	1043555539	E 101-43100-402	Janitorial Service	POLICE/PW RUGS	5.69
10/22/2013	1043555539	E 101-45200-402	Janitorial Service	POLICE/PW RUGS	5.69
10/22/2013	1043555539	E 601-49440-402	Janitorial Service	POLICE/PW RUGS	5.69
10/22/2013	1043555539	E 602-49490-402	Janitorial Service	POLICE/PW RUGS	5.69
10/22/2013	10435555540	E 601-49440-402	Janitorial Service	RUGS-WATER PLANT	27.07
					<u>\$100.67</u>

GOPHER STATE CONTRACTORS, INC

10/11/2013	1	E 101-42110-401	Repairs/Maint Buildings	PW FACILITY	88.67
10/11/2013	1	E 101-43100-401	Repairs/Maint Buildings	PW FACILITY	88.68
10/11/2013	1	E 101-45200-401	Repairs/Maint Buildings	PW FACILITY	88.69
10/11/2013	1	E 601-49440-401	Repairs/Maint Buildings	PW FACILITY	88.68
10/11/2013	1	E 602-49490-401	Repairs/Maint Buildings	PW FACILITY	88.68
					<u>\$443.40</u>

GRANITE CITY JOBBING CO.

10/15/2013	784774	E 609-49750-210	Operating Supplies	OPERATING	43.50
10/15/2013	784774	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/15/2013	784774	E 609-49751-256	Tobacco Products For Resale	TOBACCO	550.64
10/22/2013	785782	E 609-49750-210	Operating Supplies	OPERATING	33.15
10/22/2013	785782	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
10/22/2013	785782	E 609-49751-256	Tobacco Products For Resale	TOBACCO	604.22
10/22/2013	785782	G 101-20810	Sales Tax Payable	USE TAX	(0.44)

\$1,239.57

HACH COMPANY

10/16/2013	8529834	E 601-49440-235	Lab Supplies	LAB SUPPLIES	922.75
10/22/2013	8537831	E 602-49490-235	Lab Supplies	CHEMICALS	118.68
					<hr/>
					\$1,041.43

HAWKINS, INC.

10/17/2013	3526398	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	2,329.26
					<hr/>
					\$2,329.26

ISANTI COUNTY TREASURER

10/29/2013	102913	E 602-49490-441	Miscellaneous	WWTP LAND - 2ND HALF TAXES	4,496.00
					<hr/>
					\$4,496.00

ISD #15

08/01/2013	1125	E 101-42210-218	Equipment Repair & Maintenance	2008 HONDA	29.53
08/12/2013	1133	E 101-42210-221	Vehicle Repair & Maintenance	1998 CHEV TANKER TRUCK	371.90
09/05/2013	1150	E 101-42210-221	Vehicle Repair & Maintenance	2008 FORD PICKUP F350	298.16
09/05/2013	1151	E 101-42210-221	Vehicle Repair & Maintenance	1990 CHEV TANKER TRUCK	392.90
09/05/2013	1152	E 101-42210-218	Equipment Repair & Maintenance	2005 POLARIS RANGER	228.84
09/05/2013	1153	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP F250	116.76
09/10/2013	1154	E 101-42210-218	Equipment Repair & Maintenance	2009 HONDA	187.29
09/10/2013	1158	E 101-42210-218	Equipment Repair & Maintenance	2008 HONDA	112.29
09/10/2013	1159	E 101-42210-221	Vehicle Repair & Maintenance	1993 SPARTAN ENGINE	495.66
09/10/2013	1160	E 101-42210-221	Vehicle Repair & Maintenance	2002 PICKUP F250	154.38
09/10/2013	1161	E 101-42210-221	Vehicle Repair & Maintenance	2000 SPARTAN ENGINE	392.69
10/14/2013	1259	E 101-42210-221	Vehicle Repair & Maintenance	2004 FORD PICKUP F250	242.33
					<hr/>
					\$3,022.73

JOHNSON BROS WHLSE LIQUOR

10/16/2013	1694099	E 609-49751-206	Freight and Fuel Charges	FREIGHT	10.29
10/16/2013	1694100	E 609-49751-206	Freight and Fuel Charges	FREIGHT	84.62
10/16/2013	1694100	E 609-49751-251	Liquor For Resale	LIQUOR	4,698.00
10/16/2013	1694101	E 609-49751-206	Freight and Fuel Charges	FREIGHT	24.99
10/16/2013	1694101	E 609-49751-253	Wine For Resale	WINE	712.70
10/22/2013	596402	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
10/22/2013	596402	E 609-49751-253	Wine For Resale	WINE	(28.00)
10/23/2013	1699437	E 609-49751-206	Freight and Fuel Charges	FREIGHT	105.35
10/23/2013	1699437	E 609-49751-251	Liquor For Resale	LIQUOR	6,738.26
10/23/2013	1699438	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
10/23/2013	1699438	E 609-49751-253	Wine For Resale	WINE	292.20
					<hr/>
					\$12,645.76

KIMS KLEANING

10/24/2013	2544	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT FLOOR	534.40
10/29/2013	2550	E 101-41940-402	Janitorial Service	CITY HALL	160.32
10/29/2013	2551	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	106.88
10/29/2013	2552	E 101-43100-402	Janitorial Service	PUBLIC WORKS	774.88
10/29/2013	2553	E 601-49440-233	Water Treatment Plant Maint	WATER PLANT	171.00
10/29/2013	2554	E 101-42110-402	Janitorial Service	POLICE	961.92
10/29/2013	2555	E 101-42210-402	Janitorial Service	FIRE	320.64
10/29/2013	2556	E 101-45200-402	Janitorial Service	WARMING HOUSE	42.75

					\$3,072.79
LAW ENFORCEMENT LABOR SVCS.					
10/29/2013	102913	G 101-21707	Union Dues	NOVEMBER DUES	315.00
					\$315.00
LMC INSURANCE TRUST					
10/24/2013	26145	E 101-45200-360	Insurance	VOLUNTEER INSURANCE	469.00
					\$469.00
MCDONALD DIST CO.					
10/17/2013	341452	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/17/2013	341452	E 609-49751-252	Beer For Resale	BEER	2,792.95
10/24/2013	341958	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
10/24/2013	341958	E 609-49751-252	Beer For Resale	BEER	6,338.55
10/24/2013	341958	E 609-49751-254	Miscellaneous Merchandise	MISC	102.00
10/24/2013	341958	E 609-49751-255	N/A Products	N/A	69.75
					\$9,309.25
MED-COMPASS, INC.					
10/08/2013	22279	E 101-42210-305	Medical & Testing Fees	ANNUAL PHYSICAL	108.00
					\$108.00
MIDWAY FORD					
		E 101-42400-550	C-O-L Motor Vehicles	2014 ESCAPE	24,821.80
					\$24,821.80
MN DEPT OF PUBLIC SAFETY					
10/28/2013	6681.1013	E 609-49750-433	Dues and Subscriptions	ANNUAL FEE	20.00
					\$20.00
MN FIRE CERTIFICATION BOARD					
09/19/2013	2258	E 101-42210-208	Training and Instruction	TRAINING	200.00
					\$200.00
MN NCPERS LIFE INSURANCE					
11/01/2013	73341113	G 101-21713	MN Life	NOVEMBER PREMIUM	16.00
					\$16.00
MY ALARM CENTER					
11/01/2013	2628511	E 609-49750-445	Security	NOVEMBER-LIQUOR STORE	29.94
					\$29.94
NORTH METRO TREE SERVICE INC.					
10/19/2013	101913	E 101-43100-311	Contract	REMOVE BROKEN TREE TOP	197.72
					\$197.72
NORTHERN AIR CORPORATION					
10/17/2013	95705	E 101-41940-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	179.76
10/17/2013	95705	E 101-42210-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	179.76
10/17/2013	95705	E 101-43100-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	179.76
10/17/2013	95705	E 601-49440-233	Water Treatment Plant Maint	PREVENTATIVE MAINTENANCE	179.76
10/17/2013	95705	E 609-49750-401	Repairs/Maint Buildings	PREVENTATIVE MAINTENANCE	179.74
					\$898.78
PACE ANALYTICAL SERVICES					
10/11/2013	131233613	E 601-49440-313	Sample Testing	TESTING	120.00

10/16/2013	131233717	E 602-49490-313	Sample Testing	TESTING	123.60
					\$243.60

PHILLIPS WINE & SPIRITS CO.

10/16/2013	2501801	E 609-49751-206	Freight and Fuel Charges	FREIGHT	13.23
10/16/2013	2501801	E 609-49751-251	Liquor For Resale	LIQUOR	714.29
10/16/2013	2501802	E 609-49751-206	Freight and Fuel Charges	FREIGHT	44.10
10/16/2013	2501802	E 609-49751-253	Wine For Resale	WINE	1,044.00
10/22/2013	3514901	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(1.47)
10/22/2013	3514901	E 609-49751-251	Liquor For Resale	LIQUOR	(97.50)
10/23/2013	2505322	E 609-49751-206	Freight and Fuel Charges	FREIGHT	36.87
10/23/2013	2505322	E 609-49751-251	Liquor For Resale	LIQUOR	1,805.40
10/23/2013	2505323	E 609-49751-206	Freight and Fuel Charges	FREIGHT	8.82
10/23/2013	2505323	E 609-49751-253	Wine For Resale	WINE	272.00
10/23/2013	2505324	E 609-49751-206	Freight and Fuel Charges	FREIGHT	1.47
10/23/2013	2505324	E 609-49751-255	N/A Products	N/A	56.00
					\$3,897.21

PRAIRIE RESTORATIONS, INC

10/11/2013	27444	E 101-45200-229	Project Repair & Maintenance	HERBICIDE APP	400.00
10/11/2013	27445	E 601-49440-229	Project Repair & Maintenance	WATER TREATMENT FACILITY	600.00
					\$1,000.00

RAMSEY, CITY OF

10/29/2013	102913	E 101-42210-311	Contract	OCT-KAPLER	666.00
					\$666.00

RELIANCE USA

08/06/2013	39099	E 101-42210-212	Motor Fuels	FUEL	49.69
					\$49.69

ROYAL SUPPLY

10/29/2013	13742	E 101-41940-210	Operating Supplies	SUPPLIES	7.78
10/29/2013	13742	E 101-42110-217	Other Operating Supplies	SUPPLIES	15.57
10/29/2013	13742	E 101-43100-217	Other Operating Supplies	SUPPLIES	7.78
10/29/2013	13742	E 101-45200-217	Other Operating Supplies	SUPPLIES	7.78
10/29/2013	13742	E 601-49440-217	Other Operating Supplies	SUPPLIES	7.78
10/29/2013	13742	E 602-49490-217	Other Operating Supplies	SUPPLIES	7.82
					\$54.51

SCR

10/23/2013	272787	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	37.62
10/23/2013	272787	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	37.62
10/23/2013	272787	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	37.62
10/23/2013	272787	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	37.62
10/23/2013	272787	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	37.62
10/23/2013	272788	E 101-42110-401	Repairs/Maint Buildings	REPAIRS	40.66
10/23/2013	272788	E 101-43100-401	Repairs/Maint Buildings	REPAIRS	40.66
10/23/2013	272788	E 101-45200-401	Repairs/Maint Buildings	REPAIRS	40.66
10/23/2013	272788	E 601-49440-401	Repairs/Maint Buildings	REPAIRS	40.66
10/23/2013	272788	E 602-49490-401	Repairs/Maint Buildings	REPAIRS	40.67
					\$391.41

SKINNER, MARLINE

10/29/2013	102913	E 101-42700-311	Contract	OCTOBER	500.00
					\$500.00

SOUTHERN WINE & SPIRITS OF MN

10/17/2013	1088388	E 609-49751-206	Freight and Fuel Charges	FREIGHT	2.52
10/17/2013	1088389	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.50
10/17/2013	1088389	E 609-49751-251	Liquor For Resale	LIQUOR	866.64
10/24/2013	1090997	E 609-49751-206	Freight and Fuel Charges	FREIGHT	11.25
10/24/2013	1090997	E 609-49751-251	Liquor For Resale	LIQUOR	1,300.19
					\$2,188.10

ST. FRANCIS AREA CHAMBER OF

10/16/2013	00483	E 609-49750-340	Advertising	HOLE SPONSORSHIP	100.00
					\$100.00

ST. FRANCIS TRUE VALUE HARDWAR

10/13/2013	25669	E 101-45200-441	Miscellaneous	SIGN	10.14
					\$10.14

STEINBRECHER PAINTING, INC

10/21/2013	102113	E 101-42110-401	Repairs/Maint Buildings	SEALER FOR WEST ELEVATION	236.00
10/21/2013	102113	E 101-43100-401	Repairs/Maint Buildings	SEALER FOR WEST ELEVATION	236.00
10/21/2013	102113	E 101-45200-401	Repairs/Maint Buildings	SEALER FOR WEST ELEVATION	236.00
10/21/2013	102113	E 601-49440-401	Repairs/Maint Buildings	SEALER FOR WEST ELEVATION	236.00
10/21/2013	102113	E 602-49490-401	Repairs/Maint Buildings	SEALER FOR WEST ELEVATION	236.00
					\$1,180.00

STONEBROOKE EQUIPMENT, INC

10/16/2013	27398	E 101-43100-408	Ice& Snow Removal	HARDWARE	238.28
					\$238.28

THARP, STEVE

10/14/2013	.1013	E 602-49490-229	Project Repair & Maintenance	TILL GROUND PONDS	300.00
					\$300.00

THE AMERICAN BOTTLING COMPANY

10/21/2013	1449721104	E 609-49751-254	Miscellaneous Merchandise	MISC	171.50
					\$171.50

THORPE DISTRIBUTING COMPANY

	785541	E 609-49751-252	Beer For Resale	BEER	146.00
10/11/2013	782088	E 609-49751-252	Beer For Resale	BEER	93.00
					\$239.00

WILSON DEVELOPMENT SERVICES

10/21/2013	23332	E 101-49200-441	Miscellaneous	PROF SERVICES	1,311.25
					\$1,311.25

WIRTZ BEVERAGE MN

09/18/2013	2080017662	E 609-49751-251	Liquor For Resale	LIQUOR	(105.00)
10/24/2013	1080100438	E 609-49751-206	Freight and Fuel Charges	FREIGHT	52.20
10/24/2013	1080100438	E 609-49751-251	Liquor For Resale	LIQUOR	3,642.66
10/24/2013	1080100438	E 609-49751-253	Wine For Resale	WINE	288.00
10/24/2013	1080100438	E 609-49751-254	Miscellaneous Merchandise	MISC	27.09
					\$3,904.95

ZIEGLER INC.

10/24/2013	PC200098353	E 101-42110-401	Repairs/Maint Buildings	SEAL KIT-GENSET	72.51
10/24/2013	PC200098353	E 101-43100-401	Repairs/Maint Buildings	SEAL KIT-GENSET	72.51
10/24/2013	PC200098353	E 101-45200-401	Repairs/Maint Buildings	SEAL KIT-GENSET	72.51
10/24/2013	PC200098353	E 601-49440-401	Repairs/Maint Buildings	SEAL KIT-GENSET	72.51
10/24/2013	PC200098353	E 602-49490-401	Repairs/Maint Buildings	SEAL KIT-GENSET	72.53
					<hr/>
					\$362.57

\$131,670.83

FUND SUMMARY

101 GENERAL FUND	\$53,713.45
420 RUM RIVER BLUFFS DEVELOPMENT	\$2,833.50
601 WATER FUND	\$8,808.14
602 SEWER FUND	\$15,003.44
609 MUNICIPAL LIQUOR FUND	\$51,312.30
Total	<hr/>
	131,670.83



PLANNING MEMO

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

FROM: Nate Sparks

DATE: October 31, 2013

MEETING DATE: November 4, 2013

RE: Continued: 24407 Iodine St NW – Home Extended Business IUP

BACKGROUND

The City Council tabled the discussion of the Home Extended Business IUP request from Jesse Plocher at the October 21st meeting. The proposal was tabled for additional discussion on the security required and the time for completion regarding required improvements to the property.

PROPOSED CHANGES

The resolution and IUP Agreement have been modified as follows:

1. Increase total securities to \$6200 to ensure the construction of the fence, planting of four trees, and removal of two illegal driveways.
2. Require the building construction, fence construction, tree plantings, and driveway removals to be completed by May 1, 2014.
3. Clarify that no on-street parking is permitted for this business.

RECOMMENDATION

The Council may direct Staff to further amend any of the conditions, approve with the above conditions, or deny the request. Final action on the request must be made by January 1, 2014.

ATTACHMENTS:

October 21st Memo
Resolution
IUP Agreement



PLANNING REPORT

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

FROM: Nate Sparks

DATE: October 17, 2013

MEETING DATE: October 21, 2013

RE: 24407 Iodine St NW – Home Extended Business IUP

BACKGROUND

Jesse Plocher has made an application for a Home Extended Business Interim Use Permit to operate a concrete business at his residential property located at 24407 Iodine Street NW. This application was made in response to a code enforcement complaint against the property. The site is zoned Marginal Land-Planned Unit Development (ML-PUD) and is located in the Seelye Brook Acres Addition west of Seelye Brook Drive.

BUSINESS PROPOSAL

Jesse Plocher runs a concrete business called “Alpha Concrete” out of his home on 24407 Iodine Street NW. The applicant established the business without first securing the necessary permits. The business has two employees that come to the site in the morning and the employees leave with the business equipment and return in the evening. The business equipment is currently stored outside on the property which is not permitted by City Code. The applicant has made an application for a detached accessory building for the storage of equipment.

HOME EXTENDED BUSINESSES

Home extended businesses are home based businesses that are based in buildings other than the house. Such businesses are only allowed with an Interim Use Permit on properties within the ML-PUD Zoning District. Such IUPs 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.

INTERIM USE PERMIT REVIEW

Currently, the site is out of compliance with Section 10-21-4-E as there is a large amount of outdoor storage on the premises. The applicant is proposing to remedy this condition by constructing a building. If approved, no business or junk storage would be allowed outside of the house and this building.

The site is also currently out of conformance with Section 10-21-7-G as there is a large dump truck on the property. Such large commercial vehicles are not allowed as part of a Home Extended Business and this vehicle would need to be stored off-site. Iodine Street is not built to a standard to allow for the frequent use by heavy trucks. Deterioration of the street will result in a reconstruction project which could result in assessments to the neighboring property owners.

The applicant's site plan depicts an employee parking area. This will need to be screened from right-of-ways and neighboring properties. The applicant is proposing to construct a six foot tall privacy fence around this area. The Planning Commission also recommended adding pine trees around the fence area.

The applicant's narrative states there are two employees for the business. This is the maximum number of employees allowed for a Home Extended Business. The applicant should note that if there are to be more employees, the business will need to move off-site.

The applicant has presented a site plan showing an access drive around the house to the rear where the proposed building will be located. Currently the applicant has substandard driveways extending to both Iodine Street and Seelye Brook Drive for business related purposes. These drives will need to be removed and restored with grass.

To place the building in the proposed location, the applicant needed to relocate the alternate septic site. City inspections have revealed that the current septic site has been frequently driven over and is being used for parking of vehicles and trailers. The Building Official recommends that the existing septic site be delineated by a physical barrier, fence, or landscaping to prevent vehicles from driving over the area.

The applicant's driveway to the accessory building is proposed to go around the septic site and widen out to a very large area labeled as "Employee Parking". The driveway and parking area will need to be surfaced with gravel, crushed rock, or other similar material and be maintained in such a fashion that it may support an emergency vehicle. The driveway shall be no more than 24 feet in width.

There are only two employees permitted and the parking area should be reduced. A storage yard is not allowed on site. The area labeled as "Employee Parking" should be

scaled back to a no more than what is necessary to allow access to the building and accommodate the parking of two vehicles.

The applicant is required to screen this area from view of neighboring properties. This screening will need to be at least one row of evergreens placed no more than 15 feet from center on the north, west, and eastern sides of the parking area. The trees should be six feet in height unless the ground level is raised. A screening fence may also be acceptable.

The applicant will need to provide financial securities to guarantee the proper construction and plantings.

CODE ENFORCEMENT CASES

This site has generated complaints from the public. In the spring of this year complaints were received regarding the condition of the site and the numerous driveways. The applicant was notified of the violations on May 3, 2013. As of today, the code violations have not been remedied. The applicant is working with the Building Official in resolving these issues.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission recommended approval of this request with the following conditions:

1. The applicant shall construct the detached accessory building as proposed.
2. The access drive shall be built as proposed on the site plan but shall be no greater than 24 feet in width and surfaced in a manner acceptable to the City Engineer.
3. The parking and outdoor storage area shall be reduced in size to accommodate access to the building and two parking stalls.
4. The applicant shall construct and maintain a six foot tall privacy fence around the area for employee parking and loading into the building. This fence shall be augmented by at least two evergreen trees on the east and west sides.
4. The septic area shall be delineated from the parking and access area and the drive with a physical barrier, fence, or landscaping.
5. The existing illegal driveways shall be restored to grass.
6. Dump trucks and other commercial vehicles greater than 10,000 lbs in gross vehicle weight are prohibited.
7. No piles of junk, debris, wood, waste, or other such materials shall be placed in the open on the site.
8. The applicant shall enter into a development agreement with the City to place these terms into effect and post securities guaranteeing the construction of required improvements.
9. The applicant shall provide a revised site plan meeting the terms of this approval.
10. The IUP shall terminate upon transfer of ownership or residency.

ATTACHMENTS

Applicant's Narrative
Site Plan

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

RESOLUTION 2013-35

**A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A HOME
EXTENDED BUSINESS FOR JESSE PLOCHER AT 24407 IODINE STREET NW**

WHEREAS, Jesse Plocher (“the Applicant”) has made an application to the City of St. Francis (“the City”) for a home extended business interim use permit to operate a concrete business at 24407 Iodine Street NW; and

WHEREAS, the legal description of the subject site (“the Property”) is Lot 3, Block 1 of Seelye Brook Acres; and

WHEREAS, the Property is zoned Marginal Land-Planned Unit Development; and

WHEREAS, the Applicant is proposing to operate a business with two employees out of a proposed detached accessory building; 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 October 16, 2013 meeting and recommended approval; and

WHEREAS, the St. Francis City Council reviewed the application and the Planning Commission recommendation at the October 21, 2013 and November 4, 2013 meetings; and

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

- A. The proposed use will be in conformance with the required Home Occupation standards found in Section 10-21.
- B. The proposed use will not impose additional unreasonable costs on the City.
- C. The proposed use is consistent with the Comprehensive Plan.
- D. The proposed use is compatible with present and future land uses within the area.
- E. The proposed use conforms with all performance standards.
- F. Traffic generated by the proposed use can be accommodated by the streets serving the Property.

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

- 1. The applicant shall construct the detached accessory building as proposed.

2. The access drive shall be built as proposed on the site plan but shall be no greater than 24 feet in width and surfaced in a manner acceptable to the City Engineer.
3. The parking and outdoor storage area shall be reduced in size to accommodate access to the building and two parking stalls.
4. The applicant shall construct and maintain a six foot tall privacy fence around the area for employee parking and loading into the building. This fence shall be augmented by at least four evergreen trees with two each on the east and west sides.
5. Employee or equipment parking on public streets is prohibited.
6. The septic area shall be delineated from the parking and access area and the drive with a physical barrier, fence, or landscaping as approved by the City's Building Official.
7. The existing illegal driveways shall be restored to grass.
8. Dump trucks and other commercial vehicles greater than 10,000 lbs in gross vehicle weight are prohibited.
9. No piles of junk, debris, wood, waste, or other such materials shall be placed in the open on the site.
10. The applicant shall enter into a development agreement with the City to place these terms into effect and post securities guaranteeing the construction of required improvements as directed by City Staff. All required improvements shall be established by May 1, 2014. Securities in the amount of \$6200 shall be posted within 30 days of this approval.
11. The applicant shall provide a revised site plan meeting the terms of this approval.
12. The IUP shall terminate upon transfer of ownership or residency.

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

Councilmember
 Councilmember
 Councilmember
 Councilmember
 Mayor

and the following voted against the same:
 and the following abstained:
 and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF NOVEMBER, 2013.

Attest:

APPROVED

 Jerry Tveit, Mayor of St. Francis

 Barbara I. Held, City Clerk

Attachments:
 Exhibit A – Site Plan

(reserved for recording information)

DEVELOPMENT CONTRACT INTERIM USE PERMIT AGREEMENT

AGREEMENT dated November 4, 2013, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“City”) and **JESSE PLOCHER** (“the Applicant”).

1. REQUEST FOR INTERIM USE PERMIT APPROVAL. The Applicant has asked the City to approve an interim use permit for a home extended business at 24407 Iodine St NW (“the Property”) which is legally described as:

Lot 3, Block 1, Seelye Brook Acres

2. CONDITIONS OF INTERIM USE PERMIT APPROVAL.

A. The City hereby approves the interim use permit on condition that the Applicant enter into this Contract, furnish the security required by it, and record the agreement and approval with the County Recorder within 30 days after the City Council approval. The City may elect to record this agreement at the expense of the Applicant.

B. The City hereby grants approval to the Interim Use Permit as approved on November, 2013 by Resolution No. 2013-__, and compliance with the terms and conditions of this Contract and the resolution.

5. PROPOSED INTERIM USE PERMIT. The Developer intends to operate a concrete business with two employees in a detached accessory building. The interim use permit shall be developed in accordance with the following plans, as conditioned by Resolution No. 2013-__ and this agreement.

6. CONDITIONS OF APPROVAL AND REQUIRED IMPROVEMENTS. The Applicant shall

adhere to the following conditions and make the necessary improvements:

1. The Applicant shall construct the detached accessory building as proposed on the Site Plan submitted by the Applicant and reviewed by City Staff. The Applicant shall meet all terms and conditions required as part of the building permit.
2. The access drive shall be built as proposed on the site plan but shall be no greater than 24 feet in width and surfaced in a manner acceptable to the City Engineer.
3. The employee parking, loading, and outdoor storage area shall be reduced in size to accommodate access to the building and two parking stalls. The final size of this area, design, and surfacing shall be reviewed and approved by the City Planner, City Building Official, and City Engineer. This area shall not be used for the outdoor storage of business related materials.
4. The applicant shall construct and maintain a six foot tall privacy fence around the area for employee parking and loading into the building. At minimum, this fence shall enclose the parking and loading area on all four sides except for the building and driveway. A security of \$3000 to guarantee the construction of the fence shall be provided by the Applicant. At such time the fence is constructed, the security shall be released. Failure to install the fence or removal of the fence or any portion of the fence shall be considered a violation of the Interim Use Permit.
5. Employee or equipment parking in public right-of-ways is prohibited.
6. The fence shall be augmented by at least two evergreen trees on the east and west sides. Such trees shall be at least four feet in height at the time of planting. The type and location of the trees shall be approved by the City Planner. A security of \$1200 to guarantee the planting of the trees shall be provided by the Applicant. At such time the trees have been planted the security may be released. If the trees or removed or die it will constitute a violation of the Interim Use Permit.
7. The septic area shall be delineated from the parking and access area and the drive with a physical barrier, fence, or landscaping as approved by the City's Building Official.
8. The existing illegal driveways shall be restored to grass. The applicant shall provide a security of \$2000 to guarantee the restoration of these areas. Such money shall be returned upon restoration to the satisfaction of the Building Official.
9. Dump trucks and other commercial vehicles greater than 10,000 lbs in gross vehicle weight are prohibited.
10. No piles of junk, debris, wood, waste, or other such materials shall be placed in the open on the site.
11. The applicant shall provide a revised site plan meeting the terms of this approval.

8. PERMITS. The Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, including a building permit from the City of St. Francis for required improvements.

9. TIME OF PERFORMANCE. The Developer shall install all required improvements by May 1, 2014.

10. LICENSE. The Applicant hereby grants the City, its agents, employees, officers and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with this approval.

11. SUMMARY OF SECURITY REQUIREMENTS. To guarantee compliance with the terms of this Contract, the applicant shall provide the following securities:

Landscaping Security: \$1200

Fence Security: \$3000

Driveway Removal Security: \$2000

Total Securities: \$6200

All securities shall be supplied within 30 days of this approval.

12. TERMINATION OF INTERIM USE. The interim use permit shall terminate upon sale or transfer of the property or change in homestead status from owner occupied.

13. REVOCATION OF INTERIM USE. Any violation of the terms of this permit or any City Code provision may result in the revocation of this interim use permit following the City's procedures for revocation.

14. NOTICES. Required notices to the Applicant shall be in writing, and shall be either hand delivered to the Applicant, its employees or agents, or mailed to the Applicant by first class mail at the following address: 24407 Iodine St NW, St Francis, MN 55070. Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: St. Francis City Hall, 23340 Cree St NW, St. Francis, Minnesota 55070.

*[Remainder of page intentionally left blank.
Signatures on next page.]*

City Signature page to Interim Use Permit Agreement

CITY OF ST. FRANCIS

BY: _____
Jerry Tveit, Mayor

(SEAL)

BY: _____
Barbara I. Held, City Clerk

STATE OF MINNESOTA)
 (ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013, by Jerry Tveit and by Barbara I. Held, respectively the Mayor and City Clerk of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

Applicant Signature page to Interim Use Permit Agreement

**APPLICANT:
JESSE PLOCHER**

BY: _____
Its _____

STATE OF MINNESOTA)
 (ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2013,
by Jesse Plocher

NOTARY PUBLIC

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

RESOLUTION 2013-36

**A RESOLUTION AUTHORIZING AND DIRECTING
CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF
PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES AND REPAIR OF
LEAKS AS A LIEN UPON PREMISES**

WHEREAS, the City of St. Francis Code Section 3-1-4: H provides as follows:

3-1-4: RULES AND REGULATIONS RELATING TO MUNICIPAL UTILITIES:

H. Municipal Utility Services and Charges a Lien:

1. Payment for all municipal utility (as that term is defined in City Code, Section 3.01) service and charges shall be the primary responsibility of the owner of the premises served and shall be billed to him unless otherwise contracted for and authorized in writing by the owner and the tenant, as agent for the owner, and consented to by the City of St. Francis, Minnesota. The City may collect the same in a civil action or, in the alternative and at the option of the City, as otherwise provided in this Subdivision.

2. Each such account is hereby made a lien upon the premises served. All such accounts which are more than thirty (30) days past due may, when authorized by resolution of the Council, be certified by the City Clerk of the City of St. Francis, Minnesota, to the County Auditor, and the City Clerk\ in so certifying shall specify the amount thereof, the description of the premises served, and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against such premises in the same manner as other taxes, and collected by the County Treasurer, and paid to the City along with other taxes.

and

WHEREAS, the City of St. Francis Code Section 8-2-3: A and B provides as follows:

8-2-3: MAINTENANCE OF PRIVATE PROPERTY:

A. It is the primary responsibility of any owner or occupant of any lot or parcel of land to maintain any weeds or grass growing thereon at a height of not more than six inches; to remove all public health or safety hazards there from; to install or repair water service lines thereon; and to treat or remove insect-infested or diseased trees thereon.

B. If any such owner or occupant fails to assume the primary responsibility described in Subdivision of this Section, and after notice given by the City Clerk has not within seven days of such notice complied, the City may cause such work to be done and the expense thus incurred shall be a lien upon such real estate. The City Clerk shall certify to the County Auditor

of Anoka County a Statement of the Amount of the cost incurred by the City. Such amount together with the interest shall be entered as a special assessment against such lot or parcel of land and be collected in the same manner as real estate taxes.

And

WHEREAS, THE City of St. Francis Code Section 2-11-3: E. 3(a)

2-11-3: ADMINISTRATIVE ENFORCEMENT OF CODE REGULATIONS-
PROCEDURE

E. PAYMENT AND PENALTY:

3. No Payment of Penalty and No Correction of Violation. If the owner fails to pay the administrative civil penalty but fails to correct the City Code violation, the City may do any of the following, or any combination thereof:

a. Assess the administrative civil penalty against the property pursuant to Minnesota Statutes Chapter 429.

WHEREAS, the following accounts are more than thirty (30) days past due:

<u>Parcel Number</u>	<u>Property Address</u>	<u>Amount Owed</u>
See Exhibit A - Section 3-1-4	Delinquent Utility Bills	One Year Assessment
See Exhibit B - Section 8-2-3	Delinquent Misc. Invoices	One Year Assessment
See Exhibit C - Section 2-11-3	Delinquent Administrative Civil Penalty	One Year Assessment

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF NOVEMBER, 2013.

APPROVED:

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

2013 Delinquent Utility Bill Special Assessments

Exhibit A

Parcel Number	Property Address 1	Eligible Amount	10% Fee	Total
05-33-24-24-0029	3717 225TH LN NW	\$ 264.39	\$ 26.44	\$ 290.83
05-33-24-23-0008	3814 225TH LN NW	\$ 239.16	\$ 23.92	\$ 263.08
05-33-24-23-0002	3908 225TH LN NW	\$ 881.13	\$ 88.11	\$ 969.24
33-34-24-14-0005	2586 234TH CT NW	\$ 133.76	\$ 13.38	\$ 147.14
31-34-24-43-0025	4319 230TH AVE NW		\$ -	\$ -
05-33-24-24-0047	3748 226TH AVE NW	\$ 133.00	\$ 13.30	\$ 146.30
05-33-24-24-0052	3749 226TH AVE NW	\$ 466.20	\$ 46.62	\$ 512.82
33-34-24-21-0018	2929 237TH AVE N	\$ 108.61	\$ 10.86	\$ 119.47
31-34-24-34-0078	4462 230TH LN NW	\$ 186.25	\$ 18.63	\$ 204.88
05-33-24-24-0098	3739 227TH CT NW	\$ 531.36	\$ 53.14	\$ 584.50
32-34-24-31-0009	23255 AMBASSADOR BLVD NW	\$ 249.07	\$ 24.91	\$ 273.98
33-34-24-42-0018	2780 231ST LN NW	\$ 153.90	\$ 15.39	\$ 169.29
32-34-24-23-0008	23390 AMBASSADOR BLVD NW	\$ 240.12	\$ 24.01	\$ 264.13
05-33-24-12-0041	3430 228TH AVE NW	\$ 176.24	\$ 17.62	\$ 193.86
31-34-24-41-0099	4102 231ST LN NW	\$ 124.01	\$ 12.40	\$ 136.41
33-34-24-13-0037	23490 ARROWHEAD ST NW	\$ 7.22	\$ 0.72	\$ 7.94
33-34-24-42-0048	23255 ARROWHEAD ST NW	\$ 209.11	\$ 20.91	\$ 230.02
33-34-24-43-0214	2621 230TH CT	\$ 171.02	\$ 17.10	\$ 188.12
33-34-24-42-0032	2759 232ND LN NW	\$ 223.28	\$ 22.33	\$ 245.61
32-34-24-31-0034	3690 232ND AVE NW	\$ 264.89	\$ 26.49	\$ 291.38
32-34-24-31-0051	23111 BUTTERFIELD DR		\$ -	\$ -
31-34-24-41-0073	23176 DAKOTAH ST NW	\$ 29.21	\$ 2.92	\$ 32.13
31-34-24-11-0051	23694 DAKOTAH ST NW	\$ 0.77	\$ 0.08	\$ 0.85
31-34-24-11-0028	23501 DEGARDNER CIR	\$ 165.77	\$ 16.58	\$ 182.35
31-34-24-11-0031	23676 ELDORADO ST NW	\$ 255.99	\$ 25.60	\$ 281.59
33-34-24-31-0043	23171 FLORA ST NW	\$ 217.16	\$ 21.72	\$ 238.88
31-34-24-14-0030	4000 DEGARDNER CIR NW	\$ 267.84	\$ 26.78	\$ 294.62
31-34-24-14-0018	4010 DEGARDNER CIR NW	\$ 100.43	\$ 10.04	\$ 110.47
31-34-24-11-0018	4103 DEGARDNER CIR NW	\$ 685.46	\$ 68.55	\$ 754.01
33-34-24-21-0044	23598 FLORA CT NW	\$ 332.39	\$ 33.24	\$ 365.63
31-34-24-43-0008	23039 GAURANI ST NW	\$ 89.25	\$ 8.93	\$ 98.18
31-34-24-42-0015	23110 GAURANI ST NW	\$ 216.52	\$ 21.65	\$ 238.17
31-34-24-42-0008	23117 GAURANI ST NW	\$ 344.58	\$ 34.46	\$ 379.04
31-34-24-43-0029	23077 JIVARO ST NW	\$ 161.28	\$ 16.13	\$ 177.41
33-34-24-33-0014	23085 IVYWOOD ST NW		\$ -	\$ -
33-34-24-23-0043	23322 JONQUIL ST	\$ 189.57	\$ 18.96	\$ 208.53
33-34-24-32-0027	23292 IVYWOOD ST	\$ 172.57	\$ 17.26	\$ 189.83
33-34-24-23-0039	23368 JONQUIL ST	\$ 299.43	\$ 29.94	\$ 329.37
33-34-24-23-0048	23295 IVYWOOD ST		\$ -	\$ -
33-34-24-33-0053	23090 KERRY ST NW	\$ 101.34	\$ 10.13	\$ 111.47
33-34-24-32-0047	23198 KERRY ST NW	\$ 64.30	\$ 6.43	\$ 70.73
31-34-24-34-0088	22953 MAKAH ST NW	\$ 274.39	\$ 27.44	\$ 301.83
33-34-24-32-0039	23270 KERRY ST NW	\$ 392.49	\$ 39.25	\$ 431.74
31-34-24-34-0028	22992 NAVAJO ST NW	\$ 495.35	\$ 49.54	\$ 544.89
31-34-24-34-0051	23069 NAVAJO ST NW	\$ 205.65	\$ 20.57	\$ 226.22
31-34-24-31-0004	23142 NAVAJO ST	\$ 732.91	\$ 73.29	\$ 806.20
05-33-24-21-0020	22733 RUM RIVER BLVD NW	\$ 156.47	\$ 15.65	\$ 172.12
32-34-24-34-0018	22950 WOODBINE ST NW	\$ 773.09	\$ 77.31	\$ 850.40
05-33-24-24-0106	22645 VINTAGE ST NW	\$ 561.52	\$ 56.15	\$ 617.67
32-34-24-32-0038	23226 YUCCA ST NW	\$ 206.42	\$ 20.64	\$ 227.06
32-34-24-32-0036	23242 YUCCA ST NW	\$ 320.30	\$ 32.03	\$ 352.33

2013 Delinquent Utility Bill Special Assessments

Exhibit A

Parcel Number	Property Address 1	Eligible Amount	10% Fee	Total
05-33-24-23-0026	22546 ZEA ST NW	\$ 162.50	\$ 16.25	\$ 178.75
31-34-24-41-0077	23148 DAKOTAH ST NW	\$ 175.47	\$ 17.55	\$ 193.02
33-34-24-21-0103	23617 EIDELWEISS ST	\$ 270.96	\$ 27.10	\$ 298.06
33-34-24-21-0106	23649 EIDELWEISS ST NW	\$ 175.24	\$ 17.52	\$ 192.76
06-33-24-11-0036	22776 ELDORADO ST NW	\$ 2.01	\$ 0.20	\$ 2.21
06-33-24-11-0025	4154 228TH AVE NW		\$ -	\$ -
33-34-24-31-0038	2814 232ND LN NW	\$ 134.97	\$ 13.50	\$ 148.47
31-34-24-31-0046	23164 LIPAN ST NW	\$ 305.24	\$ 30.52	\$ 335.76
32-34-24-23-0031	3925 233RD LN NW	\$ 245.82	\$ 24.58	\$ 270.40
32-34-24-23-0029	3936 233RD LN NW	\$ 293.13	\$ 29.31	\$ 322.44
33-34-24-24-0024	2819 234TH LN NW	\$ 138.53	\$ 13.85	\$ 152.38
33-34-24-12-0108	2780 235TH AVE NW	\$ 97.66	\$ 9.77	\$ 107.43
32-34-24-24-0006	23267 AMBASSADOR BLVD NW	\$ 101.20	\$ 10.12	\$ 111.32
32-34-24-32-0032	23225 YUCCA ST NW	\$ 121.64	\$ 12.16	\$ 133.80
31-34-24-41-0095	23131 DAKOTAH ST NW	\$ 317.64	\$ 31.76	\$ 349.40
33-34-24-31-0068	23113 EIDELWEISS ST NW	\$ 106.34	\$ 10.63	\$ 116.97
33-34-24-31-0011	23214 GLADIOLA ST NW	\$ 165.51	\$ 16.55	\$ 182.06
33-34-24-43-0221	2653 230TH CT NW	\$ 97.87	\$ 9.79	\$ 107.66
33-34-24-31-0087	2840 233RD LN	\$ 505.49	\$ 50.55	\$ 556.04
31-34-24-42-0021	23165 JIVARO ST NW	\$ 179.35	\$ 17.94	\$ 197.29
06-33-24-11-031	4178 228TH AVE NW	\$ 291.43	\$ 29.14	\$ 320.57
06-33-24-11-0030	4174 228TH AVE NW	\$ 22.48	\$ 2.25	\$ 24.73
33-34-24-23-0030	3050 234TH LN NW	\$ 223.83	\$ 22.38	\$ 246.21
05-33-24-24-0028	3725 225TH LN NW	\$ 231.48	\$ 23.15	\$ 254.63
32-34-24-34-0020	3709 229TH LN NW	\$ 63.71	\$ 6.37	\$ 70.08
33-34-24-21-0065	23628 EIDELWEISS ST NW	\$ 299.06	\$ 29.91	\$ 328.97
05-33-24-13-0022	3557 226TH AVE NW	\$ 172.58	\$ 17.26	\$ 189.84
31-34-24-41-0086	4100 232ND AVE NW	\$ 92.63	\$ 9.26	\$ 101.89
31-34-24-42-0057	23244 FOX ST NW	\$ 54.28	\$ 5.43	\$ 59.71
33-34-24-31-0095	2851 233RD LN NW	\$ 265.65	\$ 26.57	\$ 292.22
31-34-24-34-0034	23068 NAVAJO ST NW	\$ 129.29	\$ 12.93	\$ 142.22
33-34-24-23-0042	23334 JONQUIL ST	\$ 265.46	\$ 26.55	\$ 292.01
33-34-24-21-0021	2881 235TH AVE NW	\$ 248.42	\$ 24.84	\$ 273.26
32-34-24-34-0033	3765 BRIDGE ST NW	\$ 203.34	\$ 20.33	\$ 223.67
32-34-24-34-0033	3765 BRIDGE ST	\$ 206.58	\$ 20.66	\$ 227.24
31-34-24-34-0007	23021 KIOWA ST NW	\$ 273.54	\$ 27.35	\$ 300.89
33-34-24-33-035	3103 230TH LN NW	\$ 469.21	\$ 46.92	\$ 516.13
32-34-24-34-0020	3709 229TH LN NW	\$ 417.46	\$ 41.75	\$ 459.21
32-34-24-34-0020	3709 229TH LN NW		\$ -	\$ -
32-34-24-34-0001	22909 AMBASSADOR BLVD NW	\$ 319.76	\$ 31.98	\$ 351.74
31-34-24-31-0062	4560 232ND LN NW	\$ 228.20	\$ 22.82	\$ 251.02
31-34-24-34-0061	22939 NAVAJO ST	\$ 3.43	\$ 0.34	\$ 3.77
05-33-24-23-004	3856 225TH LN NW	\$ 251.73	\$ 25.17	\$ 276.90
32-34-24-24-0026	3705 234TH AVE NW	\$ 156.47	\$ 15.65	\$ 172.12
31-34-24-31-0045	23150 LIPAN ST NW	\$ 50.30	\$ 5.03	\$ 55.33
32-34-24-22-0007	23539 AMBASSADOR BLVD NW	\$ 120.65	\$ 12.07	\$ 132.72
05-33-24-23-0042	3780 227TH CT NW	\$ 259.79	\$ 25.98	\$ 285.77
33-34-24-42-0055	23335 ARROWHEAD ST NW	\$ 690.39	\$ 69.04	\$ 759.43
33-34-24-42-0058	23341 ARROWHEAD ST NW	\$ 1,104.24	\$ 110.42	\$ 1,214.66
31-34-24-11-0053	23606 ST FRANCIS BLVD NW	\$ 135.32	\$ 13.53	\$ 148.85
33-34-24-43-0204	23060 BITTERSWEET ST NW	\$ 98.18	\$ 9.82	\$ 108.00

2013 Delinquent Utility Bill Special Assessments

Exhibit A

Parcel Number	Property Address 1	Eligible Amount	10% Fee	Total
31-34-24-31-0041	4455 232ND CT NW	\$ 364.32	\$ 36.43	\$ 400.75
05-33-24-12-0058	22795 SILVEROD ST NW	\$ -	\$ -	\$ -
33-34-24-43-0099	23015 ARROWHEAD ST NW	\$ 10.68	\$ 1.07	\$ 11.75
05-33-24-12-0043	22824 POPPY ST	\$ 538.94	\$ 53.89	\$ 592.83
33-34-24-13-0014	2598 234TH CT NW	\$ 11.29	\$ 1.13	\$ 12.42
05-33-24-24-0010	22753 VINTAGE ST NW	\$ 302.76	\$ 30.28	\$ 333.04
33-34-24-43-0204	23060 BITTERSWEET ST NW	\$ 166.35	\$ 16.64	\$ 182.99
05-33-24-12-0039	3448 228TH AVE NW	\$ 250.57	\$ 25.06	\$ 275.63
32-34-24-34-0020	3709 229TH LN NW	\$ 17.64	\$ 1.76	\$ 19.40
33-34-24-42-0061	23332 ARROWHEAD ST NW	\$ 233.79	\$ 23.38	\$ 257.17
32-34-24-34-0020	3709 229TH LN NW	\$ 2.46	\$ 0.25	\$ 2.71
31-34-24-31-0081	23236 NAVAJO ST	\$ 4.84	\$ 0.48	\$ 5.32
33-34-24-24-0017	2892 234TH LN NW	\$ 398.67	\$ 39.87	\$ 438.54
31-34-24-31-0018	23123 NAVAJO ST NW	\$ 515.73	\$ 51.57	\$ 567.30
05-33-24-12-0063	3443 228TH AVE NW	\$ 530.02	\$ 53.00	\$ 583.02
33-34-24-21-0045	23590 FLORA CT NW	\$ 43.44	\$ 4.34	\$ 47.78
31-34-24-31-0081	23236 NAVAJO ST	\$ 182.85	\$ 18.29	\$ 201.14
31-34-24-42-0010	23095 GAURANI ST	\$ 47.12	\$ 4.71	\$ 51.83
33-34-24-42-0062	23114 BITTERSWEET ST NW	\$ 281.75	\$ 28.18	\$ 309.93
32-34-24-43-0013	3414 BRIDGE ST NW	\$ 55.08	\$ 5.51	\$ 60.59
33-34-24-42-0062	23114 BITTERSWEET ST NW	\$ 21.29	\$ 2.13	\$ 23.42
		\$ 27,500.22	\$ 2,750.02	\$ 30,250.24

2013 Delinquent Misc Invoices (Mowing)

Exhibit B

Parcel Number	Property Address 1	Eligible Amount	10% Fee	Total
31-34-24-43-0025	4319 230th Avenue	\$ 175.00	\$ 17.50	\$ 192.50
32-34-24-34-0018	22950 Woodbine	\$ 125.00	\$ 12.50	\$ 137.50
32-34-24-31-0064	3652 232nd Avenue NW	\$ 150.00	\$ 15.00	\$ 165.00
32-34-24-31-0039	23261 Woodbine	\$ 150.00	\$ 15.00	\$ 165.00
Total		\$ 600.00	\$ 60.00	\$ 660.00

2013 Delinquent Administrative Notice Fees

Exhibit C

Parcel ID	Address	Amount		
32-34-24-31-0021	23162 Butterfield Drive NW	\$ 7,850.00	\$ 785.00	\$ 8,635.00
05-33-24-22-0013	22708 Rum River Blvd	\$ 1,975.00	\$ 197.50	\$ 2,172.50
05-33-24-21-0020	22733 Rum River Blvd	\$ 3,675.00	\$ 367.50	\$ 4,042.50
28-37-24-42-0002	24069 Rum River Blvd	\$ 3,875.00	\$ 387.50	\$ 4,262.50
Total		\$ 17,375.00	\$ 1,737.50	\$ 19,112.50

MEMORANDUM

TO: City of St. Francis, St. Francis Mayor and Council, City Administrator
FROM: St. Francis Charter Commission
RE: 2013 Language Changes recommended by Charter Commission
DATED: October 20, 2013

The Charter Commission met and approved the following items:

1. To amend the charter to adopt the write-in language as proposed and to present the proposed changes to the City Council for approval.
2. To amend the charter to increase the term of the Mayor to four (4) years as proposed, to present the proposed changes to the City Council for approval and, if council does not approve, to submit as a question at the next general election.
3. To amend the charter to adopt the primary language as proposed, to present the proposed changes to the City Council for approval and, if council does not approve, to submit as a question at the next general election.

The Charter Commission requests that each item be considered separately by the Council.

1. Write-In Candidates. The Charter Commission reviewed language from Blaine related to how write-in candidates should be counted. The issue relates to administration of elections. Currently each write-in candidate is separately tabulated and reported. This increases the amount of time that election officials must spend prior to submitting the results to the County. In addition, this section requires a change in the filing time required by state statute (Minn. Stat. Sec. 205.13, Subd. 1a.

The Charter Commission proposes the following changes to the Charter:

Chapter 5:

Subdivision 2. Filing and Nomination. Not more than eighty-four (84) nor less than seventy (70) days ~~weeks~~ before the date of the election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the election shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the city clerk no later than seven (7) days before the general election. All write-in votes for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single nonqualified candidate referenced as "other". Upon receipt of a filing fee in

the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

...

2. Mayor's term. The Charter Commission considered this item at the request of the City Council. The intent is to amend the Charter language to have this term go into effect upon the expiration of the incumbent Mayor's existing term.

The Charter Commission proposes the following changes to the Charter:

Chapter 2:

Section 2.02 The Council - Composition, Qualification and Terms. The elective officers of the City shall be a Mayor and four (4) Council persons who, together, shall compose the council. All members of the Council shall be elected at - large by and from the electors of the City. All elective officers shall take office and qualify at the time of the first regular Council meeting in the Month of January next following their election, and shall hold office until their successors have been elected and have qualified. The term of office of Mayor shall be two (2) years until the term beginning on January 5, 2015 and in subsequent terms when the term of office of Mayor shall be four (4) years. ~~and~~ the term of office of each Council person shall be four (4) years. The Council shall be the judge, as to qualification only, of the election of the Mayor and Council persons. (Reference Section 5.01)

3. Primary. The Charter Commission reviewed language to creating a primary. In order to meet the statutory requirements of this change, the City Council will be required to act on this language by ordinance or resolution, no later than April 15 in the year when the election is to be held. See Minnesota Statute Sec. 205.065. It is anticipated that this will be effective for the 2014 elections.

Pursuant to Minnesota Statute Sec. 205.065, subd. 4, a primary election may or may not occur depending upon the number of candidates that have filed as a candidate for the particular office at issue and thus flexibility allowing for operation at a primary or a general election is needed. That statute is attached to this memo.

Other changes to the Charter regarding when the affidavit of candidacy is required to be filed must also be modified if a primary election is adopted. As noted on the issue related to write-in candidates, the time for filing in the City Charter (at Section 5.01 subd. 2) must be amended to correspond to the change in state statute. Minnesota Statute Sec. 205.13, subd. 1a. is attached for your reference.

The Charter Commission proposes the following changes to the Charter:

Subdivision 2. Filing and Nomination. Not more than eighty-four (84) nor less than seventy (70) days ~~weeks~~ before the date of the primary election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the primary election or general election, depending upon the

number of candidates that actually file for each office, shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of a filing fee in the amount of five dollars (\$5.00) the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

...

Subdivision 3. Notice. At least two (2) weeks before the first day to file affidavits or applications of candidacy, and at least two (2) weeks prior to each primary election, general election, and special election, the City Clerk shall publish and post in the Clerk's office a notice thereof.

...

Subdivision 7. Primary Election. ~~There will be no primary election.~~ Effective for the 2014 elections and thereafter, primary elections shall be held on the same date as prescribed by the Minnesota Statutes, which establishes the statewide primary election date. The primary election shall be for the selection of two nominees for each elective office at the regular municipal election, unless two nominees or fewer file for each elective office. In the event two nominees or fewer file for an elective office, the names of such nominees shall be placed on the municipal general election ballot as the nominee for that office and no primary election shall be held for such elective office.

Process

The next steps in considering the Charter Commission's proposed changes are as follows:

Step 1. Within one month of receiving the recommendations from the Charter Commission, the City must publish notice of public hearing of the proposal (which must contain the text of the proposed amendment). Minn. Stat. Sec. 410.12, subd. 7.

Step 2. The City must hold a public hearing on the proposed charter amendment at least two (2) weeks but not more than one (1) month after the notice is published.

Step 3. The City Council must vote on it within one (1) month of the public hearing. The vote must be unanimous.

Step 4. The changes are published like all other ordinances.

Step 5. Within 60 days after passage and publication, citizens may petition to submit the matter to referendum.

Step 6. The Charter Commission may submit any of these issues to the voters if they are not unanimously adopted by the City Council. This must be submitted at least 17 weeks before the general election. Minn. Stat. Sec. 410.12.

The following are the source documents related to the issues noted above:

2012 Minnesota Statutes

410.12 AMENDMENTS.

Subdivision 1. Proposals.

The charter commission may propose amendments to such charter and shall do so upon the petition of voters equal in number to five percent of the total votes cast at the last previous state general election in the city. Proposed charter amendments must be submitted at least 17 weeks before the general election. Only registered voters are eligible to sign the petition. All petitions circulated with respect to a charter amendment shall be uniform in character and shall have attached thereto the text of the proposed amendment in full; except that in the case of a proposed amendment containing more than 1,000 words, a true and correct copy of the same may be filed with the city clerk, and the petition shall then contain a summary of not less than 50 nor more than 300 words setting forth in substance the nature of the proposed amendment. Such summary shall contain a statement of the objects and purposes of the amendment proposed and an outline of any proposed new scheme or frame work of government and shall be sufficient to inform the signers of the petition as to what change in government is sought to be accomplished by the amendment. The summary, together with a copy of the proposed amendment, shall first be submitted to the charter commission for its approval as to form and substance. The commission shall within ten days after such submission to it, return the same to the proposers of the amendment with such modifications in statement as it may deem necessary in order that the summary may fairly comply with the requirements above set forth.

Subd. 4. Election.

Amendments shall be submitted to the qualified voters at a general or special election and published as in the case of the original charter. The form of the ballot shall be fixed by the governing body. The statement of the question on the ballot shall be sufficient to identify the amendment clearly and to distinguish the question from every other question on the ballot at the same time. If 51 percent of the votes cast on any amendment are in favor of its adoption, copies of the amendment and certificates shall be filed, as in the case of the original charter and the amendment shall take effect in 30 days from the date of the election or at such other time as is fixed in the amendment.

205.065 PRIMARIES.

Subdivision 1. Establishing primary.

A municipal primary for the purpose of nominating elective officers may be held in any city on the second Tuesday in August of any year in which a municipal general election is to be held for the purpose of electing officers. The date of a municipal primary held in an odd-numbered year may be postponed for inclement weather as provided in section [205.105](#).

Subd. 2. Resolution or ordinance.

The governing body of a city may, by ordinance or resolution adopted by April 15 in the year when a municipal general election is held, elect to choose nominees for municipal offices by a primary as provided in this section. The resolution or ordinance, when adopted, is effective for all ensuing municipal elections until it is revoked. The municipal clerk shall notify the secretary of state and the county auditor within 30 days after the adoption of the resolution or ordinance.

Subd. 3. [Repealed, [1994 c 646 s 28](#)]

Subd. 4. Candidates, filing.

The clerk shall place upon the primary ballot without partisan designation the names of individuals whose candidacies have been filed and for whom the proper filing fee has been paid. When not more than twice the number of individuals to be elected to a municipal office file for nomination for the office, their names shall not be placed upon the primary ballot and shall be placed on the municipal general election ballot as the nominees for that office.

Subd. 5. Results.

(a) The municipal primary shall be conducted and the returns made in the manner provided for the state primary so far as practicable. If the primary is conducted:

- (1) only within that municipality, a canvass may be conducted on either the second or third day after the primary; or
- (2) in conjunction with the state primary, the canvass must be conducted on the third day after the primary, except as otherwise provided in paragraph (b).

The governing body of the municipality shall canvass the returns, and the two candidates for each office who receive the highest number of votes, or a number of candidates equal to twice the number of individuals to be elected to the office, who receive the highest number of votes, shall be the nominees for the office named. Their names shall be certified to the municipal clerk who shall place them on the municipal general election ballot without partisan designation and without payment of an additional fee.

(b) Following a municipal primary as described in paragraph (a), clause (2), a canvass may be conducted on the second day after the primary if the county auditor of each county in which the municipality is located agrees to administratively review the municipality's primary voting statistics for accuracy and completeness within a time that permits the canvass to be conducted on that day.

Subd. 6.Recount.

A losing candidate at the municipal primary may request a recount of the votes for that nomination subject to the requirements of section 204C.36.

205.13 CANDIDATES, FILING.

Subdivision 1.Affidavit of candidacy.

An individual who is eligible and desires to become a candidate for an office to be voted for at the municipal general election shall file an affidavit of candidacy with the municipal clerk. Candidates for a special election to fill a vacancy held as provided in section 412.02, subdivision 2a, must file an affidavit of candidacy for the specific office to fill the unexpired portion of the term. Subject to the approval of the county auditor, the town clerk may authorize candidates for township offices to file affidavits of candidacy with the county auditor. The affidavit shall be in substantially the same form as that in section 204B.06, subdivision 1. The municipal clerk shall also accept an application signed by not less than five voters and filed on behalf of an eligible voter in the municipality whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. Upon receipt of the proper filing fee, the clerk shall place the name of the candidate on the official ballot without partisan designation.

Subd. 1a.Filing period.

In a city nominating candidates at a primary, an affidavit of candidacy for a city office voted on in November must be filed no more than 84 days nor less than 70 days before the city primary. In municipalities that do not hold a primary, an affidavit of candidacy must be filed no more than 70 days and not less than 56 days before the municipal general election held in March in any year, or a special election not held in conjunction with another election, and no more than 98 days nor less than 84 days before the municipal general election held in November of any year.

595963-v1

MEMORANDUM

TO: St. Francis Mayor, City Council and Administrator
FROM: Scott Lepak, City Attorney
RE: Ordinance on Disposal of Excess Personal Property
DATED: November 4, 2013

The City Council may wish to consider amending the existing ordinance related to personal property to provide for more efficient disposal of damaged, obsolete or items with a limited value.

Background

The City's current process for disposing of excess personal property is governed by the City's Charter:

Section 12.14. Disposal of Unclaimed, Surplus and Excess Property. The Council may by Ordinance provide a method of disposal of unclaimed, surplus and excess property. Such Ordinance shall provide for the type of notice of sale, if any, which may vary with the estimated value of the property to be sold.

This area is also governed by state law. State statute requires that personal property having a value over \$100,000 must be disposed of by using the competitive bidding process. Minn. Stat. Sec. 471.345. That same statute provides that property with a value between \$25,000 and \$100,000 must be disposed of by using either using the competitive bidding process or making the contract by direct negotiation. If the contract is expected to be \$25,000 or less, the council has discretion to make the contract by obtaining quotes or it may simply buy or sell the item on the "open market." If the council chooses to obtain quotes, it must obtain at least two quotes and keep them on file for at least one year. State statute also provides broad authority to dispose of such surplus property by electronic sale or bidding.

In implementing the charter and statutory requirements, the City adopted ordinance 8-7-3 providing for different methods of disposing of surplus personal property having values in excess of \$50,000, property having values between \$10,000 and \$50,000 and property having values less than \$10,000. There is also a 2012 rate resolution detailing how property is disposed of when it has a value of less than \$1,000.

Issue for Consideration:

Applying the various charter, statutory, ordinance and policies has proven to be inefficient. In addition, there is not a clear provision detailing an efficient process for disposing of damaged or obsolete material.

One option is to amend the existing ordinance to provide greater flexibility in disposing of lesser value items and those items that are damaged or obsolete. The attached proposed Ordinance adds such a provision providing that property with an estimated value of less than two thousand dollars (\$2,000) may be sold by the City Administrator on the open market upon prior notice to the Council. It also provides that in addition to the open market sales option, damaged or obsolete material may be sold for salvage value, traded in, recycled or thrown away in the City Administrator's discretion.

The proposed ordinance change also recognizes that there is a statute that notes transfer to other government entities trumps the existing ordinance.

This change to the ordinance would make the need for the existing resolution setting the yearly rate for the disposal of excess personal property obsolete.

As an aside, this does not affect the City's obligations related to the sale of real property.

Proposed action:

Motion to adopt Ordinance 186, Second Series amending Section 8-7-3 Disposal of Excess Property (First Reading).

Attachments: 1) Proposed Ordinance 186, Second Series
2) Resolution 2012-09 A Resolution Setting the 2012 Yearly Rate for the Disposal of Excess Personal Property

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

ORDINANCE 186, SECOND SERIES

AN ORDINANCE AMENDING SECTION 8-7-3
ENTITLED "DISPOSAL OF EXCESS PROPERTY"

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Adopted. That Section 8-7-3 of the City Code shall hereby be amended to read as follows:

8-7-3: DISPOSAL OF EXCESS PROPERTY. (Ord. 33, SS, 1-3-1995)

A. Declaration of Surplus and Authorizing Sale of Property. The City Administrator may, from time to time, inform the Council that certain personal property or real property owned by the City is no longer needed for a municipal purpose and should be sold or disposed of. ~~By action of the Council, said property may be declared surplus, the value estimated and City Administrator authorized to dispose of said property in the manner stated herein.~~ (Ord. 104, SS, 11-20-2006)

1. Surplus Personal Property with a Total Estimated Value of Less than Three Thousand Dollars (\$3,000). Property with an estimated value of less than Three Thousand dollars (\$3,000) may be sold by the City Administrator on the open market upon prior notice to the Council. In addition to the open market sales option, damaged or obsolete material may be sold for salvage value, traded in, recycled or thrown away in the City Administrator's discretion.

~~2.~~ Surplus Personal Property with a Total Estimated Value of Three Thousand Dollars (\$3,000) but less than Ten Thousand Dollars (\$10,000.00). If property is declared surplus by the Council and assigned an estimated value less than ten thousand (\$10,000.00), the City Administrator may sell or dispose of surplus property through negotiated sale, quotation, auction or other means as provided by the Council in a rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount. (Ord. 104, SS, 11-20-2006)

~~3.~~ Surplus Personal Property with a Total Estimated Value between Ten and Fifty Thousand Dollars (\$10,000.00 and \$50,000.00). If the amount of the contract property is estimated to exceed \$50,000.00 the City Administrator will follow the direct negotiation or quotation requirement of the Uniform Municipal Contracting Law. (Ord. 104, SS, 11-20-2006)

~~4.~~ Surplus Personal Property with a Total Estimated Value in Excess of Fifty Thousand Dollars (\$50,000.00). If the amount of the contract property is estimated to exceed

\$50,000.00, the City Administrator will follow the sealed bid requirements of the Uniform Municipal Contracting Law. (Ord. 104, SS, 11-20-2006)

4. Receipts from Sales of Surplus Personal Property. All receipts from sales of surplus property under this Section shall be placed in the General Fund.

5. Surplus Real Property shall be offered for public sale as directed by Council in a commercially reasonable manner. Net cash proceeds of any sale of real property shall be used in accordance with City Charter.

6. In the alternative to the procedures outlined in Section 8-7-3.A.1 through 8-7-3.A.34 of this Code, the City may utilize an electronic selling process in which purchasers compete to purchase the surplus supplies, materials, or equipment at the highest price in an open and interactive environment. (Ord. 104, SS, 11-20-2006)

7. This section does not limit the City's authority to sell surplus property to the national government, the State or any other political subdivision.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

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

RESOLUTION 2012-09

**A RESOLUTION SETTING THE 2012
YEARLY RATE FOR THE DISPOSAL OF
EXCESS PERSONAL 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 having a total estimated value less than ten thousand dollars as follows:

8-7-3: DISPOSAL OF EXCESS PROPERTY. (Ord. 33, SS, 1-3-1995)

A. Declaration of Surplus and Authorizing Sale of Property. The City Administrator may, from time to time, inform the Council that certain personal property or real property owned by the City is no longer needed for a municipal purpose and should be sold or disposed of. By action of the Council, said property may be declared surplus, the value estimated and City Administrator authorized to dispose of said property in the manner stated herein. (Ord. 104, SS, 11-20-2006)

1. Surplus Personal Property with a Total Estimated Value of Less than Ten Thousand Dollars (\$10,000.00). If property is declared surplus by the Council and assigned an estimated value less than ten thousand (\$10,000.00), the City Administrator may sell or dispose of surplus property through negotiated sale, quotation, auction or other means as provided by the Council in a rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount. (Ord. 104, SS, 11-20-2006)

WHEREAS, this Resolution is intended to serve as the “rate resolution establishing the procedure to apply surplus property based on the estimated surplus amount.”

WHEREAS, this Resolution is intended to apply to the disposal of personal property and is not to be viewed as authorizing or applying to the disposal of real property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis that the approximate value of the rate resolution for the year 2012 is assigned as follows:

Surplus Personal Property Total Estimated Value

Less than Two Hundred

Fifty Dollars (\$250) The City Administrator may dispose of said surplus property through negotiated sale, quotation, electronic selling process, auction, newspaper ad indicating best offer or other means as determined by the City Administrator except to the extent that specific or other means are directed by Council.

Two Hundred Fifty-one Dollars to Five Hundred Dollars (\$251-\$500)

City Administrator will dispose of said surplus property through negotiated sale, quotation, electronic selling process, newspaper ad indicating estimated price or best offer or auction or any other means directed by Council.

Five Hundred One Dollars to One Thousand Dollars (\$501-\$1,000)

City Administrator will dispose of said surplus property through negotiated sale, quotation, electronic selling process, newspaper ad indicating estimated price or auction or any other means directed by Council.

BE IT FURTHER RESOLVED that the City Staff is hereby authorized to dispose of said property pursuant to City Code Requirements.

BE IT FURTHER RESOLVED that this Resolution shall continue in effect until superseded by a subsequent Resolution Setting the Rate Resolution for the Disposal of Excess Personal Property.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 2nd DAY OF APRIL, 2012.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

ORDINANCE 187, SECOND SERIES

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

THE CITY OF ST. FRANCIS ORDAINS:

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

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS __ DAY
OF _____, 2013.

APPROVED:

Jerry Tveit
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

(seal)



2014 MASTER FEE SCHEDULE

EXHIBIT A for Ordinance **, Second Series, Subd. 2

ADMINISTRATIVE PENALTIES

Administrative Enforcement Penalties:	
1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1,000
5th Offense and beyond:	\$2,000
Administrative Hearing Fee:	\$100

ANIMAL IMPOUND FEES

1st Offense*	\$60	\$75
2nd Offense*	\$90	\$105
3rd Offense*	\$125	\$140
		*Within a twelve month period
Boarding Fee	\$20/day	

ANIMAL LICENSE

Dog License (May-April)	\$10/1-2 year vaccinations \$15/3 year vaccination	* \$3.00 discount for seniors (Age of owner)
Kennel		
First 10 dogs	\$100/year	
Each Additional dog	\$10/year	

AMUSEMENT & RECREATION

Amusement Machine	\$15/location + \$15/machine
Dance	
Annual	\$100/year
Per Event	\$10/event

BUSINESS & SERVICE LICENSE

Investigation Fee	\$25	
Adult Entertainment Use	\$2,000/year	
Sauna/Massage Parlars	\$2,000/year	
Fireworks-Retail/Tent	\$50/per occurrence	
Fireworks-Pyrotechnic Display	\$50/per occurrence	
Pawnbroker	\$1,000/year	
Refuse Hauler	\$200/year +\$50/truck	
Massage Therapist	\$200/year	
Taxicab Driver License Fee	\$150/year	
Taxicab Operator License Fee	\$150/year	
Towing/Impound	\$150/year	
Finger Printing		\$15 and customer provides fingerprint card
Transient Merchant/Peddler		
Week	\$50	
Month	\$150	
Year	\$300	

LIQUOR LICENSE

3.2% Malt – Off Sale	\$50/year
3.2% Malt – Off Sale – Special Event	\$25/event
3.2% Malt – On Sale	\$200/year
Club License	\$200/year
Wine License	\$200/year
Intoxicating Liquor – On Sale	\$4,000/year
Intoxicating Liquor – Sunday Sales	\$200/year
Investigation Fee	
Single Application	\$200
Partnership	\$300
Corporation	\$400

TOBACCO LICENSE \$150/YEAR

STREET DISRUPTION

Road Right of Way - Registration	\$35 + \$2,000 escrow
Road Right of Way - Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + Bond or Deposit & Consultant Fees
Street Culvert	\$25 \$0.00

DOCUMENT SERVICES

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

GENERAL & MISCELLANEOUS

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

EQUIPMENT AND STAFF USE

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

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

Staff Time	2 x's Step 8 of their Pay Grade
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COUNCIL/COMMISSION PAY

City Council Per Diem per day	\$35/4 hours or less; \$70/more than 4 hours	
Special City Council Meetings		
Council Retreats/Work Sessions		
Economic Development Authority Meeting (EDA)		
League of MN Cities functions	Prior approval required	
Labor negotiations	Prior approval required	
Employee interviews	Prior approval required	
Mayor only:	Mayor may appoint council member to fulfill his obligations and approve attendance.	
School/County Liaison		
MN Mayor's Assn. functions		
Speaking Engagements at other Civic Organizations		
Closing of Property Acquisition		
Fire District Study Group Meetings		
Planning Commission		
Chairman	\$20/meeting – paid annually	\$25/meeting-paid annually
Member	\$15/meeting – paid annually	\$20/meeting-paid annually
Park Commission		
Chairman	\$20/meeting – paid annually	\$25/meeting-paid annually
Member	\$15/meeting – paid annually	\$20/meeting-paid annually
Economic Development Authority		\$20/meeting-paid annually
Upper Rum River Watershed - Resident Appointed by Council		\$20/meeting-paid annually

PARKS AND RECREATION

	Resident	Non-Resident
Concession	\$25	\$50
Ball Park Usage – Outside Organization	100/ per night for season	200/per night for season
Clean Up Deposit	\$50 – refundable	\$75 – refundable
Key Replacement	\$50	\$50
Football Field	\$25/each	\$27/each– \$35/each
Football Youth Program	\$43/week/team	
Gazebo Rental	\$50	\$100
Rink Rental for Reserved Time	\$25/hour for after hours rental	\$50/hour for after hours rental
Shelter	\$25	\$50
Soccer	\$34/week/team	
Soccer Field	\$25/each	\$27/each– \$35/each
Warming House	\$50	\$100

St. Francis City Council has the authority to charge an annual fee of \$100 for Non-Profits.

St. Francis City Council has the authority to waive any fees for Non-Profits.

COMMUNITY CENTER

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

DIVISION AND USE OF PROPERTY	Fee	Escrow
Administrative Subdivision	\$200	\$250
Annexation	\$250	\$300
Appeal	\$200	\$250
Comprehensive Plan Amendment	\$450	\$650
Conditional Use Permit	\$350	\$650
Dock Permit	\$50	\$100
Driveway Permit	\$50	\$200 (May be waived by Staff)
Environmental Review	\$350	\$650
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$650
Fence- Under Six Feet in Height	40—\$50	
Home Occupation (IUP)	\$350	\$650
Interim Use	\$350	\$650
Minor Subdivision	\$350	\$400
Ordinance Amendment	\$350	\$650
Planned Unit Development	\$350	\$650
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Rezoning	\$350	\$650
Site & Building Plan Review (Admin)	\$100	\$250
Site & Building Plan review (Reg)	\$350	\$450
Street/Utility Easement Vacation	\$350	\$650
Subdivision		
Sketch Plan	\$300	\$500
Preliminary Plat (Rural)	\$400	\$400 + \$125/lot
Preliminary Plat (Urban)	\$400	\$425 + \$175/lot
Final Plat	\$350	\$650
Temporary Habitation Permit	\$200	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland Replacement Plan Review w/Plat	\$350	\$650
Wetland Replacement Plan and Excavation	\$350	\$650
Variance Application	\$350	\$650
Park Dedication	\$2,500/lot	
TIF Application	\$2,500	\$2,500
Landscaping Escrow Administration Fee	\$100	

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

BUILDING PERMITS

Basement Finishes Permit	\$140	**See Below
Building Demolition	\$95	**See Below
Building Demolition - Commercial	By Valuation	
Contractor Verification Fee	\$10	
Fence- Over Six Feet in Height	\$40- By Valuation	
Fireplace	\$95	**See Below
Fuel Tank Removal	\$95	**See Below
Engineers Grading Review of Building Permit	\$100 \$130	
Water Heater	\$50 \$75	**See Below
HVAC	\$75/heating installations \$95 \$40/air conditioning \$55	**See Below **See Below
Inspections-After Hours	\$70/hr, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation	\$50 back flow preventer	**See Below
Mobile Home Setup	By Valuation	
On-Site Septic		
Type I - IV	\$275	**See Below
Type V	By cost incurred	
Operating Permit	\$125/year	**See Below
Plumbing	\$10/opening w/ \$80 minimum charge \$95	
Pools	\$75	**See Below
	Letter must be submitted annually stating that an above ground pool will be placed in the same location each year as per the initial site plan.	
Pools - Inground	By Valuation	
Re-Inspection Fee	Not to exceed \$75/trip	
Roofing		
Residential	\$95	**See Below
Commercial	By Valuation	
Septic System Pumping Verification	\$20	
Siding		
Residential	\$95	**See Below
Commercial	By Valuation	
Signs	By Valuation	
Water Softener Permit		
Residential	\$15 by State Statute	**See Below
Commercial	By Valuation	
Windows/ Exterior Doors	\$95	**See Below
Commercial Buildings (Plbg, Mech, Fire Alarm, Etc.)	By Valuation	

Anything not listed above will be based on valuation + plan review + state surcharge.

Permits over 180 days of inactivity are null and void with no refund

Permit extension not to exceed 1/2 permit fee and building inspector makes determination

No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for state surcharges

**** STATE SURCHARGE collected in accordance with MN Statutes 326B.148 which is \$5.00 per permit.**

ESCROW DEPOSITS

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

UTILITY FEES

Access Charge		
Sewer Equivalent Connection Charge	\$4,200	
Water Equivalent Connection Charge	\$3,000	
Tapping & Connection Permits		
Tapping & Water Connection	\$125	
Tapping & Sewer Connection	\$125	
Water Connection	\$50	
Sewer Connection	\$50	
Meter Deposit		
3/4"	Cost	
1" and larger	Cost + 10%	
Water Shut Off (7:00 am to 3:30 pm)	\$35	
Water Reconnect (7:00 am to 3:30 pm)	\$35	
*The disconnect and reconnect fee for water shall be waived if a resident leaves for 2 consecutive months during the time from October to March. This is to promote the idea of shutting off these snowbird residences to reduce the chance for freeze ups and bursting of pipes.		
Meter Repair (not removal or installation)	Time & material w/ \$50 minimum	
Curbstop Locate		
Summer	\$25 minimum	
Winter	\$50 minimum	
Curbstop Driveway Cover	\$70 - Cost	
Curbstop Repair	Time & material w/ \$50 minimum	
Curbstop Box	Cost	
Hydrant & Gate Valve Repair	Time & material w/ \$50 minimum	
Hydrant Meter Deposit	\$800	
Non-response to Tagging Notice	\$250 per month until resolved	
Un-Metered Use of City Water	\$200	

WATER RATES

Monthly Base Fee	\$12.28 (includes \$.53 for State Test Fee)	\$13.75 + .53 State Test Fee
Charge per 1,000 Gallons Used per Equivalent Connection		
0-14,999	\$4.05/equivalent connection	\$4.25/equivalent connection
15,000-29,999	\$4.25/equivalent connection	\$4.45/equivalent connection
30,000-44,999	\$4.95/equivalent connection	\$5.15/equivalent connection
>=45,000	\$5.95/equivalent connection	\$6.15/equivalent connection
Bulk Water		
System Access Charge	\$50	
Charge per 1,000 Gallons Used	\$4	

SEWER RATES

Monthly Base Fee	\$12.25	\$12.50
Charge per 1,000 Gallons Used	\$4.55/equivalent connection	\$4.90/equivalent connection
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate	

Summer Sewer usage calculation for May-October will be based on the average usage from the January, February and March readings of the same year with a minimum billing of 3,000 gallons but not to exceed the water usage for the month.

AGENDA REPORT

TO: City Administrator
FROM: Finance Director
SUBJECT: Water and Sanitary Sewer Rates
DATE: October 24, 2013

INTRODUCTION

Water and Sewer rates were last increased on February 1, 2011. Normally rate increases coincide with updates to our City Fee Schedule.

BACKGROUND

MN Statute 103G.291 was amended in 2008 to include a requirement for public water suppliers serving more than 1,000 people to adopt a water rate structure that encourages conservation by January 1, 2010. It was determined that a tiered rate system was the easiest and fairest solution and Council adopted the change in May 2009.

MN PFA, the lender on our new Water Treatment Plant, requires that the City collect amounts necessary to produce net revenues adequate to pay all principal and interest when due on the Note. If not, they can require us to have a rate increase or direct us to levy the amount through property taxes.

The summer Sewer usage calculation is set to include the months of May – October.

Utility rate history (usage is per 1,000 gallons; base is per equivalent connection):

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011,</u> <u>2012 &</u> <u>2013</u>	<u>2014</u>
Water									
Base	10.00	10.00	10.00	11.00	11.50	11.50	11.50	11.75	13.75
Usage	2.90	3.00	3.00	3.50	3.50	tiered	tiered	tiered	tiered
MNTest Fee					.53	.53	.53	.53	.53
Sewer									
Base	10.00	10.00	10.00	11.00	12.00	12.00	12.00	12.25	12.50
Usage	2.00	2.00	2.00	2.50	3.50	3.85	4.20	4.55	4.90

See the following table for the schedule of bonds payments (principal and interest) by fund.

	Water (601) Total	Sewer (602) Total
2013	\$ 858,472.58	\$ 536,298.00
2014	\$ 858,387.32	\$ 535,929.88
2015	\$ 862,537.02	\$ 539,734.88
2016	\$ 865,024.68	\$ 540,461.88
2017	\$ 801,961.66	\$ 232,777.63
2018	\$ 802,015.91	\$ 230,778.88
2019	\$ 801,569.00	\$ 233,549.95
2020	\$ 800,653.05	\$ 231,130.01
2021	\$ 802,449.95	\$ 236,129.63
2022	\$ 801,432.96	\$ 237,907.45
2023	\$ 802,117.29	\$ 237,034.51
2024	\$ 801,002.35	\$ 360,675.13
2025	\$ 801,559.70	\$ 241,210.88
2026	\$ 799,288.78	\$ 241,293.57
2027	\$ 799,698.88	\$ 243,594.54
2028	\$ 103,464.85	\$ 245,341.41
2029	\$ -	\$ 120,256.25
2030	\$ -	\$ 121,387.50
2031	\$ -	\$ 127,187.50
Total	\$ 12,361,635.98	\$ 5,492,679.48

RECOMMENDATION

The following changes will be adopted with approval of the Ordinance adopting the City Fee Schedule Note (these increases would be in effect for the bills due 2/10/14): a) increase the base fee for Sewer from \$12.25 to 12.50; b) increase the monthly Sewer per 1,000 gallon usage charge from \$4.55 to \$4.90; c) increase the base fee for Water from \$11.75 to \$13.75 (Note that the State water test fee of \$.53 would be added to this amount for a total of \$14.28) ; d) increase the monthly tiered conservation Water Usage Charge as follows:

<u>Gallons per Equivalent Connection</u>	<u>Fee per 1,000 gallons – 2011</u>	<u>Fee per 1,000 gallons – 2014</u>
0 – 14,999	\$4.05	\$4.25
15,000 – 29,999	\$4.25	\$4.45
30,000 – 44,999	\$4.95	\$5.15
>= 45,000	\$5.95	\$6.15

Continued small increases will help to create stronger fund balances.

The following table shows the water/sewer billings for some surrounding communities. This information was taken from a rate study done at the City of Wyoming. It shows the amount billed for a customer using 9,000 gallons a quarter. Please note the City of St. Francis bills on a monthly basis, but the data was on a quarterly basis. As you can see the City of St. Francis ends up in the middle of the range for total billing with the proposed rate increases.

	Water	Sewer	Total
Forest Lake	\$ 31.46	\$ 47.00	\$ 78.46
Linstrom	\$ 28.00	\$ 81.00	\$ 109.00
Wyoming	\$ 39.22	\$ 97.79	\$ 137.01
St. Francis	\$ 79.50	\$ 81.60	\$ 161.10
Cambridge	\$ 68.10	\$ 95.40	\$ 163.50
Chisago City	\$ 102.41	\$ 76.77	\$ 179.18
Stacy	\$ 49.17	\$ 142.50	\$ 191.67
North Branch	\$ 107.64	\$ 93.15	\$ 200.79
Isanti	\$ 77.61	\$ 126.15	\$ 203.76
East Bethel	\$ 156.26	\$ 78.86	\$ 235.12

9000 Gallons/Quarter

BUDGET IMPACT

The following page shows an option sheet for suggested fee increases based on an analysis of 2013 data. It lists the projected annual revenue increase and the effect on a household based on 6,000 gallons monthly usage. We are proposing an increase in the base fees and the usage fees (see the highlighted line items) as shown on the table under the budget impact section. This should provide an approximate increase in sewer revenues of \$42,275 and water revenues of \$90,200. These revenues not only provide for the costs for each fund it also provides for the debt service payments in each fund.

OPTIONS FOR UTILITY RATE INCREASES

		CURRENT FEE	PROPOSED INCREASE	NEW FEE	ADDITIONAL ANNUAL REVENUES	HOUSEHOLD	
						MONTHLY COST	ANNUAL COST
SEWER	Base Fee	12.25	0.25	12.50	7,500	0.25	3.00
		12.25	0.50	12.75	15,000	0.50	6.00
		12.25	0.75	13.00	22,500	0.75	9.00
		12.25	1.00	13.25	30,000	1.00	12.00
	Usage Fee	4.55	0.35	4.90	35,000	2.10	25.20
		4.70	0.50	5.20	50,000	3.00	36.00
		4.85	0.65	5.50	65,000	3.90	46.80
		5.00	0.80	5.80	80,000	4.80	57.60
WATER *	Base Fee	11.75	0.50	12.25	15,000	0.50	6.00
		11.75	1.00	12.75	30,000	1.00	12.00
		11.75	1.50	13.25	45,000	1.50	18.00
		11.75	2.00	13.75	60,000	2.00	24.00
	Usage Fee	4.05	0.20	4.25	32,000	1.20	14.40
		4.15	0.40	4.55	64,000	2.40	28.80
		4.30	0.60	4.90	96,000	3.60	43.20
		4.45	0.80	5.25	128,000	4.80	57.60

Monthly tiered rate structure recommendation:

<u>Gallons per Equivalent Connection</u>	<u>Fee</u>
0-14,999	4.25
15,000 - 29,999	4.45
30,000 - 44,999	5.15
>= 45,000	6.15

*NOTE: The test fee of \$.53 would be added to the water base fee.



PLANNING MEMO

To: St. Francis City Council
Matt Hysten, City Administrator

From: Nate Sparks

Date: October 31, 2013

Meeting Date: November 4, 2013

Re: Rental Housing License Ordinance

BACKGROUND

The Planning Commission reviewed a draft Rental Housing License Ordinance at their July meeting. City Staff has spent the following months finalizing the draft ordinance and calculating costs of the program. At this time, the ordinance is complete for Council consideration.

RENTAL HOUSING LICENSING CODES

Many area cities have adopted specific rental housing licensing codes. These codes are intended to ensure that rental property is not maintained as a nuisance and, in many cases, code enforcement is more difficult when the property owner is not the occupant of the property. Plus, low quality rental property can potentially harm the resident and become a fire hazard. In the immediate area Isanti, Coon Rapids, Elk River, Cambridge, and Anoka have adopted such ordinances.

CURRENT CITY CODE

In 1988, the City of St. Francis adopted a set of minimum standards for all residential dwelling units within the City. This code section is currently found in Section 4-2 of the Code. This includes general standards for owner occupied units as well as more restrictive and specific standards for rental units. For rental housing, this Code Section has been difficult for the City to ensure compliance as it does not have a corresponding registry or licensing procedure that allows for required inspections. It has only been used recently on a voluntary and complaint basis and then enforcement was done through the general code enforcement policy and procedures. Compliance in certain cases proved to be difficult and time consuming for City Staff.

RENTAL HOUSING LICENSING

The concept of licensing rental housing came from an attempt to update the current Section 4-2, make it more enforceable, and to limit the costs of the program to the properties involved. By requiring a license to rent property, the property owner would have to prove compliance with the residential housing code before being allowed to have others occupy the property. A fire safety and property maintenance inspection is then conducted to ensure compliance. The cost of this

activity is covered in the license fees. The licensing program as proposed is limited to non-owner occupied dwellings and a license is required for each unit.

DRAFT ORDINANCE

The draft ordinance that has reviewed by the Planning Commission is based on the following concepts:

- All rental units must receive a license
- Licenses are good for two years
- Fire safety and minimum standards inspection required upon renewal

Section 4-2

The draft ordinance before the Council takes the existing Section 4-2 and removes all specific rental housing components. The remainder of this Section is the general housing standards that are currently in the ordinance for all housing units within the City. This identifies when the City may take action on the extreme cases where a house is unfit for human habitation.

Section 4-6

The rental housing standards have been reviewed, updated, and proposed to be moved to a new section of the City Code as Section 4-6. Section 4-6 then associates these standards with a required inspection and licensing program.

Section 2-9

The fee for the license is based on the estimated time to register and inspect each unit. For first time registration the fee is proposed at \$150 and then renewals are \$100. The renewals are reduced to \$75 per unit for multi-family structures.

RECOMMENDATION

The Planning Commission recommended approval of the Ordinance. If the Council approves the first reading of the Ordinance, a summary publication resolution will be brought forward for the second reading.

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

ORDINANCE 188, SECOND SERIES

**AN ORDINANCE AMENDING SECTION 4-2
ENTITLED “RENTAL HOUSING LICENSING”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That Section 4-2 of the City Code entitled “Residential Housing Standards” shall hereby be amended to read as follows:

4-2-1: PURPOSE. The purpose of this Section is to maintain the City’s sanitation, public health and attractiveness, protect the safety of the people, and to promote the general welfare. These general objectives include, among others the following:

- A. To protect the character and stability of the residential areas.
- B. To correct and prevent conditions that adversely affect or are likely to adversely affect the safety, general welfare, and health of persons owning or renting residential facilities.
- C. To provide for sound maintenance of cooking, heating, sanitary, electrical, light and ventilation systems necessary for health and safety.
- D. To provide basic standards for the maintenance of existing residential structures and to prevent deterioration and blight.
- E. To preserve the value of land and structures throughout the City.

4-2-2: RESIDENTIAL HEALTH AND SAFETY HAZARDS. The following are considered immediate hazards to health and safety for human occupancy:

- A. Heating systems that are unsafe due to:
 - 1. Burned out or rusted out heat exchanges (fire box).
 - 2. Burned out, or plugged flues.
 - 3. Not being vented.
 - 4. Being connected with unsafe gas supplies.
- B. Water heaters that are unsafe due to:

1. Burned out or rusted out heat exchanges (fire box).
2. Burned out, rusted out, or plugged flues.
3. Not being vented.
4. Being connected with unsafe gas supplies.
5. Lack of temperature and pressure relief valves.

C. Electrical systems that are unsafe due to:

1. Dangerous overloading.
2. Damaged or deteriorated equipment.
3. Improperly taped or spliced wiring.
4. Exposed or un-insulated wires.
5. Distribution systems of extension cords or other temporary methods.
6. Ungrounded system, ungrounded appliances in contact with earth.

D. Plumbing systems that are inoperable or unsanitary due to:

1. Leaking waste systems, fixtures and traps.
2. Lack of a water closet.
3. Lack of washing or bathing facilities.
4. Cross connection of pure water supply with fixtures of sewage lines.
5. System failure.

E. Structural systems, walls, chimneys, ceilings, roofs, foundations, and floor systems, that will not safely carry imposed loads.

F. Rubbish, garbage, human waste, decaying vermin or dead animals, animal waste, other materials rendering it unsanitary for human occupancy.

G. Infestation of rodents, insects, vermin and other pests.

H. Water supply that is inoperable or unsanitary due to:

1. Leaking supply pipes, fixtures and traps.
2. Cross connection with sewage lines.
3. System failure.

4-2-3: UNFIT FOR HUMAN HABITATION.

- A. Declaration. Any dwelling unit which is in violation of Section 4-2-2, damaged, decayed, dilapidated, unsanitary, unsafe, vermin or rodent infested, or which lacks provision for illumination, ventilation, or sanitary facilities to the extent that the defects create a hazard to the health, safety, or welfare of the occupants or to the public may be declared unfit for human habitation. Whenever any dwelling unit has been declared unfit for human habitation the City Inspector shall order same vacated within a reasonable time and shall post a placard on same indicating that it is unfit for human habitation.
- B. Vacated Building. It is unlawful for a vacant building unit which has been declared unfit for human habitation to be occupied until the defective conditions have been corrected and certificate of occupancy has been issued by the City Inspector. It is unlawful for any person to deface or remove the placard from any such dwelling unit.
- C. Secure Unfit and Vacated Dwellings. The owner of any dwelling unit which has been declared unfit for human habitation or which is otherwise vacant for a period of sixty (60) days or more, shall make same safe and secure so that it is not hazardous to the health, safety and welfare of the public and does not constitute a public nuisance within the meaning of this Section.
- D. Hazardous Building Declaration. In the event that a dwelling has been declared unfit for human habitation and the owner has not remedied the defects within a reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of Section 463.15 of the Minnesota Statutes.

4-2-4: ADMINISTRATION AND ENFORCEMENT.

- A. Compliance. Whenever the Building Official determines or has reasonable grounds to believe that there has been a violation of any provision of this Section, he shall give notice of such alleged violation to the person responsible therefore. Such notice shall:
 1. Be in writing.
 2. Include a description of the real estate sufficient for identification.
 3. Describe in sufficient detail each violation.

4. Contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Section.
 5. Allow a reasonable time, not to exceed sixty (60) days, for the performance of any act it requires.
 6. Be served upon the owner, agent, operator or occupant; such notice shall be deemed to be properly served if a copy thereof is:
 - a. Served upon said owner, agent, operator or occupant;
 - b. Sent by mail to the last known address; or,
 - c. Upon failure to effect the compliance order through (a) or (b), above, said order will be posted at a conspicuous place in or about the affected dwelling unit.
- B. Unlawful Act. It is unlawful for any person to fail to meet the requirements of the compliance order.
- C. Execution of Compliance Orders. Upon failure to comply with a compliance order within the time set and no appeal having been taken the Council may, by resolution, cause the cited deficiency to be remedied as set forth in the compliance order. The cost of such remedy shall be placed against the subject property and may be levied and collected as a special assessment in the manner provided by Minnesota Statutes, Chapter 429.
- D. Appeal. When it is alleged by any person to whom a compliance order is directed that such compliance order is based upon erroneous interpretation of this Section, such person may appeal the compliance order as set forth in Chapter 10-3-6 of the Zoning Ordinance. The filing of an appeal shall stay all proceedings, unless such a stay would cause imminent peril to life, health, safety or property.
- E. Emergency Cases. When a violation of this Section constitutes an imminent peril to life, health, safety or property, the City may require immediate compliance and if necessary take appropriate action to correct the violation.

Section 2. Code Adopted. That Section 4-6 of the City Code entitled “Rental Housing Licensing” is hereby added to read as follows:

4-6-1: Purpose. It is the purpose of this Ordinance to assure that rental housing in the City of St. Francis is decent, safe and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community. The operation of rental residential properties is a business enterprise that entails certain responsibilities. Operators are responsible to take such reasonable steps as are necessary to assure that the citizens of the City who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are: safe, secure and sanitary; free from crimes and criminal activity, noise,

nuisances or annoyances; free from reasonable fears about safety of persons and security of property; and suitable for raising children.

With respect to rental disputes and except as otherwise specifically provided by the terms of this Ordinance, it is not the intention of the City to intrude upon the fair and acceptable relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, or to act as an arbiter, or to be receptive of complaints from a tenant or landlord which are not specifically and clearly relevant to the provisions of this Ordinance. In the absence of such relevancy, with regard to rental disputes, it is intended that the contracting parties exercise such legal rights as are available to them without the intervention of the City.

4-6-2: Application. Every non-owner occupied rental dwelling unit and its premises used whole or in part as a home or residence, for a family or person, shall conform to the requirements of this Ordinance irrespective of when such building was constructed, altered or repaired. This Ordinance establishes minimum standards for erected rental dwelling units, accessory structures and related premises. All dwelling units must also comply will all other applicable standards found in the City Code.

4-6-3: Definitions.

1. Approved: When used in reference to the design and capabilities of physical systems of a dwelling, shall mean having passed the inspection of the Compliance Officer. The basis for passage of such inspection shall be an analysis of the effective state codes and an analysis of the degree to which the systems meet the standards established by such codes. It shall be the objective of the Compliance Officer, unless otherwise specified, to establish minimum qualifications for approval of such system, which qualifications can maintain substantial compliance with the effective state codes and can be achieved in a reasonably economical and practical manner.
2. Building: Any structure built for support, shelter or enclosure of persons, animals, chattel or movable property of any kind, and includes any structure.
3. Compliance Officer: The City Building Official or other designee of the City Administrator authorized to administer and enforce this article.
4. Dwelling: A building or portion thereof, designated exclusively for the residential occupancy, including one-family, two-family, multiple family dwellings, and manufactured houses, but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.
5. Dwelling, Multiple Family: A building designed with two (2) or more dwelling units exclusively for the occupancy of two (2) or more families living independently of each other, but sharing hallways, main entrances, and exits.
6. Dwelling Unit: A residential building or portion thereof intended for occupancy by one (1) or more persons with facilities for living, sleeping, cooking and eating but not

including but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.

7. Family: An individual or two (2) or more persons related by blood, marriage, adoption, domestic partnership, or foster care or a group of not more than three (3) persons not so related maintaining a common household and using common cooking/kitchen and bathroom facilities.
8. Garbage: Animal and vegetable wastes resulting from the handling, preparation, cooking and consumption of food.
9. Habitable Room: A room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet compartments, laundries, furnace rooms, unfinished basements (those without required ventilation, required electric outlets and required exit facilities), pantries, utility rooms of less than 50 square feet of floor space, foyers, communicating corridors, stairways, closets, storage spaces and workshops, hobby and recreation areas in parts of the structure belowground level or in attics.
10. Heated Water: Water heated to a temperature of not less than 120 degrees Fahrenheit, or such lesser temperature required by government authority, measured at the faucet outlet.
11. Kitchen: A space which contains a sink with counter working space, adequate space for installing cooking and refrigeration equipment and adequate space for the storage of cooking utensils.
12. Lease: An agreement to rent. For use as a verb, see Rent.
13. Occupant: Any person sleeping, cooking and eating in a dwelling unit.
14. Operator: The owner or his agent who has charge, care, control, or management of a building, or part thereof, in which dwelling units are let.
15. Owner: Any person who, alone, jointly, or severally with others, shall be in actual possession of, or have charge, care or control of, any dwelling or dwelling unit within the city as title holder, as employee or agent of the title holder, or as trustee or guardian of the estate or person of the title holder. Any such person representing the actual title holder shall be bound to comply with the provisions of this article to the same extent as the title holder.
16. Permissible Occupancy: The maximum number of persons permitted to reside in a dwelling unit.
17. Plumbing: All of the following supplied facilities and equipment in a dwelling: gas pipes, gas burning equipment, water pipes, steam pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed

clothes washing machines, catch basins, drains, vents and any other similar fixtures and the installation thereof, together with all connections to water, sewer and gas lines.

18. Premises: A platted lot or part thereof or unplatted parcel of land occupied by any dwelling or non-dwelling structure, including any such building, accessory structure or other structure thereon.
19. Refuse: All organic and non-organic waste, including garbage and rubbish.
20. Rent: Consideration paid for the use of premises, including, but not necessarily limited to, money, services and property. As a verb, the term "rent" means to get or give the use of premises in return for such consideration or any combination thereof. The term "rent" does not include arrangements whereby a relative, as defined in Minn. Stats. § 273.124, subd. 1 (c), occupies a dwelling for no consideration or for consideration that includes no more than maintenance of the dwelling or premises, and which arrangement is detailed and sworn to in affidavits filed by each adult occupant of the dwelling and each person who is an owner of the dwelling.
21. Rental Dwelling: A non-owner occupied building or portion thereof let for rent or lease, designed or used predominantly for residential occupancy of a continued nature, including single-family dwellings, attached or detached, and multiple family dwellings, but not including hotels, motels, nursing homes, residential care facilities, or assisted living facilities.
22. Rental Dwelling Unit: A non-owner occupied single residential accommodation let for rent or lease which is arranged, designed, used or, if vacant, intended for use exclusively as a domicile for one family. Where a private garage is structurally attached, it shall be considered as a part of the building in which the dwelling is located.
23. Repair: To restore to a sound and acceptable state of operation, serviceability or appearance.
24. Rodent Harborage: Any place where rodents can live, nest or seek shelter.
25. Rubbish: Solid wastes consisting of both combustible and noncombustible wastes, such as paper, cardboard, tin cans, grass and shrubbery clippings, wood, glass, brick, plaster, bedding, crockery and similar materials.
26. Supplied: Paid for, furnished by, provided by or under the control of the owner, operator or agent of a dwelling. Whenever the terms "dwelling," "dwelling unit," "premises," and "structure" are used in this article, they shall be construed as though they were followed by the words "or any part thereof."
27. Toilet: A toilet, with a bowl and trap made in one piece, which is connected to the city water and sewer system or other approved water supply and sewer supply.

4-6-4: License.

- A. License Required. No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance. Each license shall be good for two years and expire on January 31st on the second year after issuance, except as otherwise described in Section 4-6-12 regarding the process for the first renewal. License renewals for the following years shall be filed on or before January 15 prior to the license expiration date.
- B. Application. Applications for rental licenses shall be made in writing to the City by the owner of the rental dwelling unit(s) or his/her designated agent. The applicant shall supply:
1. The name, address and telephone number of the dwelling owner, the owning partners if a partnership and/or that of the corporate officers if a corporation.
 2. The name, address and telephone number of the designated resident agent, if any.
 3. The name, address and telephone number of the management representative.
 4. The name, address and telephone number of the vendee, if the dwelling is being sold through a contract for deed.
 5. The legal address of the dwelling.
 6. The type of dwelling.
 7. The type and number of dwelling units within the dwelling.
 8. Number of occupants.
 9. A description of the procedure through which tenant inquiries and complaints are to be processed.
 10. An acknowledgement that the owner or designated agent has received a copy of this Ordinance.
 11. Certification of Taxes and Utilities Paid: Prior to approving an application for a rental housing license, the property owner shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the rental housing license application relates.
- C. Fees.

1. License fees for renewal of licenses under this Ordinance shall be due on January 15 immediately prior to the license expiration date. In cases of new unlicensed dwellings, license fees shall be due upon issuance of the certificate of occupancy. In cases of licensing for periods of less than one (1) year, license fees shall be prorated monthly.
 2. The amount of license fees shall be as set forth in the City's official fee schedule. The licensee shall not be entitled to a refund of any license fee upon revocation or suspension of the license. However, the licensee shall be entitled to a refund of any license fee, prorated monthly, upon proof of transfer of legal control or ownership.
- D. Inspection Required. No license shall be issued or renewed under this Ordinance unless the rental dwelling and its premises conform to the ordinances of the City and the laws of the State. The City may require an inspection of such dwelling and premises to make that determination. Failure to schedule or allow such inspection is a violation of this Ordinance.
- E. Posting of License. Every licensee of a rental dwelling shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license of the respective rental dwelling for all multiple family buildings.

4-6-5: Inspection Criteria. The City may inspect any rental unit if it falls within one or more of the following criteria:

- A. Such a unit has been abandoned by the owner or the owner of such unit cannot be found.
- B. The rental dwelling unit license has been suspended, revoked or denied.
- C. Water, gas, or electric service to such unit has been discontinued as a result of nonpayment.
- D. The unit is on a parcel of land which is on the list of delinquent taxes filed by the County Auditor with the court administrator of the district court pursuant to Minn. Stat. Section 279.05.
- E. The City has probable cause to believe that there exist within such unit one or more violations of the requirements of this ordinance.
- F. The unit of property within which the unit is located has, within the preceding six (6) months, renewed a license after suspension or revocation.
- G. The unit is the subject of a pending notice of the City's intent to suspend or revoke the rental license.

1. The Compliance Officer is hereby authorized, in conformity with this Ordinance, to inspect all rental dwelling units to enforce this section and all applicable safety codes.
2. The Compliance Officer is authorized to inspect all rental dwelling units in dwellings, whether having a rental license hereunder or not. The inspection may include the building or structure containing the rental dwelling unit, the land upon which it is located and accessory uses or structures related to the rental dwelling unit. All inspections authorized by this section shall be limited to those which are done for the purpose of seeking compliance with the applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the Compliance Officer.
3. The City shall give notice to the owner of any violations of the applicable safety codes which are discovered during any inspection.

4-6-6: Responsibilities of Owners and Occupants. No owner or other person shall occupy or let another person occupy any rental dwelling unit, unless the premises are clean, sanitary, fit for human occupancy and complies with all applicable legal requirements of the State and the City, including the following requirements:

- A. License: The owner of a rental dwelling unit shall obtain and license and shall pass the required inspection prior to any occupancy of the rental dwelling unit.
- B. Maintenance:
 1. Shared or Public Areas: Every owner of a rental dwelling unit shall maintain in a clean, sanitary and safe condition, the shared or public areas of the building and premises thereof.
 2. Occupied Areas: All occupants of a rental dwelling unit shall maintain in a clean, sanitary and safe condition that part or those parts of the building and premises thereof that she/he occupies and controls.
- C. Storage and Disposal of Garbage and Rubbish:
 1. All occupants of a rental dwelling unit shall store and dispose of all their rubbish in a clean, sanitary and safe manner.
 2. All occupants of a rental dwelling unit shall store and dispose of all their garbage and any other organic waste which might provide food for insects and/or rodents in a clean, sanitary and safe manner.
 3. Every owner of a rental dwelling unit shall supply facilities of adequate size for the sanitary and safe storage and disposal of rubbish and garbage.
 4. Every owner of a rental dwelling unit shall supply facilities of adequate size for the sanitary and safe storage and collection of recyclables.

D. Pest Control:

1. Pest Extermination: Every owner of a rental dwelling unit shall be responsible for the extermination of vermin infestations and/or rodents on the premises. Every occupant of a dwelling unit containing more than one dwelling unit or an occupant of a nonresidential building containing more than one unit shall be responsible for the extermination whenever his unit is the only one infested. Notwithstanding, however, whenever infestations caused by the failure of the owner to maintain a building in a reasonable rodent-proof or reasonable vermin-proof condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the units in any building, extermination thereof shall be the responsibility of the owner. Whenever extermination is the responsibility of the owner, the extermination must be performed by a licensed pest control contractor.

2. Rodents:

a. No occupant of a rental dwelling unit shall accumulate boxes, lumber, scrap metal, or any similar materials in such a manner that may provide a rodent harborage in or about any dwelling unit or building. Stored materials shall be stacked neatly.

b. No owner of a rental dwelling unit shall accumulate or permit the accumulation of boxes, lumber, scrap metal, or any other similar materials in such a manner that may provide a rodent harborage in or about shared or public areas of a building or its premises. Materials stored by the owner or permitted to be stored by the owner shall be stacked neatly.

c. No owner or occupant of a rental dwelling unit shall store, place or allow to accumulate, any materials that may serve as food for rodents in a site accessible to rodents.

E. Sanitary Maintenance of Fixtures and Facilities: Every occupant of a rental dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.

F. Minimum Heating Capability and Maintenance: In every rental dwelling unit, when the control of the supplied heat is the responsibility of a person other than the occupant, a temperature of at least sixty eight degrees Fahrenheit (68°F), or such lesser temperature required by government authority, shall be maintained at a distance of three feet (3') above the floor and three feet (3') from exterior walls in all habitable rooms, bathrooms and water closet compartments from September through May.

G. Minimum Exterior Lighting: The owner of a multiple family rental building shall be responsible for providing and maintaining effective illumination in all exterior parking lots and walkways.

- H. Driveways and Parking Areas: The owner of a rental building shall be responsible for providing and maintaining in good condition paved and delineated parking areas and driveways for tenants.
- I. Yards: The owner of the building shall be responsible for providing and maintaining the yards of premises consistent with all applicable provisions in the City Code.
- J. Exterior Storage: Owners and occupants of rental dwelling units shall comply with the City's exterior storage requirements as regulated by Section 10-16 of the Zoning Ordinance.
- K. Public Nuisances: Owners and occupants of rental dwelling units shall comply with the City's public nuisance ordinance as provided for in Chapter 8 of the City Code.
- L. The property owner shall be responsible for payment of all property taxes, City utility fees, special assessments, and interest. Delinquent utility accounts shall be subject to Chapter 3 of the City Code.

4-6-7: Maximum Density: No person shall occupy nor permit or let to be occupied any rental dwelling unit for the purpose of living therein, which does not comply with the following requirements. The maximum permissible occupancy of any dwelling unit shall be determined as follows:

- A. For the first occupant, one hundred fifty (150) square feet of habitable room floor space and for every additional occupant thereof, at least one hundred (100) square feet of habitable room floor space.
- B. In no event shall the total number of occupants exceed two (2) times the number of habitable rooms, less kitchen, in the dwelling unit.

4-6-8: General Requirements. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit which does not comply with the following requirements, unless specifically exempt:

- A. Minimum Ceiling Height: In order to qualify as habitable, rooms shall have a clear ceiling height of not less than seven feet (7'); except, that in attics or top half stories used for sleeping, study, or similar activities, the ceiling height shall be not less than seven feet (7') over at least one-half (1/2) of the floor area. In calculating the floor area of such rooms in attics or top half stories, only those portions of the floor area of the room having a clear ceiling height of five feet (5') or more may be included.
- B. Access through Sleeping Rooms and Bathrooms: No dwelling unit containing two (2) or more sleeping rooms shall have a room arrangement such that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be gained only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hall, basement or cellar of any dwelling unit.

- C. Foundations, Exterior Walls and Roofs: The foundation, exterior walls, and exterior roof shall be substantially watertight and protected against vermin and rodents and shall be kept in sound condition and repair. The foundation element shall adequately support the building at all points. Every exterior wall shall be free of deterioration, holes, breaks, loose or rotting boards or timbers, and any other condition which might admit rain or dampness to the interior portion of the walls or to the interior spaces of the building. The roof shall be tight and have no defects which admit rain, and roof drainage shall be adequate to prevent rainwater from causing dampness in the walls. All exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by paint or other protective covering or treatment. If the exterior surface is unpainted or determined by the compliance officer to be paint blistered, the surface shall be painted. If the exterior surface of the pointing of any brick, block or stone wall is loose or has fallen out, the surface shall be repaired.
- D. Windows, Doors And Screens: Every window, exterior door, and other exterior openings shall be substantially tight and shall be kept in sound condition and repair. Every window, door and frame shall be constructed and maintained in such relation to the adjacent wall construction as to completely exclude rain, wind, vermin and rodents from entering the building. Every openable window shall be supplied with mesh screens, and shall be equipped with an approved lock if located less than six feet (6') above adjacent grade.
- E. Floors, Interior Walls and Ceilings: Every floor, interior wall and ceiling shall be adequately protected against the passage and harborage of vermin and rodents, and shall be kept in sound condition and good repair. Every floor shall be free of loose, warped, protruding or rotted flooring materials. Every interior wall and ceiling shall be free of holes and large cracks and loose plaster and shall be maintained in a tight, weatherproof condition. Toxic paint and materials with a lasting toxic effect shall not be used. The floor of every toilet room, bathroom, and kitchen shall have a smooth, hard, nonabsorbent surface and shall be capable of being easily maintained in a clean and sanitary condition.
- F. Rodent proof: Every structure and the premises upon which it is located shall be maintained in a rodent free and rodent proof condition. All openings in the exterior walls, foundations, basements, ground or first floors, and roofs, which have a one-half inch (1/2") diameter or larger opening, shall be rodent proofed in an approved manner. Interior floors or basements, cellars, and other areas in contact with the soil shall be paved with concrete or other rodent impervious material.
- G. Fences: All fences shall consist of metal, wood, masonry, or other decay resistant material. Fences shall be maintained in good condition both in appearance and in structure. Wood material, other than decay resistant varieties, shall be protected against decay by use of paint or other preservatives. All fences shall be subject to the provision of Section 10-20 of the St. Francis Zoning Ordinance.

- H. Grading And Drainage: During the period of May through October, every yard, court, passageway, and other portions of the premises on which a building stands shall be graded and drained so as to be free of standing water that constitutes a detriment to health and safety.
- I. Landscaping: Every yard of a premises on which a building stands shall be provided with lawn or combined ground cover of vegetation, garden, hedges, shrubbery, and related decorative materials, and such yard shall be maintained consistent with prevailing community standards. Multiple family dwelling sites shall be maintained in accordance with an approved city landscape plan and shall be supplied with an irrigation system.
- J. Screening: In multiple family dwelling sites, all outside trash disposal facilities, recycling containers, and outside or rooftop mechanical equipment shall be screened from view by an opaque fence or wall high enough to completely screen the equipment.
- K. Safe Building Elements: Every foundation, roof, floor, exterior and interior wall, ceilings, inside and outside stair, every porch and balcony, and every appurtenance thereto, shall be safe to use and capable of supporting loads required by the occupancy.
- L. Facilities to Function: Every supplied facility, piece of equipment or utility required under city ordinances and every chimney and flue shall be installed and maintained and shall function effectively in a safe, sound, and working condition.
- M. Discontinuance of Service or Facilities: No owner, operator, or occupant shall cause any service, facility, equipment, or utility, which is required under this Ordinance, to be removed, shut off or discontinued from any occupied building or portion thereof, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies.

4-6-9: Minimum Standards for Basic Equipment and Facilities. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit for the purposes of living, sleeping, cooking and eating therein which do not comply with the following requirements:

- A. Kitchen Facilities:
 - 1. Every dwelling unit shall have a room or portion of a room in which food may be prepared and/or cooked and which is connected to an approved sewer system.
 - 2. Every dwelling unit shall have an approved kitchen sink in good working condition and properly connected to an approved water supply system, and which provides at all times an adequate amount of heated and unheated running water under pressure, and which is connected to an approved sewer system.
 - 3. Every dwelling unit shall have cabinets and/or shelves for the storage of eating, drinking, and cooking equipment and utensils and of food that does not require refrigeration for safekeeping, and a counter or table for food preparation. Said cabinets and/or shelves and counter or table shall be adequate for the permissible

occupancy of the dwelling unit and shall be of sound construction and furnished with surfaces that are easily cleaned and that will not impart any toxic or deleterious effect to food.

4. Every dwelling unit shall have a stove or similar device for cooking food, and a refrigerator or similar device for the safe storage of food at or below forty degrees Fahrenheit (40°F), which are properly installed with all necessary connections for safe, sanitary and efficient operation. Provided, that such stove, refrigerator or similar device need not be installed when a dwelling unit is not occupied or when the occupant is expected to provide same upon occupancy, in which case, sufficient space and adequate connections for the installation and operation of said stove, refrigerator or similar device must be provided.
- B. Toilet Facilities: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved toilet in good working condition. Such room shall have an entrance door which affords privacy. Said toilet shall be equipped with easily cleaned surfaces, shall be connected to an approved water system that at all times provides an adequate amount of running water under pressure to cause the toilet to be operated properly, and shall be connected to an approved sewer system.
 - C. Lavatory Sink: Within every rental dwelling unit there shall be an approved lavatory sink. Said lavatory sink may be in the same room as the flush water closet, or if located in another room, the lavatory sink shall be located in close proximity to the door leading directly into the room in which the said water closet is located. The lavatory sink shall be in good working condition and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated running water under pressure, and shall be connected to an approved sewer system.
 - D. Bathtub or Shower: Within every rental dwelling unit there shall be an uninhabitable room which is equipped with an approved bathtub or shower in good working condition. Such room shall have an entrance which affords privacy. Said bathtub or shower may be in the same room as the flush water closet, or in another room, and shall be properly connected to an approved water supply system and shall provide at all times an adequate amount of heated and unheated water under pressure, and shall be connected to an approved sewer system.
 - E. Stairways, Porches and Balconies: Every stairway inside or outside of a rental dwelling and every porch or balcony shall be kept in safe condition and sound repair. Stairs, handrails and guards shall conform to the current building code.
 - F. Access to Rental Dwelling Unit: Access to or egress from each rental dwelling unit shall be provided without passing through any other rental dwelling unit.
 - G. Door Locks: No owner shall occupy nor let to another for occupancy any rental dwelling or rental dwelling unit unless all exterior doors of the dwelling or dwelling unit are equipped with safe, functioning locking devices as follows:
 1. Building Entrances: For the purpose of providing a reasonable amount of safety and general welfare for persons occupying multiple family dwellings, an

approved security system shall be maintained for each multiple family building to control access. The security system shall consist of locked building entrance or foyer doors, and locked doors leading from hallways into individual dwelling units. Dead-latch type doors shall be provided with lever knobs (or doorknobs) on the inside of building entrance doors and with key cylinders on the outside of building entrance doors. Building entrance door latches shall be of a type that are permanently locked from the outside and permanently locked from the inside.

2. Interior Dwelling Unit Entrances: Every door that is designed to provide ingress or egress for a dwelling unit within a multiple family building shall be equipped with an approved lock that has a deadlocking bolt that cannot be retracted by end pressure; provided, however, that such door shall be openable from the inside without the use of a key or any special knowledge or effort.

4-6-10: Minimum Standards for Light and Ventilation. No person shall occupy, as owner/occupant, or let to another occupy, any rental building or rental dwelling unit, for the purpose of living therein, which does not comply with the following requirements:

- A. Habitable Room Light and Ventilation: Except where there is supplied some other device affording adequate ventilation and approved by the compliance officer, every habitable room shall have at least one window facing directly outdoors which can be opened easily. The minimum total of openable window area in every habitable room shall be the greater of ten percent (10%) of the floor area of the room or ten (10) square feet. One-half (1/2) of the required window area shall be openable.
- B. Uninhabitable Room Ventilation: Every bathroom and water closet compartment, and every laundry and utility room shall contain at least fifty percent (50%) of the ventilation requirement for habitable rooms contained in subsection A of this section; except, that no windows shall be required if such rooms are equipped with a ventilation system which is approved by the compliance officer.
- C. Electric Service, Outlets and Fixtures: Every rental dwelling unit and all public and common areas shall be supplied with electric service, functioning over current protection devices, electric outlets, and electric fixtures which are properly installed, which shall be maintained in good and safe working condition, and which shall be connected to a source of electric power in a manner prescribed by the ordinances, rules, and regulations of the City and by the laws of the State. The minimum capacity of such electric service and the minimum number of electric outlets and fixtures shall be as follows:
 1. Rental dwellings containing one (1) or two (2) rental dwelling units shall have at least the equivalent of sixty (60) ampere, 3-wire electric service per dwelling unit.
 2. Rental dwelling units shall have at least one branch electric circuit for each six hundred (600) square feet of dwelling unit floor area.
 3. Every habitable room shall have at least one floor or wall type electric convenience outlet for each sixty (60) square feet or fraction thereof of total floor

area and, in no case, less than two (2) such electric outlets; provided, however, that one ceiling or wall type fixture may be supplied in lieu of one required electric outlet.

4. Every bathroom, kitchen, laundry room, and furnace room shall contain at least one (1) supplied ceiling or wall type electric light fixture, and every bathroom, kitchen, and laundry room shall contain at least one (1) electric convenience outlet. The electric convenience outlet in the bathroom shall be a GFCI outlet.
 5. Every public corridor and stairway in every rental dwelling shall be adequately lighted by natural or electric light at all times so as to provide effective illumination in all parts thereof. Every public corridor and stairway in structures containing not more than two (2) dwelling units may be supplied with conveniently located light switches controlling an adequate lighting system which may be turned on when needed, instead of full time lighting.
 6. A convenient switch or equivalent device for turning on a light in each rental dwelling unit shall be located near the point of entrance to such unit.
- D. Smoke and Carbon Dioxide Protection: Smoke and carbon dioxide alarms shall be provided in conformance with the current building code.

4-6-11: Dwellings Unfit For Human Habitation.

- A. Any rental dwelling or rental dwelling unit which is damaged, decayed, dilapidated, unsanitary, unsafe, or vermin or rodent infested, or which lacks provision for basic illumination, ventilation or sanitary facilities to the extent that the defects create a hazard to the health, safety or welfare of the occupants or of the public may be declared unfit for human habitation. Whenever any rental dwelling or rental dwelling unit has been declared unfit for human habitation, the compliance officer shall order the dwelling or dwelling unit vacated within a reasonable amount of time and shall post a placard on the dwelling or dwelling unit indicating that it is unfit for human habitation and any operating license previously issued for such dwelling shall be revoked.
- B. It shall be unlawful for such rental dwelling or rental dwelling unit to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the compliance officer. It shall be unlawful for any person to deface or remove the declaration placard from any such rental dwelling or rental dwelling unit.
- C. The owner of any rental dwelling or rental dwelling unit which has been declared unfit for human habitation, or which is otherwise vacant for a period of sixty (60) days or more, shall make the dwelling or dwelling unit safe and secure so that it is not hazardous to the health, safety and welfare of the public and does not constitute a public nuisance. Any vacant dwelling open at doors or windows, if unguarded, shall be deemed to be a hazard to the health, safety and welfare of the public and a public nuisance within the meaning of this ordinance.

D. If a rental dwelling unit has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and treated consistent with the provisions of State statutes.

4-6-12: Ordinance Implementation. All rental housing shall file for the first license by January 15, 2014. All even numbered addresses shall file for the first renewal by January 15, 2016. All odd numbered addresses shall file for the first renewal by January 15, 2017. After first renewals the procedure shall follow as described in Subd. 4.

4-6-13: Penalties and Violations. Any person who violates any provision of this Section shall be guilty of a misdemeanor. Every license issued under the provisions of this Section is subject to suspension or revocation by the City should the licensed owner or the owner's duly authorized agent fail to operate or maintain a licensed dwelling or unit therein consistent with the provisions of the ordinances of the City and the Laws of the State. The City shall appoint a person responsible for administration of this section who shall have the authority to investigate licensees and to suspend or revoke licenses. Revocations and suspensions may be appealed to the City Council within thirty (30) days of notice.

Section 3. Code Amended. That Section 2-9-1 entitled "Fee Schedule" is hereby amended to include the following fee:

Rental Housing License \$150 per unit
Rental Housing License Renewal \$100 per unit
Rental Housing License Renewal Multiple Family \$75 per unit

Section 4. Effective Date. This Ordinance shall take effect 30 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 2013.

APPROVED:

Jerry Tveit, Mayor

ATTEST:

Barbara I. Held, City Clerk

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

RESOLUTION 2013-37

A RESOLUTION AUTHORIZING AND DIRECTING
CERTIFICATION OF PUBLIC IMPROVEMENTS FOR
RUM RIVER BLUFFS II

WHEREAS, the City of St. Francis and Semler Development, LLC entered into a Public Improvement and Assessment Agreement for Rum River Bluffs, Phase II on July 15, 2013, and

WHEREAS, the City will be undertaking street, sanitary sewer, watermain, and storm sewer improvements on the Subject Property. The project includes constructing a new bituminous street with storm sewer, sanitary sewer, watermain, concrete curb and gutter, and a 6-foot concrete sidewalk (the "public improvements"). The total project length is approximately 1,845 feet. The costs expected to be incurred for the public improvements total \$680,000, and

WHEREAS, the Subject property shall be assessed cost, fees and charges associated with the public improvements in the total amount of \$680,000, and

WHEREAS, the assessment shall be spread over a three (3) year period, together with interest at the rate of 3.5 percent per annum on the unpaid balance. Interest shall accrue from January 1, 2014. The first installment shall be due and payable with taxes in 2014. The properties to be assessed are listed on Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City of St. Francis that the City Clerk of the City of St. Francis certify to the County Auditor of the County of Anoka, State of Minnesota, the amounts thereof, the description of the premises served and the name of the owner thereof.

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

Councilmember
Councilmember
Councilmember
Councilmember
Mayor

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4th DAY OF NOVEMBER, 2013.

APPROVED:

ATTEST:

Jerry Tveit, Mayor

Barbara I. Held, City Clerk

City of St. Francis
Rum River Bluffs Special Assesment-2013

Parcel ID	Address	Legal	Amount
32-34-24-11-0018	3289 235TH LN NW , ST. FRANCIS	LOT 4 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0019	3301 235TH LN NW , ST. FRANCIS	LOT 5 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0020	3315 235TH LN NW , ST. FRANCIS	LOT 6 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0021	3327 235TH LN NW , ST. FRANCIS	LOT 7 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0022	3339 235TH LN NW , ST. FRANCIS	LOT 8 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0023	3353 235TH LN NW , ST. FRANCIS	LOT 9 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0024	3361 235TH LN NW , ST. FRANCIS	LOT 10 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0025	3373 235TH LN NW , ST. FRANCIS	LOT 11 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0026	3385 235TH LN NW , ST. FRANCIS	LOT 12 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0027	3364 235TH LN NW , ST. FRANCIS	LOT 1 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0028	3370 235TH LN NW , ST. FRANCIS	LOT 2 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0029	3378 235TH LN NW , ST. FRANCIS	LOT 3 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0030	3386 235TH LN NW , ST. FRANCIS	LOT 4 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0039	3290 235TH LN NW , ST. FRANCIS	LOT 4 BLOCK 6 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0040	3304 235TH LN NW , ST. FRANCIS	LOT 5 BLOCK 6 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-11-0041	3322 235TH LN NW , ST. FRANCIS	LOT 6 BLOCK 6 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0006	3428 235TH AVE NW , ST. FRANCIS	LOT 1 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0007	3436 235TH AVE NW , ST. FRANCIS	LOT 2 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0008	3448 235TH AVE NW , ST. FRANCIS	LOT 3 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0009	3456 235TH AVE NW , ST. FRANCIS	LOT 4 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0010	23532 QUAY ST NW , ST. FRANCIS	LOT 5 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0011	23546 QUAY ST NW , ST. FRANCIS	LOT 6 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0012	23556 QUAY ST NW , ST. FRANCIS	LOT 7 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0013	23564 QUAY ST NW , ST. FRANCIS	LOT 8 BLOCK 3 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0014	3401 235TH LN NW , ST. FRANCIS	LOT 13 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0015	3413 235TH LN NW , ST. FRANCIS	LOT 14 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0016	3425 235TH LN NW , ST. FRANCIS	LOT 15 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0017	3439 235TH LN NW , ST. FRANCIS	LOT 16 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0018	3455 235TH LN NW , ST. FRANCIS	LOT 17 BLOCK 4 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0019	3402 235TH LN NW , ST. FRANCIS	LOT 5 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0020	3408 235TH LN NW , ST. FRANCIS	LOT 6 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0021	3414 235TH LN NW , ST. FRANCIS	LOT 7 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0022	3420 235TH LN NW , ST. FRANCIS	LOT 8 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0023	3430 235TH LN NW , ST. FRANCIS	LOT 9 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0024	3440 235TH LN NW , ST. FRANCIS	LOT 10 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0025	3452 235TH LN NW , ST. FRANCIS	LOT 11 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0026	3458 235TH LN NW , ST. FRANCIS	LOT 12 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0027	3447 235TH AVE NW , ST. FRANCIS	LOT 13 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0028	3441 235TH AVE NW , ST. FRANCIS	LOT 14 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0029	3431 235TH AVE NW , ST. FRANCIS	LOT 15 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00
32-34-24-12-0030	3427 235TH AVE NW , ST. FRANCIS	LOT 16 BLOCK 5 RUM RIVER BLUFFS	\$ 15,020.00

Total

\$ 615,820.00

Spread over 3 years @ 3.5% Interest

Planning & Zoning Commission Members

Todd Gardner
Term expires 12/31/15

Roni Ronyak
Term expires 12/31/13

Greg Zutz
Term expires 12/31/11

William Murray
Term expires 12/31/14

Richard Skordahl
Term expires 12/31/11

Joel Olson
Term expires 12/31/14

Ray Steinke
Term expires 12/31/10

MEMORANDUM

TO: St. Francis Mayor, City Council and Administrator
FROM: Scott Lepak, City Attorney
RE: Allowing local service groups on City signs
DATED: October 24, 2013

At the last City Council meeting, the Council directed staff to bring back a policy permitting the local service organizations to utilize the existing City erected signs to identify that these local service organizations are located within the City.

Staff looked into the issue and suggests a simple policy:

A nonprofit community service organization with its principal offices physically located within the City of St. Francis may utilize available space on existing signs owned by the City welcoming individuals to St. Francis placed at the City limits. Such available space may be used only to note the organization's existence within the City by means of the organization's logo. Such signs are subject to size restrictions as may be determined by the City from time to time. This policy may be withdrawn at any time, including but not limited to a City determination that such signage becomes distracting to motorists or diminishes the primary focus on identifying that individuals are entering the City.

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